



## MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL

**June 6 & 7, 2024  
MEETING MINUTES**

### **Attendees:**

Name	College / Agency
Chris Painter	Garrett
Dawn Baker	Hagerstown Community College
Louis Claypoole	Harford Community College
Miriam Collins	Chesapeake College
Steve Dyott	Chesapeake College
Greg Grey	Wor-Wic Community College
Jason Ludd	Cecil
Conrad Helms	DBM

Name	College / Agency
Adam Mott	Community College of Baltimore County
Kerry Norberg	Montgomery College
Dan Schuster	MHEC
Jim Taylor	Anne Arundel Community College
John Anzinger	Frederick Community College
Andrew Clark	ACM
Christina Kilduff	ACM

### **Welcome**

- ❖ Garrett College
- ❖ Location: 687 Mosser Road, McHenry, MD 21541  
800 building (Arts Center), Parking lot B

### **Officer Reports**

- ❖ Chair – Greg Grey
  - The end of the year report is due by June 5<sup>th</sup> to the Presidents.
  - Executive Order from Governor Moore, a 'MD Climate Pollution Reduction Plan' is due by November 1<sup>st</sup> and will affect State Agencies. Greg will forward this along.
    - The Plan will not apply to Community Colleges, it will only apply for Governor's Agencies.
    - There is no State or Senate Bill number, yet.
  - Climate Solutions Now Act – we are supposed to get updates as this Bill's details are developed, but unsure if we received any updates. The updates are due by June 5<sup>th</sup>. We have talked about this new regulation at the last meeting, as far as what the

Colleges should be doing as far as benchmarking. Jim had brought up that Anne Arundel has started doing some benchmarking. If you have campuses that have relatively old building, from 1970 and 1990, you probably have multiple buildings on one meter. The problem will be figuring out exactly what each of those buildings are using, as far as consumption goes. The report will tell us what the requirements will be.

- Bond Bill Review Committee (BBRC) – we will need two members from smaller colleges, two from medium colleges and two from larger college. MHEC, DBM & DGS will be involved as ex-officio members on that committee. Travis was out last year but he typically took the spreadsheets and compiled the information from other colleges. We need to discuss, hopefully, at this meeting who wants to be on the committee. Greg volunteered to be on the committee from a small college. Small colleges are under 3,000 students, middle colleges are 3,000 to 5,000 and large colleges are over 5,000.
- Consider being an officer
  - Chair - attend every meeting. See what is going on at each campus. The Chair has an annual report to the Presidents, which they appreciate everything we are doing for the campuses. Greg will transition on June 30<sup>th</sup> and will be vice chair next year.
  
- ❖ Vice Chair – Kerry Norberg
  - No report
  - Serving as the Chair or Secretary will benefit you to understand and learn the state processes. You do learn as a member, but you really learn the processes as a secretary. Secretary is a great position when you are new to the organization, because you get to learn who is who. The President position is very rewarding too because you are exposed to the college Presidents who are always appreciative of what we do. If you have never serviced, or if it's been a long time since you served, please consider as all the positions are needed and are rewarding to do.
  
- ❖ Communications Coordinator – Travis Hopkins
  - Not present and no report
  
- ❖ Best Practice Coordinator – John Anzinger
  - Ideas for Best Practice Presentations are always welcomed.
  - John will continue to set the schedule. Topics and upcoming items to develop:
    - Capital Budget and CBIS Prep is on-going
    - May 10th meeting will be at Hartford
    - Universal Design ADA accessibility and site design
    - Retreat in June items for Best Practice Presentations
    - Dan will present today the results of the Special committee's work with Continuing Ed/Workforce Development, which he facilitated.
    - Also today: Electric vehicle charging stations, space scheduling software 25Live and classroom design. Louis reached out to BG&E, regarding the charging stations. The presenters will present virtually. Greg stated that they have a unique situation at Wor-Wic, they have 2 power companies on campus. He doesn't know how, having two power companies, will factor in to the equation of the Climate Solutions Now act. Three buildings are under Choptank and the rest of the campus is under Delmarva Power, which is 80% of our energy usage.
  
