



MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL

**January 10, 2025
MEETING MINUTES**

Attendees at Chesapeake College

Name	College / Agency
John Anzinger (remote)	Frederick Community College
Lisa Aughenbaugh (remote)	Carroll Community College
Clarence Bryant (remote)	Prince George's Community College
Ronald Burns (remote)	Potomac Edison
Andrew Clark (remote)	Allegany Community College
Miriam Collins (remote)	Chesapeake College
Comey, Bill (remote)	College of Southern Maryland
Craft, Cheri (remote)	Community College of Baltimore County
Steve Dyott (remote)	Chesapeake College
Laura Dyson (remote)	Chesapeake College
Caren Franek (remote)	College of Southern Maryland
Gregory Grey (remote)	Wor-Wic Community College

Name	College / Agency
Tony Hinton (remote)	Hartford Community College
Travis Hopkins (remote)	Howard Community College
Christina Kilduff (remote)	Allegheny College
Dong-Min Kim (remote)	Montgomery College
David Koenigsburg (Remote)	DBM
Jason Ludd (remote)	Cecil College
Chris Painter (remote)	Garrett College
Dan Schuster (remote)	MHEC
Iman Shaker (remote)	DGS
James Taylor (remote)	Anne Arundel Community College
William Waugh (remote)	Community College of Baltimore County

Officer Reports

- ❖ Chair – Chris Painter
 - Just a reminder that the Governor will release the FY 26 budget recommendations on the 15th. If you've submitted a request, you should hear from DMB around that time with details on whether your request was approved and the allocated amount.
- ❖ Vice Chair - Greg Grey
 - During our last meeting, I mentioned that we were going to hire a company to assist with inputting our bills into the Energy Star portfolio, and we've now contracted with that company.

This is something we all need to stay on top of as we get closer to the June deadline for reporting to MDE. If you haven't started working on it yet, it's definitely a good idea to begin, as even a little progress is better than none at this point.

The presenter at our last meeting highlighted areas where the company might be able to help, and although we haven't received anything from them yet, we're eager to see how they can support us moving forward with the information we'll provide.

Our contract with them is about to begin, and we'll be sharing information as they request it. It should be a fairly straightforward process, especially since they have experience with this kind of work. It's not a huge investment, but since we're tied up with other projects, it's hard to focus on exactly what we need to input into the system and what MDE is specifically asking for. Hopefully, this company will assist us in navigating that.

❖ Secretary – Dong-Min Kim

- No updates to report
- New member: Dr. Bill Comey, Vice President of Operations and Planning at College of Southern Maryland, and Mrs. Carla Pullen, Vice President of Facilities Management, Capital Planning and Sustainability at Montgomery College.

❖ Communications Coordinator – Travis Hopkins

- A quick update for the listserv: Don Pruitt's email was entered incorrectly, but it's being corrected. The updated list will be published soon—please review it and let him know if there are any additions or deletions.
- I've also cleaned up the submissions for the new projects portfolio and added a few from my college. If you have any new buildings that have been completed, please submit them—completed projects are the goal for the portfolio. I'll send out the template for that soon, but essentially, it requires three pictures and some basic information. Once we get a few more submissions, we can update and publish the new version on the website. Montgomery's team has done a great job with the edits we requested, so it's looking really good.

❖ Best Practice— Jim Taylor

- At the last meeting, we discussed possibly having a procurement roundtable, whether that happens at the retreat or elsewhere—it doesn't matter. The idea was to have representatives from different colleges come together to talk about how they handle various procurements and internal processes. It would be more of an open discussion where each college can share their approach, which might be different from others. One college might have a great idea or method that others could benefit from. The two topics we mentioned were procurement and internal processes—like how you handle project requests at your college, for example.

❖ Best Practice - John Anzinger

- Today, we have Ron Burns joining us, and it's great that he's able to join early and share some of his thoughts ahead of his presentation.
- For our February meeting, we're scheduled at Howard. One topic we discussed previously was the CM at Risk or CMA (Construction Management at Agency) process, and industry cost models. I know Chuck has experience with these and is familiar with them, and we briefly mentioned him possibly offering some input on this. Currently, we don't have a presenter lined up for this, so if anyone here has worked closely with someone in the area who could present—either in person or virtually—we're open to suggestions. Travis suggested Gilbane for this presentation.
- Hagerstown has set up a school construction meeting with Kaylee from Carroll County Government for AIMS. She connected us with Cynthia Smith from Baltimore City Public Schools, who has experience with zero schools and is happy to share her insights on

that topic. It sounds like a great subject for the group, so I can coordinate with Kaylee and Cynthia to present at the April meeting, whether it's virtual or in person.

