

Allegany College of Maryland
BOARD OF TRUSTEES

June 15, 2020

PUBLIC SESSION
MINUTES **REVISED**

The Board of Trustees met remotely Monday, June 15, 2020, at 3:50 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. Joyce Lapp, Mr. Jim Pyles, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP David Jones	VP Christina Kilduff	VP Kurt Hoffman
Scott Harrah	John Bone	Clorinda Calhoun
Nicole Frost	Arthur Priadkin	Sandi Foreman
Wendy Knopsnider	Cathy Zirk	Deb Frank
Ron Krug	Chandler Sagal	Bobbie Cameron

Approval of Minutes

The Trustees approved the May 11, 2020, minutes on a motion and second by Mr. Ronan and Ms. Belt, respectively.

Chairman's Update

Mr. Leonard thanked Dr. Bambara for providing the Trustees with weekly operational updates that she and her leadership team developed to handle the changing landscape of ACM operations during the pandemic and for everyone's hard work and dedication to ACM on behalf of our students, employees, and the community. He thanked Mr. Ronan for making sure we all get through the COVID-19. Mr. Leonard commented how nice the Welcome Center looks and reviewed the upcoming events with one correction. Due to the pandemic, the Physical Therapist Assistant and Occupational Therapy Assistant students were unable to complete their clinical work in time for summer graduation; therefore, students from both programs will be graduating in December once their clinical work is complete.

President's Updates

Civil Unrest: An Opportunity to Act – In response to the recent Civil Unrest throughout the country, Dr. Bambara wanted to share an excerpt from the message she sent to the College community:

As an institution of higher learning, we have a moral responsibility to act in response to the unnecessary death of George Floyd and this period of civil unrest. ACM cultivates a climate that supports all students and employees with compassion and respect. Now is the time for us to listen, engage with each other, and reflect upon our common humanity.

*We – as a community and an institution of higher learning – must rededicate ourselves to upholding our college's fundamental beliefs in **equality, opportunity, and inclusivity** each and every day.*

The message went on to say that as we begin the fall semester, we will reach out to offer a safe space for thoughtful, continued dialogues about the impacts of racial and other forms of discrimination and how we can better support one another. We all have a responsibility to listen to our students, our colleagues, and our community partners. When they are ready to do so, we need to hear their stories, heed their truths, and recognize, at times, our own painful ignorance of these lived experiences. It is an opportunity for us to act. It is an opportunity for us to heal.

A similar message went to students inviting their participation on the ACM Diversity Committee to help plan the important conversations and future activities that promote collaboration and respect.

Graduation – For those students who were able to complete the requirements for graduation this May, diplomas were mailed to the graduates along with a personalized letter from Dr. Bambara. Students who were scheduled to graduate in May but were missing clinical/practicum hours are currently completing those requirements. August 7 is the official summer graduation date and ACM is planning an event for spring and summer graduates. The commencement committee is working on the details. Dr. Bambara will provide details when available.

Enrollment – The higher education news feeds are consistent on one message about fall enrollment: “It’s anybody’s guess”. Given that the fall enrollment process began a month later than usual, compared to last year, enrollment numbers are significantly down between 20% and 30% depending on whether comparing year-to-date or days of enrollment. Allegany County is significantly down as well as downstate areas such as Baltimore, Montgomery and Prince George’s Counties and DC.

First time students (most of whom are recent high school graduates) are down between 40 and 50%, depending on how the comparison is made. The following are some of the strategies that our PR/Marketing Team is implementing:

- Sent 2,000 graduation cards, all hand signed by marketing staff and addressed to students in the tri-state region, Early College seniors, and fall applicants.
- A letter from Dr. Bambara was sent to parents of high school seniors (ACPS and Early College seniors – 900 total) with a message inviting them to have their graduate consider attending ACM.
- A Fall Digital Enrollment Campaign launched on June 1 (runs through July 31) – targeting prospects, applicants, Early College seniors, current/expected returners and Stop Outs (students who dropped out after one semester in the past two years).
- Recruitment continues to host virtual information sessions -- 22 sessions in April/May with specific academic program virtual information sessions being held June 15-18 & June 22-25.

Budget – Enrollment will be a key budget factor as we move into FY2021. The good news is that ACM has confirmation of level funding from Allegany County. As Dr. Bambara mentioned last month, there is the possibility of cuts to the state funding currently in the FY2021 budget. The Maryland Association of Community Colleges (MACC) provided the Presidents with figures should ACM budgets be cut by 5, 10, 15, 20 or 25% which is the maximum amount the governor can cut ACM allocations. MACC indicated ACM will not learn of any budget cuts from the state until October or later.

Bedford County Campus

- The grant funding deadline for the facilities projects at the Bedford County Campus has been extended to June 30, 2021, by the PA Department of Education. Electrical work for the HVAC

project has been completed and the energy recovery units are scheduled to be delivered July 29, 2020. The roof restoration has been completed by Altoona Roofing as of June 9, 2020, with the exception of the roof surrounding the energy recovery units. Altoona Roofing will return after the rooftop energy recovery units are installed to finish this portion of the project.

- The Bedford County Regional Education Foundation awarded \$75,842.50 to 396 Bedford County Campus students through scholarships, tuition assistance, and emergency book funding for 2019-2020.
- Educational Improvement Tax Credit (EITC) Program donations from ECM Insurance Group and other EITC donors will allow early college students enrolled through the Bedford County Campus to take classes tuition free. Funding will also allow textbooks to be provided. Early indications predict an increase in Fall 2020 semester early college enrollment. For instance, Tussey Mountain School District typically has enrollment of 6 to 9 early college students during fall semesters and they have 22 students registered for Fall 2020 early college coursework.

