

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES

February 19, 2018

4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, February 19, 2018, at 4 p.m. in the Board Room. Members present included Mr. Kim Leonard (Chair), Mrs. Jane Belt (Vice Chair), Mrs. Joyce Lapp, Mr. Jack McMullen, Mr. Jim Pyles, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Also in attendance were Mr. David Jones (VP of Advancement and Community Relations and Executive Director of the Allegany College of Maryland Foundation), Mrs. Christina Kilduff (VP of Finance and Administration), Dr. Kurt Hoffman (Sr. VP of Instructional and Student Affairs), Mrs. Melinda Duckworth (Director of Human Resources), Mr. Scott Harrah (Associate Dean of Institutional Effectiveness, Research and Planning), Mr. John Bone (Assistant Professor of Multimedia Technology and Faculty Senate Chair), Dr. Donna Brunelli (Professor of Biological Sciences and Faculty Senate Vice Chair), Mrs. Kathy Condor (Director of CE Health and Human Services and Professional/Administrative Support Staff Association Chair), Mr. Nick Taylor (Coordinator of Web Services and Professional/Administrative Support Staff Association Vice Chair), Mrs. Martha Steele (Assistant Registration Specialist and Associate Support Staff Association Chair), Mr. Rich Crawford (Dean of Information Technology), Dr. Audie Klingler (President of the ACM Foundation), and Mrs. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

Approval of Minutes

The Trustees approved the minutes of the January 15, 2018, meeting as presented on a motion by Mr. McMullen and a second by Mrs. Lapp.

Chairman's Update

Mr. Leonard recently attended a Bedford County Regional Education Foundation meeting. He noted the commitment of the foundation members. He recommends that a date be selected to hold a Board of Trustees meeting at the Bedford County Campus to acknowledge the BCREP members' hard work. Mr. Leonard reviewed dates of the upcoming events.

President's Update

Phi Theta Kappa Omicron Pi—Five Star Chapter - ACM's PTK advisory was notified today that the chapter received Five Star recognition. Phi Theta Kappa chapters have five levels of engagement that progress from local, campus involvement to regional involvement to international involvement. The Five Star Chapter Plan is the roadmap guiding the chapter through the levels. Chapters use the plan as a guide for building strong, active chapters.

This plan, which reflects the scholarly ideals of Phi Theta Kappa, serves as a blueprint for developing a strong chapter and for earning local, regional, and international recognition. In this plan, chapters do not compete against one another.

Participation encourages excellence and recognizes progress in the attainment of goals set by the chapter. Using the Five Star Chapter Plan as a guide to success, chapters enhance their working relationship with the college administration by becoming active on the campus and in the community. On a personal level, involvement

in the program educates chapter members in the importance of deadlines and organizational skills. The strength of Phi Theta Kappa is determined by the achievements of chapters on the local level. Recognition for these achievements provides reinforcement and encourages a recommitment to chapter goals.

ACM Basketball Games on Facebook - The Multimedia Technology Program, with help from the Instructional Technologies and Multimedia Services Department, have streamed the Women's and Men's home basketball games since January 31. Nine students, along with faculty and staff, produce the video stream which includes running college commercials during timeouts and halftime.

Statistically speaking: for the 5 dates, or 10 games (5 women's and 5 men's), over 60,000 Facebookers have watched streaming the game, that meaning it displayed on their news feeds. There has also been nearly 7,000 views total with a range from around 340 to nearly 2,000 in a single game. This means someone scrolled through Facebook and the video began playing. There have been numerous shares and comments from family and fans of the Trojans.

Viewers of the games have been from surrounding states, but also from areas farther away such as: Illinois, Ohio, Missouri, Florida, Georgia, Arkansas, and North Carolina, as well as a viewer from down under in Australia. All 10 games are still on the college's Facebook page to view them at any time. John Bone was recognized for helping to coordinate the project.

Enrollment – Spring 2018 Classes began January 22

Dr. Bambara reported on the current spring 2018 enrollment as follows:

Campus enrollments:

Bedford has flat at 155 students

Cumberland down 10% at 1355 students

Campus enrollments plus Early College:

Bedford is up 14.9% with 316 students to date.

Cumberland is up 5% with 1552 students to date

Bedford Campus Updates

The Bedford Chamber of Commerce Founders Circle membership continues to provide a great deal of positive exposure for the College. The Educational Partnership at the Russell House has launched with speakers and professional development ongoing.

Campus Lighting Project—a combination of grant funding (Penelec Sustainable Energy Fund and Community Foundation for the Alleghenies) and a \$15K fund balance allocation from the College is allowing for a complete lighting overhaul at the campus. All light fixtures were replaced with LEDs for a substantial savings to the College in addition to a fresh, bright new look at the campus. A lighting ceremony took place last month to showcase the new look and thank sponsors.