- Also, I had us listed for a meeting with Travis. You had sent some information out—our main meeting is in Hartford, and we had planned for Ayr St. Gross to discuss Lead Version 5 and the Climate Solutions Now Act. This could be really valuable from the design perspective, covering what they're recommending for their clients to meet these goals we touched on earlier.
- So, it looks like we have February, March (with spring break), April, and May lined up, which leaves us with our June retreat.

Agency Reports

❖ DBM – David Koenigsburg

- As briefly mentioned earlier, DBM would like to inform you that the budget will be released on January 15th. Conrad and I will be reaching out on that day with full details about the FY 2026 requested projects and the FY 2026-2030 capital improvement plan. We'll also be available for any offline discussions at that time.

❖ DGS – Craig Curtis, Iman Shakir

- There's not much to report at the moment. We are still in the process of reviewing programs for FY26. We also have Anne Arundel Community College's two awards in our queue for review. We've completed the PG1 design and sent the LOA to the secretary.
- Please continue to submit your CPES in a timely manner.

❖ MHEC – Dan Schuster

- I have a few updates to share today. First, the governor's budget will be released on the 15th, and the assembly will receive it shortly after. For those interested, the assembly hearing dates are as follows: the House hearing for our capital projects is scheduled for March 3rd, and the Senate hearing will be the following day, March 4th. Afterward, the budget will be adopted by the Assembly in April.
- As we move forward, there are several reports coming due. The first is the second-quarter cash flow and project status report, which was due at the end of January. I sent out the template and instructions last week—please reach out if you have any questions before submitting it, as it's often easier to address any issues beforehand.
- Additionally, the annual Facility Master Plan update is due by February 1st, but since that date falls on a weekend, submissions by Monday, February 3rd, are acceptable. I also sent the related memo and instructions last week. For this update, we need one of two things: if you've made updates to your master plan over the past year, please provide a report listing those updates; if no updates have been made, a simple letter stating that the current plan is still valid will suffice. For some colleges nearing the end of their 10-year plan, we expect new plans to be submitted this February. If you're in the process but won't be able to finalize it by February, a letter stating that the plan is in progress, along with an expected completion date, will be acceptable.
- We're also still working through approvals for some programs from FY26 and FY27, and I know some colleges have questions about the materials we've sent. We're reviewing them and hope to finalize them before the next batch arrives, which will be due on March 1st for FY28 projects. If you're submitting materials for FY28, remember that March 1st falls on a weekend, so submissions by March 3rd are fine. I've already contacted colleges that might be submitting Part 1 and Part 2 documents, based on their five-year CIP submitted last July, to check on their progress.
- According to the CIP, 14 new projects from 9 colleges are expected to begin in FY28. While I don't expect to receive 14 submissions, it's good to be prepared in case we do. A few colleges have already let me know they won't be moving forward with certain projects, so I'm trying to get a sense of where everyone stands. Please respond to my emails so I can gauge what to expect.

