

Allegany College of Maryland
BOARD OF TRUSTEES

May 11, 2020

PUBLIC SESSION

The Board of Trustees met remotely Monday, May 11, 2020, at 4 pm via Zoom to comply with Gov. Hogan's social distancing order. Board members present included Mr. Kim Leonard (Chair), Ms. Jane Belt (Vice Chair), Ms. Mirjhana Buck, Ms. Linda Buckel, Ms. Joyce Lapp, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP David Jones	VP Christina Kilduff	VP Kurt Hoffman
Melinda Duckworth	Scott Harrah	John Bone
Clorinda Calhoun	Nicole Frost	Arthur Priadkin
Sandi Foreman	Wendy Knopsnider	Marianne Shedlock
Bobbie Cameron		

Chairman Leonard asked that a moment of silence be observed in memory of Mr. Jim Ortiz, a long-standing Allegany College of Maryland Board of Trustee, who passed away recently.

Approval of Minutes

The Trustees approved the April 20, 2020, minutes on a motion and second by Ms. Belt and Ms. Lapp, respectively.

Chairman's Update

Mr. Leonard shared dates of upcoming events listed on the agenda, calling attention to the All-College Assembly meeting Thursday via ZOOM. The Trustees will receive information on connecting to the ZOOM.

President's Updates

COVID 19 Update – Dr. Bambara stated ACM leadership is making decisions daily based on current information. Some of the high-level decisions are:

- Employees were notified that they will be paid at least through the end of their FY20 contracts, or June 30, 2020.
- Plans are being developed to reopen the campus in preparation for when Gov. Hogan lifts the "stay at home" order.
- Meetings are occurring with Garrett College leadership to compare notes and ideas.
- Congressman Trone reached out to all of the Colleges and K-12 Superintendents in his district to find out how he can support the institutions. We informed him of our concern with the lack of clear guidance from U.S. Department of Education surrounding the CARES Act funding. We asked that this type of legislation come with hold harmless language to protect institutions if they misinterpret guidelines. Mental health support for students and staff was another topic discussed.
- Summer session starts May 18. The latest report showed enrollment down just under 10%.
- Fall registration was delayed a month and opened May 4. Our recruitment staff is holding virtual recruitment sessions 7 days per week as well as a variety of digital media tools and print campaigns.

CARES Funding

Dr. Bambara restated that President Trump signed into law on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which includes an Education Stabilization Fund. Leadership has been tasked by the U.S. Department of Education to award emergency funds to our students to help with expenses related to the disruption of campus operations due to the coronavirus outbreak.

The College submitted the application through grants.gov and was notified of our award. The College received our CARES funding allocation which is \$1,494,165. Half, or \$747,083, is the minimum allocation to be awarded for Emergency Financial Aid. This amount was distributed last week to all Title IV eligible students and allocated based on credit load. The institutional portion of the funding has also been received. We are still waiting on clear guidance on how to use the money. The guidance that was received indicates there is more latitude to reimburse the institution for expenses incurred due to the pandemic disruption. The Maryland Association of Community Colleges (MACC) coordinated a process to submit expenses incurred during this time to the Maryland Higher Education Council (MHEC). ACM calculated approximately \$735,000 in expenses and lost revenue for the spring and summer semesters.

Additionally, MACC submitted a request to the Maryland federal legislators for financial support for a Payroll Protection Program for community colleges as the current program does not apply to our institution. The request also includes additional funds to cover any decreases from the county.

Budget

As mentioned last month, there is the possibility of cuts to the state funding that is currently in the FY21 budget. MACC provided figures should ACM budgets be cut by 5, 10, 15, 20 and 25% which is the max the governor can cut our allocations.

Mr. Leonard and Dr. Bambara sent a letter to Senator Edwards asking that he advocate to maintain the state aide allotted in the FY21 budget. Garrett College did the same. Senator Edwards has made that request to Gov. Hogan.

Office of Civil Rights Audit

Allegheny College of Maryland submitted the Methods of Administration Compliance Plan in response to the audit performed last fall. Dr. Bambara expressed her thanks to Dr. Bill Rocks and Lynn Grimm for their leadership in coordinating this plan and to all of the many offices that contributed to this thorough report. This was a routine audit that is conducted every several years.

Reminder: President's Evaluation Process

Dr. Bambara's 360 evaluation results were included in your Board packets. Please let Dr. Bambara know if you have any questions. Please return your completed evaluation by May 22 so the results are compiled for the Trustees review and discussion during the June meeting.

Facilities

A number of great things are going on with campus facilities despite the current disruption. Ms. Kilduff will share the facilities update. Dr. Bambara is pleased that the ACM track and grounds have remained open and the outdoor facilities are being used by our community members for exercise.