- ❖ Secretary – Laura Dyson
  - Not Present and no report

## Agency Reports

- ❖ DBM – Conrad Helms
  - There is a new Analyst at DBM to split the work load
    - Are Programs going to be caught up? He is on his second year at DBM, with a new employee they should get caught up on Programs.
  - Last week was the CBIS training. If you need training reach out to Conrad
    - In CBIS, project budgets = entire amount, split into years. Dan will look at Greg's entry. It should split 'Entire Budget'
      - State- next tab
      - GoBonds- you identify 'who pays' load share
  - MD State credit rating went up but downgraded the State Outlook
    - Don't anticipate extra funds
    - GO Bonds okay, don't anticipate further reductions
    - State Wide Capital Budget will be tight
    - 70 million dollars planned in the budget this year for Capital funding for the Community Colleges (CC)
    - 5% of \$70 million, the construction grant program, is what will fund 8 CC Facility Renewal Grant (FRG) projects.
- ❖ Dan added to this discussion:
  - Budget is passed for the CIP. Not known if the Enroll Bill has passed, but can look online. We have been looking for the final MCCDL. The Capital Budget went to midnight the other night with a whole bunch of floor amendments. An Enroll Bill is when each house passes an identical bill, so I think there were some issues relating to that.
  - Plan to get review of some Programs out from MHEC in the spring.
  - Facilities Renewal Grant (FRG) – not changed. The Governor has to propose 5% of construction grant program to be allocated to the Facilities Renewal Grant, but if the construction grant program changes, the FRG does not necessarily change. FY25 FRG funds will be GO Bonds, which means everything you buy will have to last for 15 years. The rule of thumb is that they should be encumbered within 2 years and expended within 7 years. We are going to encumber 100% of the money immediately. Any money spent with a GO Bond has to be approved by Dept. of Public Works (DPW). Money is not immediately available in July; you cannot spend it until DPW approval. We are going to work with DGS to get on the DPW agenda to encumber 100% of the \$1,903,000. The money is encumbered with Purchase Orders (PO), DGS holds that money. Once you are billed for a FRG project, DGS can take the money out of the PO and send it to you. We want you to spend that money as soon as possible and contract in place and if you haven't gotten them in place by the end of the year, we will be talking about that. We are planning for the next several years for the FRG to be GO Bonds.
- ❖ DGS – Craig Curtis
  - Not Present and no report
- ❖ MHEC – Dan Schuster –
  - See attached report
  - FY25 – GO Bonds available July 1st, you can start encumbering these funds.
  - FY26 Cycle- due July 1 to Dan, even if your CC has no FRG FY25 funds, the FRG list is a 5-year document.

- Summer Deadlines:
  - Q4 2024 Cash Flow due July 1st
  - September 3rd due Facilities Renewal Grant (FRG)/ Master List
    - want to see need, even if the CC does not know how, they will fund the project
    - GO Bonds will be used (borrowed funds- 15-year life) – 8 schools
    - \$70 million (5%)/8=8 per year (still depends on Gov. Budget)
- Facilities Inventory Reports are due to me by the beginning of this month.
- The 3<sup>rd</sup> Quarter Cash Flow & Project Status Update report is due to me April 30<sup>th</sup>. We are approaching the end of FY24, so I will be looking closely at where you are with the FY24 FRG money and making sure you will be able to spend your money by the end of the year. If any issues exist on spending your funds, then we can talk about moving some money around.
- Supplemental Funds – we are in good shape and people are spending the money. Hopefully in FY25, the last of the Supplemental Funds money will come to us from the Dedicated Purpose Funds. No Supplemental Funding in the budget for this year. Previous Supplemental Funds – some colleges still have these funds to spend and have not identified how they are going to spend the money.
- Grant program passed with minor additions to a couple of projects. Nothing changes with the FRG. The amount is \$1,903,000 to be divided by 8 schools which is \$237,875.00 for those who are scheduled in FY25. Stage Yield Bonds, which is borrowed money, has no strict limit of spending by the end of FY25. We would like to spend the money as quickly as possible. Hopefully, you will have contracts in place by FY25. You have to spend some money within 2 years and have the money spent within 7 years. There is a little bit stricter determination of what is eligible and it has to be eligible to borrow money. The budget was passed by the assembly but not signed yet. In May we will get the letters out to the colleges but everyone who submitted projects in September will see their projects on the eligible list. You can always add more projects to your FRG list later.
- Programs (Part I & II) – we are still working on 3 years of backlog submissions from MHEC. A couple of projects from FY25 & FY26 are still under review and we are working with the colleges to get answers to our questions. I have a couple of meetings and site visit in April & May, which are my priority.
- FY27 projects, which a couple of Programs have submitted. This past March (3/1/2024), Part I/Part II programs for FY27 projects were due. MHEC did initial review of them in the months that followed. We had meetings with colleges to discuss certain issues before our formal written questions were sent. The written questions were sent for each project before July, and responses are due from everyone in August or September. When we receive those responses, we will pick up the review. There may be a need for another meeting and/or another round of formal questions. But there is plenty of time for that. The goal is to have MHEC's approval (or not) of each of these programs before 3/1/25 (when the FY28 programs are due). Then, folks will have MHEC approval at least before submitting initial funding request next July for the FY27 cycle.
- Process/schedule will be the same next year beginning 3/1/25 with the programs for projects seeking initial funding in the FY28 cycle.