- Another update: at the January Commission meeting, I will be presenting the FY27 state share numbers. By the end of this month, I'll send out a memo detailing the state share for each school in the FY27 cycle. This is important, as local commitments are due before the July submission.
- Finally, the inventory report, which is always due April 1st, is the next major report on the horizon. I'll be sending out more information about that in the coming weeks.
- A couple more things to mention: as we move into session, we're still working on approvals for some programs from FY26 and 27. There are a few colleges with questions that we've sent out, and we're still reviewing them. Our goal is to have those cleared before the next batch comes in, which is due by March 1st every year. This batch will be for FY28 projects, specifically those beginning in FY28.
- Since March 1st is a weekend, sending submissions by March 3rd is perfectly fine. I've already reached out to the colleges that might be submitting Part 1 and Part 2 based on what was included in their 5-year CIP submitted last July, to see if they're on track with those projects. If you plan to submit by March 1st, you should be well into preparing those documents by now. I'm just trying to gauge where everyone stands so I know what to expect.
- Based on the CIP, there were 14 new projects across 9 colleges expected to start in FY28. While I don't expect to get all 14, I still need to be prepared in case we do. A few colleges have already responded and let me know that certain projects aren't moving forward this year, so I'm aware of those changes. I know when you first submitted the CIP, the outlook might have been a bit more optimistic, and now some projects are being deferred. I'm just trying to get a sense of where everyone is right now, so please respond to those emails when you can.
- Next, at the January commission meeting, I'll be presenting the FY27 state share numbers. After that, I'll send out a memo by the end of this month, outlining the state share for each school for the FY27 cycle. This is important because that's when you'll need to gather local commitments for your submissions, which will be due to us in July.
- Lastly, just a reminder: the next big report due in the first part of the year is the inventory report, which is due by April 1st. I'll be sending out more information on that in the coming weeks, ahead of the deadline.
- The facilities renewal grant approval letters will be issued after the budget is approved. When the governor's budget is released next week, DBM will email the colleges with capital projects to inform them whether their projects are included in the budget. They will also provide information on the amount allocated for the facilities renewal grant.
- I will reach out to all colleges that are slated to receive funding in FY26 to let them know the details. However, until the budget is officially passed and adopted in April, we cannot issue an award letter confirming the grant amount. These letters will be sent out after the budget is finalized and signed by the governor, which typically happens in mid-May.
- At this point, all colleges that are eligible for the grant have already submitted their project justification forms. I believe all questions have been addressed, and now we are simply waiting to see the final funding amounts. I don't anticipate any issues with the projects that have been submitted, so we are just awaiting confirmation on the funding.

❖ MACC – Monica Randall (absent)

- Gregory said as we enter the legislative session, not many bills will be introduced at this point. We need to follow up with Monica from MACC to ensure we're not missing anything important. We don't want to reach the end of the year and suddenly find something we need to address before the new fiscal year starts in July, especially after what happened last year.

❖ **FPC FY25 Goals**

- Goal 1 Identifying and share best practices for facility planners by exchanging individual college practices as well as presentation from industry and state agencies.
- Goal 2 Continue publishing CIP State Projects on both the MACC and FPC websites.
- Goal 3 Monitor MACC and to keep the FPC better informed, as the two-week notice for vaping regulations was insufficient.
- Goal 4 Restructure meetings and broaden our member base to enhance knowledge sharing by annually reviewing the Facilities Manuals, examining the website during meetings, integrating these elements into the meeting structure, and sharing standards and lessons learned from other projects. We will tie these ideas into the agenda and use the meeting location as a physical link by inviting others from the hosting campus for special topics.

❖ **EmPOWER Maryland program (Virtual) Ronald Burns, Account Manager, Clean Result Energy Solution for Business Program Partner**

- My name is Ron Burns, and I represent Potomac Edison. As Chris mentioned, I met him a few months ago during a random visit with one of the local distributors. We came across a few projects he was working on, and it turned out that through the Empower Maryland program, we were able to secure some incentives and rebates for him. My focus is within the Potomac Edison region, the Empower Maryland program covers the entire state.
- The Empower Maryland program promotes energy efficiency and conservation across the state. The main goal is to reduce energy usage during peak demand times. The program has been funded by a surcharge on electric bills since 2008, so you may see something labeled as the “Empower Maryland surcharge” on your electricity bills.
- Now, within the Potomac Edison region, we manage areas like Garrett County, Allegheny County, Washington County, Frederick County, and parts of Carroll, Howard, and Montgomery Counties. However, if you're outside of these areas, there are other implementers of the program available, and I can provide that information if needed.
- Feel free to ask questions as we go along – I’m here to help!
- Now, let’s dive into the program details. We offer around 18 different programs, many of which are available at no additional cost. These programs cover a wide range of energy-saving solutions, including lighting, HVAC, food services, appliances, and more. I’ll go into more detail as we go through the presentation.
- One of the key roles I play as an account manager is to connect you with the right programs based on your projects. For example, when Chris and I first discussed some projects, I got involved early to work with his contractors and determine what equipment they would be purchasing. From there, we send it off to our engineers to calculate the incentives and rebates you can receive.
- We also offer services like benchmarking, baseline management, project design, and ongoing energy usage support, which are all part of our effort to help with sustainability and carbon reduction.
- I’ll now highlight some of the key programs in more detail.
- **Prescriptive Projects:**
 - These are projects that provide incentives of up to 50% of the total project cost (including labor) and are capped at \$1 million per project, per account, per year. Common measures include lighting, HVAC, food service equipment, and more. Pre-approval is required before purchasing or installing any equipment.
- **Retrofit Projects:**
 - These projects cover things like HVAC control systems, compressed air system upgrades, motor replacements, and AVFP installations. Incentives for retrofits are