ACM Foundation/Grants

- Contributions for FY2020 year to date total \$1,203,698.
 - (This represents a 16% increase from the same time period a year ago.)
- Scholarship awards for FY2020 to date total \$1,118,833.
 - (This represents a 14% increase from the same time period a year ago.)
- Several new planned gifts have been established and/or are being developed.
- Multiple grants have been submitted and/or awarded to support instructional needs as well as facility enhancements. A few examples include the following:
 - \$200,000 for Western Maryland Works Makerspace in cooperation between Allegany County Government and Allegany College of Maryland
 - \$14,843 to create Digital Marketing Coursework at Allegany College of Maryland, through a combined Multimedia Technology and Business Management initiative.
 - \$263,359 (estimated) for the Adult Education and Family Literacy Grant.

Facilities Renewal Grant – The Facilities Renewal Grant Program became law in 2018 and was first funded in 2019-2020. The program allowed for approximately \$500,000 to be awarded to 8 of the 16 community colleges on an alternating year basis. ACM was one of the first 8. All required approvals were received and the Humanities Building roof replacement began toward the end of March. When ACM submitted the first invoice to the Maryland Higher Education Commission (MHEC), ACM was told the funding was pulled. ACM is one of seven community colleges with projects underway who were provided the same message. MACC staff are working on behalf of the seven colleges to have the funds restored.

Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding Update – President Trump signed the CARES Act, which includes an Education Stabilization Fund, into law on March 27, 2020. Colleges were 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 applications through grants.gov and were notified of the award. The College has 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. ACM is in the process of determining how to best use this portion of the funds.

Return to the Workplace

Guide for Returning to the Workplace – Since the May meeting, the ACM Leadership Team has been working on plans to gradually reopen the College for instruction and support services. The leadership team developed the “Guide for Returning to the Workplace” using recommendations from the local, state and federal governments. The team relied heavily on The Center for Disease Control’s publication *Considerations for Institutes of Higher Education* as well as the American College Health Association’s *Guidelines: Preparing for COVID-19*.

Dr. Bambara provided the Trustees with an overview of the guidelines.

In addition to the guide, Dr. Bambara stated that ACM is forming a COVID-19 Response Team from across the College community. Up until this point, ACM Leadership has focused on planning for a reopening. The Response Team will engage in a number of tabletop scenarios in order to develop several protocols with assigned responsibilities should a positive case occur.

Dr. Bambara thanks all of the faculty, staff and students for the tremendous efforts to maintain continuity of operation. Everyone has gone over and above to make this pandemic experience as painless as possible.

Student Council Gate Receipt Fund Transfer

Mr. Jones presented information and recommended the Board approve the transfer of \$43,151 from the Student Council Gate Receipt Fund to the Foundation’s Physical Education and Athletics Enhancement Fund. The Trustees approved the recommendation on a motion from Mr. Ronan and a second from Ms. Belt.

ACM Culinaire Café Catering Van Bid Recommendation

Mr. Jones recognized Instructional and Student Affairs staff, as well as Deb Frank and Chandler Sagal for their efforts with this project. Mr. Jones and Ms. Frank provided information on a Maryland Innovation Grant through the Maryland State Department of Education ACM received to implement a catering component to the existing Culinary Arts program. The project will provide an innovative opportunity to educate students on event management and catering services, an industry that is expected to grow exponentially over the next several years.

Following a motion by Ms. Buck and second by Ms. Belt, the Trustees approved the low bid from Commercial Van Solutions, LLC, in the amount of \$54987.81.

Auditor’s Annual Fraud Risk Assessment

The College’s auditors requested Ms. Kilduff remind the Trustees of the Annual Fraud Risk Assessment they are required to complete. The Trustees need to set the tone that trickles down to Dr. Bambara and Ms. Kilduff to reinforce that all ACM employees understand what fraud is, are proactive and ready to report fraud. A fraud hotline will be in place soon. Security is developing an investigative process to address fraud complaints.

Approval of FY2021 Budget

Following a motion by Ms. Belt and second by Ms. Lapp, the Trustees approved the FY2021 balanced operating budget in the amount of \$28,562,021 as shown in the Fiscal Year 2020-2021 Budget Book.

Non-Discrimination Policy and Statement Revisions

Mr. Jones presented the revised non-discrimination policy and statement and explained the need for the changes. On a motion and second by Mr. Ronan and Ms. Belt, respectively, the Trustees approved the revisions to the non-discrimination policy and statement to adhere to the guidelines published by the Office of Civil Rights.

At 4:34 pm the Trustees went into Executive Session after a motion by Ms. Belt and second by Ms. Lapp to discuss personnel items [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 4:45 pm the Trustees returned to Public Session to act on personnel items following a motion by Ms. Belt and second by Ms. Buck.

Faculty and Professional Staff Appointments

On a motion by Mr. Ronan and second by Ms. Lapp, the Trustees approved the following full-time faculty and professional staff appointments:

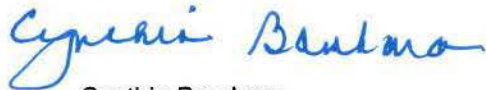
- Brian Bluebaugh, full-time, tenure track position of Assistant Professor in Computer Technology
- Dr. Benjamin Brooks, full-time, tenure track position of Associate Professor in Chemistry
- Devon Corle, full-time, tenure track position of Assistant Professor in Nursing
- Leslie Nicholson, full-time, professional staff position of College/Career Coach in Bedford
- Julie A. Rando, full-time, professional staff position as Director of Learning Commons.

With no other business, the Trustees adjourned the meeting at 4:50 p.m.

Respectfully submitted,



Kim Leonard
Chairman



Cynthia Bambara
Secretary/Treasurer