- The Special Committee working on non-credit space on how to count the usage in the space calculations. This is done and we know what our recommendations are going to be. The results will mean that there will be changes to the S6 form, that are due this July. We will also be updating the instructions for the S-6 form. Not ready to share details with everyone yet, because we have to share with our stakeholders at the State first. The goal is to get all of the non-credit space changes implemented and ready to go when I send the budget instructions out in May. Between now and then expect trainings to be set-up, for those who are filling out the S6 form. We will talk more about it at the presentation this morning.
- The FRG letter that Dan will send out to the 8 colleges will say, you have \$237,875.00, grant number, eligible projects and instructions. It will also say that the funds will be available upon DPW encumbrance. The funds are available for 7 years.
- CIP Funds from the State are going to 'borrow' money for the next 5 years.
- Final CIP budget was \$39,754,000 for community colleges for FY25. What was requested was \$94,400,000 and the Governor's request was \$38,000,000. A couple of new projects did not get funded, but everyone else's projects are covered.
- Next 2 CIP funding are \$75 million in FY 26 and \$80 million in FY27.
- FY25 CIP funds were planned for \$80 million, and what was requested by the community colleges were more than that. The State looked at your cash flow, and since monies were not going to be spent, the State cut the CIP budget. If the project is delayed, the preauthorization does not mean that money will be held up, but reallocated.
- Pre-Authorization (Pre-Ops), which is no guarantee, is a signal of intent that the State is going to fund this project.

❖ MACC – Monica Randall

- Not present and no report

❖ **Presentation: Con Ed/Workforce Development Space Planning**

Dan Schuster MHEC:

Note: This Presentation will be available off of the FPC website.

Key Points of the Presentation:

CC Tables & S-G Forms (both due July 1<sup>st</sup>)

- Changing to one S-G form, the S-G Supplemental Form will be eliminated.
  - This will be the 1<sup>st</sup> time with non-credit space
- CC Tables are due July 1 (no changes to this form)
  - Sets space calculations per campus
  - Weekly Student Contact Hours (WSCH)
  - 4 tables (4 tabs w/ instruction tab) COMAR requirements on how to calculate
    - Table 1 = Current space inventory (as submitted in July) – Permanent space used to calculate deficits
    - Table 2 = What will change in the next 10 years due to Capital Projects (not year-to-year but expected CIP, if we have programs submitted). Match Form B-Impact Projects
    - Table 3 = Calculations made. Pulls current inventory from Table 1. Pulls from Table 2 for 10-year space changes (top half of form populated from Tab 1 & Table 2). Enter data from S-G form into second half of Table 3

- Table 4 = Parking (only if we have a parking garage) Dan checks inventory space numbers
- Classroom space is built for 'peak time usage' (Mon to Fri before 5pm). Target utilization rate is 20 hours.
- WSCH (lecture) x Classroom Space Factor Development
- Small schools= < 3,000 FTDE (calculated by/for each company)
- CC tables are about peak time. Also, programs are divided by peak time
- Lab space – station size 50 sq. ft. (18 seats for classrooms)
- WSCH is not equal to credit hours (or billable hour)
- WSCH = hour of contract a student has in a space w/ an instructor
- Issues in reporting WSCH–lecture vs. WSCH-lab:
  - IR confused about lecture vs a lab (need to know where instruction is occurring)
  - Instead, use HEGIS code to define type of space

#### 'S-6' Form

- For Community College (CC) only
- Calculated Peak Time (A&B)
- S-6 Form can fill out CC-Tables

### ❖ **Presentation: Electric Vehicle Fleet Charging/Vehicles and Smart Energy Savings Programs**

Eboni Thomas BGE:

Note: This Presentation will be available off of the FPC website.