typically \$0.28 per kilowatt saved and can cover up to 50% of the total project cost. As with prescriptive projects, pre-approval is required.

➤ **Commercial New Construction:**

- If you're building a new facility or doing major renovations (for example, converting a classroom into another type of space), this program can help. We'll work with you before you break ground to determine the best energy-saving options and corresponding incentives for your project.

➤ **Question:** What you're saying is that if we're renovating a building and have the architect's plans and all the details in place, that's the right time to reach out to you. We can say, "Here's where we're at—what's the next step?"

Answer: Yes, that's correct. So, the timeline works like this: Once you have your budget set and know what you're planning to do with the project, that's when you should reach out to us. Before you make any purchases and once you've selected your architect, get us involved.

We'll then work with the engineers to put everything together and run a pre-design, which could unlock additional incentives for you. The engineers will model everything and determine the incentives you're eligible for, making any recommendations to increase those incentives if possible.

Once we get pre-approval from the company, we'll send you an offer letter outlining the incentives, and then you can move forward with your purchasing. That's why it's crucial to bring us in as early as possible—once you know the opportunity is coming up, that's the best time to reach out.

➤ **Question:** I already know the answer, but just to clarify—have you worked directly with the contractors and subcontractors?

Answer: Exactly. I work for you, and as I always say, think of me as part of your team—you just don't have to pay me. When you tell me, "Here's the contractor we're working with," I'll ask if I have your permission to reach out to them about everything. Once I get the go-ahead, we'll do a smooth handoff, and I'll handle things from there to keep you out of it.

If any issues arise, I'll bring you back into the loop. I'll make sure to gather all the necessary details, such as estimates and the scope of work, to ensure everything moves ahead without a hitch.

I'll also make sure the engineers have everything they need to offer you the best incentive.

➤ **Question:** Are there any extra costs associated with our programs?

Retro-commissioning (RCx): The Empower Maryland program offers a unique advantage, focusing on building operations. One of my favorites is our retro-commissioning program. This provides incentives funded through 2010 kilowatt savings, and it's centered on low-cost or no-cost adjustments, including behavioral changes.

For example, when you get an energy audit, you can receive up to 50% of the audit cost, up to \$10,000. We also handle monitor-based retro-commissioning, which can cover up to 25% of the costs. One of our case studies is featured on the Empower Maryland website. It's about Kite, a biopharmaceutical company that had air change rates in their clean rooms running 77% higher than industry standards.

All we did was come in, take baseline measurements, and make recommendations. They rebalanced the system and reduced airflow to meet industry standards. As a result, they saved 411,000 kilowatt-hours. The incentives they received totaled around \$129,000, with operating cost savings of \$49,000. The best part? This was a no-cost project for them. Our team just came in, took readings, and lowered their operating costs. The incentives they received were used for other projects that were previously on the back burner.

Virtual Commissioning (VCx): If you have smart meters, we can collaborate with utility companies to monitor your usage and provide personalized recommendations. Our team of engineers will analyze the data and offer the best steps forward at no additional cost to you.

Building Tune-ups: This program covers the direct installation of multiple energy-saving measures, such as lighting, HVAC, food service, or refrigeration. The key here is that we work with pre-approved vendors from the Potomac Edison program who are familiar with the necessary guidelines.

Here's how the process works: reach out to one of our approved vendors, and they'll assess your building's needs. They'll provide you with a cost estimate, including the incentives available, and what the project timeline looks like. The program can cover up to 80% of the total cost of the project, helping you save money before even budgeting for it.