Approval of Graduates

Marianne Shedlock provided information on the preliminary list of spring 2020 graduation candidates that includes 288 students applying for 363 degrees and certificates. A number of courses were given extended learning time. Once the students complete the requirements for the course, their graduation applications

will be moved to the summer graduation. The Trustees approved the preliminary list of graduates pending final grades following a motion and second by Mr. Ronan and Ms. Lapp, respectively.

Financial/Administrative Updates

Ms. Kilduff provided updates for her areas.

Finance

- The CARES Act is providing Federal stimulus funds that will be distributed to Title IV eligible students using guidelines from the Department of Education.
- A second round of CARES Act funding is available to ACM for its administrative use. ACM is working to determine the best use for the funds.
- The Human Resources Office sent a survey to supervisors to determine the employees able to continue to work remotely to help in developing a plan for eventual re-opening of the campus. Employees will most likely be brought back initially on a rotating schedule to minimize the number of employees working together on campus in any one office.
- The Business Office has been proactive in working with the external student payment plan provider to defer the due date of the last installment payment as well as waive late fees. The office staff is willing to work with any student who contacts them to extend or otherwise modify payment plans.
- The ACM Foundation in conjunction with the Financial Aid office has monies available to students for additional assistance during the pandemic. Students must be nominated by a faculty or staff member and have a demonstrated financial need.

Facilities

- The Maryland Department of General Services (DGS) approval for the Technology Building project occurred at the end of April, the Technology Building phase II project in Pod C has begun. Due to the pandemic and no classes on campus in the building, much of the renovations will be completed before classes start in August and substantial completion is anticipated for spring 2021.
- The new correctional training center building (WCI) construction project is moving forward.
- The Humanities Building roof restoration project should be completed by the end of June.
- The Bedford County Campus building roof restoration project is still on hold, as the contractor is not willing to work while non-essential businesses in PA are not open. Hopefully this project is able to begin once the PA Governor relaxes stay-at-home orders.
- Both the new Welcome Center and the College center ADA lift project are substantially complete. Outside landscaping is currently being done around the Welcome Center, Library, and College Center.

Information Technology

- The IT department has been supporting both students and employees with the transition to online classes and the need for remote technology. Employees and students have been using remote communication tools such as Outlook Teams, ACM's learning management system, Brightspace, and Zoom. All platforms have inherent cyber risks, but IT staff are helping to make these communications as secure as possible.
- Based on data solicited by faculty and staff from their students as to who did not have appropriate remote learning technology, twenty-five Chromebooks were ordered for students who did not have computers to do their online coursework.
- College staff are looking at utilizing the administrative CARES funding to help purchase laptops for faculty and staff that deal directly with students. Many employees have been using personal devices during the campus closure and having laptops with accompanying docking stations will allow employees to do work on campus and at home easier.

- The outside internet access points had to be moved from outside the Tech Building when renovations started on the building. Wireless internet is now available for students outside the gym.
- IT staff continue to work on the long-term technology plan, including a continuity of operations plan. This plan will interface with the strategic, educational master, and facilities plans.

Security

- Security staff are considered essential employees and are on campus during the campus closure to protect the College's buildings and resources.
- Due to the movement of the third shift custodians to a rotating day shift, Security staff have had to increase their coverage at night.
- Classes for the spring semester end May 8, so the gatehouse at the Willowbrook Woods apartments will no longer be staffed until the fall semester.
- The Director and Assistant Director of Security are working with the Risk Manager to develop general guidelines and procedures for investigations related to any reports that are submitted through the new fraud and ethics hotline.
- The Security department is working on their comprehensive unit review, which will include an external peer review. The hope is to ensure that the unit mission and goals tie to the institution mission and goals, and to increase unit efficiency.

At 4:32 pm the Trustees went into Executive Session following a motion by Ms. Lapp and second by Ms. Belt to discuss the investment of public funds [Article § 3-305(b) (5)] and to discuss personnel [Article § 3-305(b) (1)], covered under the Maryland Open Meetings Act. If necessary, action will be taken in Public Session as a result of items discussed in Executive Session.

At 5 pm the Trustees returned to Public Session to act on personnel items following a motion by Ms. Belt and second by Ms. Buck.

Faculty Tenure Revisions

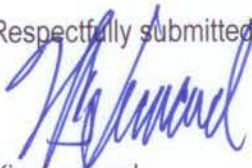
Following a motion by Ms. Lapp and second by Ms. Belt, the Trustees approved the revision to award Tenure for both Associate Professor Diane McMahon and Instructor Mathew McKenzie. Both individuals applied for Tenure only.

Faculty Appointment

On a motion by Ms. Belt and second by Ms. Buckel, the Trustees approved the full-time, tenure-track, faculty appointment of Melissa A. Walch as Associate Professor in the Nursing Program at the Garrett location.

At 5:05 pm, the Trustees adjourned the meeting.

Respectfully submitted,



Kim Leonard
Chair



Cynthia Bambara
Secretary/Treasurer