#### Key Points of Presentation:

Fleet Program, Incentives & Rebates: (Monika Campbell- Exelon)

- a) Fleet electricity rebate 'Fleet Technical Assessments' is to electricity fleets. There is a \$2,500 fee. Valued at \$25k. There is a pilot program for the 1<sup>st</sup> 50 customers.
- b) 'Fleet Incentives' is a public, make ready program, infrastructure build out.
  - Two locations/custom
  - EVSMART- Hybrid vehicle count as EV fleet
  - EVSE Rebate – \$5k/charge
  - 5-year partnership programs with BGE. Would need to be open to a public charging network.
  - BGE is trying to extend the program. A slow charge is .18/kwh. A fast charge is .34/kwh.

EmPower MD: Legislative Updates:

- MD funded energy efficient and decarbonization efforts
- Added to customer bills
- "Building Performance Tune-up" & 'Building training' – "Technical Services" that BGE can do, providing audits and design support
- BEPS are required benchmarking

### **Review FY24 Goals**

- Continuing with Goal 1 regarding best practices applicable to facility planners, the sharing of individual college practices, industry, and state agency presentations.
- Continue with Goal 2 by publishing CIP State funded projects from each community college. This resource will be located on the Maryland Community College Facilities Planners Council website located on the Montgomery College website.
- Goal 3- Monitor MACC Committee work group for changing mandates. Respond to similar mandates (through MACC) by reporting feedback as to their impact on the community colleges. List recently introduced (and passed) bills and track accordingly. The following are on the FPC's radar:

- SB92 (2023) – MD Sustainable Buildings Act – Effective 10/1/23
  - Light/flight bill; LEED innovation pilot credit 55
- SB528 (2022) – Climate Solution Now Act – Effective 6/1/22
  - Guidelines still under development
- SB0393 / HB427 – Higher Education – Community College Facilities Renewal Grant Program – Alterations – Effective 7/1/24
- Bill #B923(2023) – Public Inst. For Religious Belief
- Vaping Bill –
  - The policy is not enough, ‘No Vaping’ needs to be on the sign
  - “No Smoking or Vaping” (1” letters)
  - Exterior doors to ‘public space’ (SB238)

### ❖ **Old Business**

The FPC website needs to be updated.

### **Day Two, June 7, 2024:**

### ❖ **FY25 Officer Nomination & Elections**

#### ***Congratulations and thank you for serving!***

Nominated and Voted in New Officers for Two Years:

- 1) Chris Painter for Chair
- 2) Greg Grey for Vice Chair
- 3) Travis Hopkins for Communications Coordinator
- 4) John Anzinger & Jim Taylor for Best Practices Coordinator
- 5) Dong-Min Kim for Secretary

### **New Business**

### ❖ **Bond Bill Review**

- Confirm that Travis is taking the lead for this committee. We will need to know who is willing to be part of the committee to disseminate, gather all of this information, and how, when and where we meet. Greg can poll people to see who want to serve on BBRC. Each college should start gathering project information to provide to Travis, which is then sent to Dan.
- Dan explained about the spreadsheet with the prioritization project. The total project costs number that the community colleges have requesting, for the last couple of years, hasn't been an issue because the money on the CIP was at or above what the college was asking. Before there had been an issue, if the CIP was \$80 million and you had 15 projects, they would go down the list until they reach the \$80 million and draw a line to say these are the projects.
- Dan will send out the new S6 template by the end of May.
- Anyone submitting for FRG funding in FY26-FY30 should submit Form B.