Building Tune-up Project Case Study: Sheets, a popular convenience store chain. Wanted to implement energy-efficient changes at 17 Maryland locations in the Frederick and Washington County areas.

We identified three main opportunities for improvements: the HVAC, lighting, and refrigeration systems. They upgraded to AV, FD, demand control ventilation, enterprise-level thermostats, defrost controls, and exterior lighting controls. Since they implemented more than two measures and worked with a closed network provider, they received incentives exceeding \$100,000. Their annual kilowatt savings reached 900,000, with 12 out of 17 locations benefiting. This resulted in an annual operating cost savings of \$730,000.

Sheets is now looking to build on these previous upgrades and elevate their efficiency program even further.

Building Operator Training: Another key feature is the importance of staying up to date with training. We want to ensure your team is informed about the latest technologies and efficiency changes, as well as any shifts in codes. The Empower Maryland program offers building operations training (sometimes referred to as BOT). This includes pre-qualified training courses focused on efficient design, operations, and more.

These training sessions can be taken virtually or in person. Last year, we brought a class to a local community college, and one of the colleges on this call took advantage of it. We can also offer private training for your team. To do so, your facility would need at least 10 participants, but we can also bring in others from the area who want to take part.

Small Business Direct Install: If you have smaller meters on your campuses—those under 100 kilowatts—the SPDI program allows you to work with our closed network providers. Incentives can cover up to 75% of eligible equipment installations.

Instant Discounts (Midstream): If you don't have a full project underway but need to replace broken lights or maintain your HVAC system, this program allows you to get instant discounts on eligible equipment. Instead of buying from general retailers, you work with our approved distributors. They ensure the products meet Energy Star or DLC standards and provide an instant discount at the point of sale. This is a great option for colleges—when you need to replace a fixture, you simply contact an approved distributor, get the equipment, install it, and receive the discount immediately.

Grants, Loans, and Tax Credits: I know funding is a critical consideration for colleges, and I've looked into some of the grants, loans, and tax credits that may apply to you. The best part is that all these grants can be used alongside the Empower Maryland program, so you can take advantage of both incentives and funding options. Whether it's one project or multiple, you can benefit from both buckets.

- **Question:** I can share with the group that we've recently taken advantage of this program at Frederick Community College, as part of the final phase of our central plant upgrade. A few years ago, we upgraded our boilers and chillers, and now we're focusing on pumps, controls, and other systems. After the design phase, we learned about this opportunity and our project manager connected with a representative from Ron's area.

Our rebate was tied to new VFDs on the condenser water and heating water pumps. In the next phase, once the seasons change, we'll be upgrading the chilled water pumps as well. This has resulted in energy savings of around 324,000 kilowatt-hours. By working with the team, providing some utility bill information, and filling out a few forms, we ended up receiving just over \$8,000 in incentives.

Currently, we're about 75% through the design phase for our campus services building. We're working closely to identify potential savings and decide what we can implement from the start. As Ron mentioned, starting early in the design phase is key to figuring out where we can save and what improvements we can make. Overall, it's been an easy and beneficial program, and we really appreciate the support.

Answer: I believe you're working with Angela Grove—she's the account manager for your team, correct? Yes, that's correct. Our project manager oversees it, but I've seen emails with Dave Poe, Angela Grove, and Michael Stevenson included as well. Does that sound right?

- **Question:** In Garrett, we recently built a turf field and installed new lights. We replaced those 30-year-old lights that were a nightmare to maintain, and we saw immediate savings. We also noticed savings in areas like the cafeteria and the 400 offices. Now, we're getting ready to bring these guys in for our athletics build-out. It's definitely been beneficial for everyone, and I'd strongly encourage you to take advantage of it.

Answer: John work with Angela, and Chris, and I work with you. I also work with Hagerstown Community College, and I know Greg Geiger is handling Allegany College of Maryland. For those outside of the Potomac Edison region, I want to ensure you're all getting the information too. I'll find out who's responsible for implementation and get you their contact details, which I'll send to you, Chris, so you can share it with everyone.

