

FPC Meeting Minutes

Date: January 19, 2026

Location: In person meeting

Meeting Minutes – Facilities Planners Council (FPC)

Attendees

FY26 Meeting Representation (Primary Contact or Sub)	
College	1/9/2026 CCBC
Allegany College of MD	Yes
Anne Arundel Community College	Yes
Baltimore City Community College	
Carroll Community College	Yes
Cecil College	
Chesapeake College	Yes
College of Southern MD	Yes
Community College of Baltimore County	Yes
Frederick Community College	Yes
Garrett College	
Hagerstown Community College	
Harford Community College	Yes
Howard Community College	Yes
Montgomery College	Yes
Prince George's Community College	
Wor-Wic Community College	Yes
Total Representation Out Of : 16	11
Representation Percentage	69%
State	1/9/2026 CCBC
Maryland Department of Budget and Management	
Maryland Department of General Services	Yes
Maryland Association of Community Colleges	
Maryland Higher Education Commission	Yes
Total Representation Out Of : 4	2
Representation Percentage	50%

Opening Remarks

- A welcome message was delivered recognizing facilities planners as key contributors in higher education who transform academic ideas into functional campus spaces.

Organizational Updates

Budget and State Updates

- State budget release expected **January 21, 2026**.
- Capital hearings anticipated **March 9 (House)** and **March 10 (Senate)**.
- Schedule reports and facilities master plan updates are due **February 1**.
- Initial information for **FY29 capital project submissions** is due **March 1**, with further review expected in April.

Agency Reports

- Agencies reported minimal major updates but emphasized **meeting submission deadlines** and maintaining accurate planning documentation.
 - Several capital projects are currently under review for FY27.
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Administrative and Communication Issues

Listserv and Communication

- Ongoing issues with the FPC listserv were discussed.
- Some members are not receiving emails consistently.
- Proposed interim solution:
 - Communications from agencies should be sent to the **FPC Chair**, who will distribute them to member institutions.
 - A **primary contact** from each college will help streamline communication.

Attendance and Event Planning

- Members were reminded to complete the attendance sheet.
- For future meetings, using **calendar invitations (RSVP responses)** was recommended to better estimate attendance for catering and logistics.

Council Governance

Charter Review

- The council began a **review and redlining of the FPC Charter (last revised 2008)**.
- Key proposed updates include:
 - Clarifying the council's role in **reviewing and recommending capital project policies**.
 - Updating terminology (e.g., referencing **college presidents rather than campuses**).
 - Defining **minimum representation of one member from each community college**.
 - Identifying a **primary contact** for each institution.

Officer Roles

- Confirmed officer structure:
 - Chair
 - Vice Chair
 - Secretary
 - Communications Coordinator
- The communications Coordinator role was affirmed as an **official officer position**, responsible for:
 - Maintaining the membership directory
 - Managing communications and updates
 - Maintaining the project portfolio of completed capital projects

Elections

- Officer elections are scheduled for **April**.
- Newly elected officers typically begin full responsibilities **after the annual retreat**, allowing outgoing officers to manage retreat activities and reporting.

Additional Items

Project Portfolio

- Members were encouraged to submit recently completed state-funded capital projects (descriptions and photos).
- These projects are compiled into a portfolio used to demonstrate outcomes to **state legislators and funding decision-makers**.

Future Meeting Topics

- Potential **best-practice session on procurement** with a purchasing director.
- Continued discussion on charter updates and communication processes.

2. Participation Review

Attendance and participation at recent meetings were reviewed.

- Participation has been increasing:
 - **September:** 56%
 - **November:** 69%
 - **Current meeting:** 75%
- Participation trends are improving, but several colleges remain consistently unrepresented.
- The committee plans to **share participation data with college presidents** to encourage greater representation.

3. Subcommittee Status

Discussion focused on the current status of subcommittee work.

- Members requested that the **subcommittees and their membership be clearly listed** under the “Review Status of Subcommittee Work” section in future agendas.
- Current representation includes:
 - Small Colleges – Chris Boehner

- Large Colleges – Christina
- Additional representation – James Taylor and Marty (as noted in previous minutes)

Some members reported **limited updates from certain subcommittees**, though discussions and at least one meeting have occurred regarding survey distribution and project prioritization.

4. Legislative Update – Grant Program Changes

A discussion was held regarding proposed changes to the **community college facilities grant program**.

Current Law

- The program currently receives **5% of the Community College Construction Program appropriation**.
- Funds are typically distributed to **up to eight colleges per year**.
- Maximum grant per college: **\$500,000**.