### ❖ **BBRC**

- Small - Greg & Chris
- Medium – Travis & Howard
- Large – Jim

#### 1) Review of Bond Bill

- Review Submissions; we are still missing PG County. Discussion of the submissions:
  - Look at the cash flow for FY26, we will not get what we do not spend
  - Reduce our ask goal, which is at \$90 million (budget \$70 million)

- Dan- There are 6-7 projects that should come down
  - Cash flow will flag inaccuracies
  - Each Community College should send Travis revised numbers
  - Conrad- State looks at 5 years, but year by year the budget becomes law
  - Dan- CIP, out year will be high and then change. He doesn't see any real issues. Some projects are unrealistic.
  - Greg- Will send a snap shot to each Community College of FY25
- 2) Facility Renewal Grant (FRG)
- 5% of CC budget (for 8 community colleges)
  - FRG, list all projects and document all needs, even if you do not know how you will fund a project.
- 3) FY25 FPC Goals
- a) Continue Goal 1
  - b) Goal 2- CIP State Project published on MACC and FPC website to continue
  - c) MACC needs to keep FPC more up-to-date (i.e., the vaping regulations in 2 weeks' notice is too short)
  - d) Continue all Goals 1-3 and keep tracking all of the Bills, plus add Vaping.
    - New goal: Goal 4
      - Re-structure meetings, broaden our member base to share knowledge (i.e., Review Facilities Manual annually, look at website at meeting, add to the meeting structure, share standards, and lessons learned from other projects shared by CC)
      - Tie these different ideas into the agenda
      - Use location of meeting as a physical tie (i.e., bring others from that campus to meeting, for special topic)
- 4) Meeting next year, 2<sup>nd</sup> Friday each month, as per listed below.
- 5) Montgomery College will update website over summer. Greg will re-send link for CC to load FMP.

### **Upcoming Meetings**

- All meetings will have Zoom/Teams access. Contact meeting host for the remote invite.
  - September 13, 2024 – Montgomery College
  - October 11, 2024 – Allegheny College
  - November 8, 2024 – Frederick Community College
  - December 13, 2024 – Anne Arundel
  - January 10, 2025 – Chesapeake College
  - February 14, 2025 – Howard Community College
  - April 11, 2025 – Hagerstown Community College
  - May 9, 2025 – Harford Community College
  - June 5 & 6, 2025 – Wor-Wic Community College

### **❖ Tour Garrett College Turf Field**

- Meeting Adjourned

### **❖ Attached: MHEC Report**

### **❖ Links:**

- [MHEC Presentation](#)
- [BGE Presentation](#)





**Wes Moore**  
Governor

**Aruna Miller**  
Lt. Governor

**Cassie Motz**  
Chair

**Sanjay Rai, Ph.D.**  
Secretary

**Maryland Higher Education Commission Agency Report  
Maryland Community Colleges Facilities Planners Council Meeting  
June 6, 2024**

- A. Reminder for ongoing projects that received FY25 funds, please send your requests to encumber those funds as soon as you are ready to do so
- B. FY26 Capital Budget Requests due 7/1/2024 to MHEC
  - a. Instructions/forms sent in May
  - b. All schools submit Form B (5-Year CIP), Revised S-6 form, and CC-Tables
  - c. CBIS entries and additional information required for all projects for which you are requesting FY26 funds
- C. 4<sup>th</sup> Quarter Cash Flow/Project Status Reports are due July 31<sup>st</sup>
  - a. Please be prompt; some info from these reports is included in capital budget submission
  - b. Will ask you to start reporting status for FY25 FRG awards in addition to FRSF
- D. Facilities Renewal Submissions for FY26 cycle are due September 3<sup>rd</sup> (day after Labor Day)
  - a. All 16 schools submit updated deferred maintenance/facility renewal Master List
  - b. The 8 schools scheduled to receive FY26 funding (ACM, AACC, CCBC, Cecil, CSM, MC, PGCC, WWCC) will send project justification and cost estimate forms for all projects for all projects they wish to be considered for the FY26 FRG eligible list
- E. MHEC facility program (Part I/ Part II) review continues for FY26 and FY27 projects
  - a. for all pending projects, questions will go out before end of June with responses due by late August at the earliest
  - b. MHEC review is paused during July and August while budget request takes priority
- F. Questions/Discussion