- **Question:** I think the training you mentioned would be really beneficial. I was thinking about possibly hosting it at Garrett, but I'm not sure if that's the best location or if we should consider somewhere else. If we have more than 10 people, it could be a good opportunity to bring everyone together. Since you're covering multiple colleges, it might be a chance to group everyone in one place—or if the training is virtual, that could work too.

I also recall Lou, who's retired now, sending something about a business in Montgomery County that was offering training around this. He forwarded it to our group, and I tried to sign up, but I don't think FirstEnergy Potomac Edison qualified for their program. It was a \$900 training, but if you were in their service area, it was covered for free under the power company incentives.

Answer: Recently, we hosted a training event at Allegany College right before the end of the year. Chris was able to send two people, and we opened it up to the local area to allow anyone who wanted to attend. We're working on scheduling more sessions that will come at no additional cost, as we're providing them. Some training might have a cost, but there are also virtual options available, so you don't have to wait for an in-person class.

I have a customer in the Garrett County area who signed up last year and has been taking virtual classes one after another to earn certifications. The great thing is, with tech always changing, even if you think you're sticking with LED to LED, these training programs can still help you qualify for new incentives. Sometimes there are better options out there that can save you more, even with the same tech.

Regarding training, if you have trouble signing up for any classes or need assistance, I'd recommend reaching out to Angela. She can connect you with our new VLT person, Melissa Felton, or the new gentleman, Croy, who can help get the right people into these courses. There's a whole list of training options—some of which are through programs like CSPs at Penn State University and others.

I'll work on getting more details and making sure you have the information when these classes become available. As always, feel free to check in with Angela; she has a great relationship with our team and can help connect you to the right programs. Chris, I know you've already discussed things with Hagerstown, and I believe Allegheny is in talks with their account manager, Greg Geiger.

- **Question/Comment:** I sent two of my staff up there, and they really got a lot out of it. They definitely kept me on my toes for two days, so that's a good sign! I really appreciate it, Ron. Thank you!

Answer: The main point I can provide from this information is that the money for this program has already been paid into through a surcharge since 2008. It's essentially just sitting there, waiting to be used. Every business and residential customer contributes to this program, so even if you don't feel like you're paying that much, you can actually take advantage of more of these funds since other people might not use them.

I understand the budget constraints you're dealing with and the uncertainty while waiting for what DBMS will be sending your way. However, if you have projects planned for the coming year, it's worth doing an assessment to see what's possible. We can then figure out the costs and what your incentives might be. I know there are sometimes budget limits that require you to work with specific providers, but if we can determine your costs and incentives, it might allow you to work with a provider you'd prefer.

- **Question:** I just want to let everyone know that we've been working on these types of client projects and programs for many years. While we're not in your service region, we're based down in Southern Maryland, and we collaborate with Snacko and their partner, ICF. I just wanted to point out that while some aspects of the paperwork are fairly simple, there are also more complex parts as the incentives grow.

Answer: Yes



Question: Sometimes, you may need to hire an engineer to help design a custom program, but we've found the investment to be very worthwhile. For a recent project, we received about \$78,000 in rebates. To get that, we had to spend around \$20,000 on energy modeling, but the rebate more than covered the cost of the energy modeling. In addition to that, we've worked on smaller projects, like swapping out lights for LEDs and receiving rebates for those as well. We've really made the most of this program, and we believe it's a great opportunity for colleges to explore. It's definitely a valuable tool for reducing energy usage, especially when looping back through climate solutions.

Answer: For us, in the Potomac Edison region, we offer energy modeling at no additional cost. That's included as part of the program. Within my region, we have a team of account managers and engineers. As Chris mentioned, the company is Clear Result, but I don't want to confuse things—it's Potomac Edison's program, but we work with a group of about five or six engineers. We also have additional engineers who provide services to help with the incentives and everything else.

Just to clarify, VCF is the company that handles the implementation of the Empower Maryland program outside the Potomac Edison region.

Also, I'd like to mention two other people on the call from my team—Andrew Wichtman, my regional manager, and Marcus Moore, who oversees all the midstream projects and works with the approved distributors. If you have any specific questions, they're available as well.

❖ Lunch Break

❖ Old Business

❖ New Business

❖ Upcoming Meetings

- All meetings will have Zoom/Teams access. Contact meeting host for the remote invite.
 - 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