Proposed Changes

Key elements of the draft legislation include:

- Ensuring **a minimum of \$80 million** in funding for the program.
- If funding falls below \$80 million, the Governor must appropriate funds to make up the difference.
- Grant distribution would expand from **8 colleges to all 16 colleges annually**.
- Funds would be **divided evenly among all colleges** each year.
- The **\$500,000 maximum grant cap would be removed**.

Potential Impacts

- Colleges may receive **smaller allocations per year** if funds are divided among all 16 institutions.
- However, colleges would receive funding **every year instead of every two years**.

- Overall program funding could increase if the total construction program appropriation grows.

Implementation Concerns

Members expressed concern about the proposed **effective date**, which could affect funding cycles for FY28.

A recommendation was made to **delay implementation (e.g., to October 1)** to allow the current two-year cycle to conclude fairly.

The committee discussed the possibility of **sending a letter supporting this adjustment** to ensure equitable distribution across colleges.

5. Committee Goals and Progress

The committee reviewed its current goals and progress.

Progress includes:

- Improving participation and representation at meetings.
- Providing **educational sessions and best-practice presentations** during meetings.
- Continuing work on **committee charter updates and language revisions**.
- Sharing participation data with college leadership to encourage engagement.

Overall, the committee agreed it is **making progress toward its goals**.

6. Website Review and Updates

The committee reviewed the **FPC website** and discussed necessary updates.

Website Content

The website includes:

- Meeting agendas and minutes
- Master plans
- Capital Improvement Project (CIP) information
- Project summaries

Members noted some information may be **outdated or incomplete**, particularly:

- Master plan documents
- Capital project updates
- Project summaries from some colleges

Project Summary Format

Colleges submitting project updates should include:

- Project type (new construction or renovation)
- Gross square footage
- Completion date
- Total project cost
- Delivery method
- Architect and contractor
- Three images (typically one exterior and two interior)
- Brief project description

The description should be **short and concise**, typically fitting within a single-page project summary.

Website Management

Updates should be sent to the designated contact (currently Terry), who will coordinate with the communications team to post updates.

There was discussion about creating a **website subcommittee**, but the group concluded that this is unnecessary at this time since the site primarily requires maintenance rather than a full redesign.

7. Listserv and Communications

Members discussed issues related to the committee listserv and email distribution.

- Some messages may be blocked due to institutional spam filters.
- Communication relies on coordination with IT teams at the hosting institution.

Further troubleshooting may be needed to ensure reliable communication among members.

8. Schedule Adjustment

Due to extended discussion time, the group agreed to:

- Take a break
- Resume discussion at **12:30 PM**
- Aim to complete remaining business in **30 minutes**
- Begin the **facility tour at 1:00 PM**

1. Contracting and Data Submission Processes

- One college reported negotiating a **multi-year contract with a third-party company** to assist with submitting required information to the Maryland database/system (MDD).
- Members discussed whether colleges manage the **portfolio manager/data submission process internally or through third-party vendors**.
- Some institutions handle the process in-house but require dedicated staff to collect utility information and coordinate with providers such as BG&E.
- A key concern raised was **ensuring cost efficiency** and confirming that institutions are not overpaying for third-party services.
- Current estimated cost mentioned was **approximately \$20,000 per year** for contracted services.

2. Data Reporting and Communication Issues

- Several participants reported **delays and incomplete information** in the system due to utility providers being behind on data entry.
- Some institutions received **letters from the Department of the Environment (DE)** requesting clarification on missing or inconsistent building information.
- Others indicated they **had not received any response or confirmation** after submitting their data.

- Members emphasized ensuring **addresses and building information match official records** to prevent system flags or reporting errors.

3. Potential Speaker for Future Meeting

- A member proposed inviting **Zach Risola from the Maryland Department of the Environment (MDE)** to the **April meeting**.
- He could provide updates and answer questions regarding **BEPS (Building Energy Performance Standards)** and related regulations.
- The group expressed interest in potentially hosting him **in person or virtually** due to the ongoing importance of BEPS compliance.

4. BEPS and Sustainability Planning

- Participants discussed ongoing efforts to evaluate **energy-efficiency improvements**, including technologies such as **heat pumps** and **solar installations**.
- Some institutions are working with consultants and grants to determine the **best strategies for long-term emissions reduction and sustainability planning**.

5. Furniture Reuse Opportunity

- The **Kimi Foundation** is demolishing several commercial buildings in Reston and has offered **free office furniture** to institutions before demolition.
- One college has already collected **approximately 150 task chairs**.
- Information about availability will be shared with members once details are finalized.

6. Closing / Logistics

- The meeting concluded with brief logistical instructions regarding **parking and directions** for attendees.