MACC Trustee Leadership Conference and Legislative Reception

The conference and reception were held Monday, January 22 from 1-8 p.m. at the Calvert House in Annapolis. Jane Belt, Bobbie Cameron and Dr. Bambara attended. Topics presented included Higher Education Legal Updates, the MACC Strategic Plan and the MACC Legislative Agenda. This was followed by a panel of the 2018 Maryland Gubernatorial Candidates. All were present except for Governor Hogan who had a previous conflict. At the reception, we visited with Senator Edwards, Delegate McKay, and the aide from Delegate Buckel's office.

MACC Legislative News

The Governor's veto for HB1- Maryland Healthy Working Families Act (Sick Leave Bill) and SB543 Admissions Process-Criminal History (Ban the Box) were overridden and are now in place at ACM.

The MCCCCP Legislative meetings are in progress. Dr. Bambara will be testifying on SB597 Community Colleges—Supplemental Services and Support for Student With Disabilities Grant Program to request funding for \$2.5 M, half of the \$5M annual cost at Maryland's community colleges.

As updates occur between now and the next meeting, Dr. Bambara will send email summaries to the Trustees.

ACM Foundation Quarterly Update

Foundation Board of Directors are:

David N. Aydelotte, Sr., WCBC Broadcasting Studios
Carl O. Belt, Jr., Carl Belt, Inc.
John J. Felten, Retired, CSX Transportation
Lee N. Fiedler, Retired, Kelly Springfield
Bernice A. Friedland, Retired, Teacher and Small Business Owner
Dr. Peter Halmos, Retired, Cardiologist
Robert E. Heltzel, Retired, ABL Corporation
Aaron Hendrickson, Hampshire County Public Schools
Dr. Audie G. Klingler, Allegany Chiropractic Center
George W. Lapp, Jr., R.H. Lapp Mechanical Contractors
Robert J. Martin, Jr., Potomac Valley Home Medical
Sally J. Miller, CareFirst BlueCross BlueShield
Mary Ann D. Moen, Retired, M&T Bank
Dixie Pownall, Attorney
Amanda Ruthenberg, Retired, Allegany County Public Schools
Judge Frederick Sharer, Retired, Judge of the Maryland Court of Special Appeals
Robert Smith, Allegany Aggregates
John R. Smyth, CBIZ
Elaine K. Solomon, Retired, Carl Belt, Inc.
Marc E. Zanger, Retired, CBIZ

FY2018 Foundation year to date (unaudited) contributions and scholarships (7/1/17-1/31/18)

- Contributions: \$1,056,763 (endowed and not endowed)
 - 33% increase over the same time frame last year
- Total Revenue: \$1,622,580
 - 18.7% increase over the same time frame last year
- Scholarships: \$510,671 (spring 2018 awards are not reflected)
 - 2% increase over the same time frame last year

Benchmarking – As part of the Foundation's annual statewide benchmarking initiative, information from Allegany College of Maryland related to net assets, contributions, and endowment is compared to all other Maryland Community Colleges. As documented in the report, the data shows the following:

- Allegany County has the lowest median household income in the State.
- The Foundation's net assets are second only to Montgomery College.

- Allegany College of Maryland has the second highest contributions per FTE, the highest net assets per FTE, the highest endowment per FTE, and the second highest scholarships per FTE, as compared to every other community college.

The Foundation reception is scheduled for Tuesday, April 17, 2018. Invitations will be mailed in early March. The event will also include a ceremonial groundbreaking for the Thomas Welcome Center.

The design process for the ACM Welcome Center (100% privately funded through the ACM Foundation) has started, with construction expected to be completed by fall 2018.

The Foundation's annual report/thank you booklet is currently being developed and will be distributed in late March.

The Foundation's Lunch and Learn series will continue during the academic year for donors and friends, with four sessions scheduled. This has been a very effective initiative.

The Foundation is expecting several major gifts in the next 6-12 months, primarily representing estate gifts that will benefit the College's mission.

Athletic facility examples supported through the ACM Foundation

- Baseball Field Scoreboard, \$30,000 (100% supported by three sponsors)
- Softball Field Scoreboard, \$25,000 (100% supported by a sole sponsor)
- Outside Basketball Courts (completely redone by donor at approximate value of \$50,000)

Approximately 25 Honor/Memorial Benches have been purchased and many have been installed. The cost is \$900 and the Foundation is promoting this to donors, alumni, faculty/staff, and the community.

Mr. Jones thanked Dr. Klingler and the Board of Directors for going above and beyond on behalf of the Foundation. The Welcome Center, according to Dr. Klingler, will be approximately a 2,000 square foot facility that will provide a good first impression for visitors, donors, and alumni.

Video Surveillance Revised Policy

On a motion by Mrs. Lapp and a second by Mrs. Belt, the Trustees approved the revision to the policy to read "This facility employs video surveillance equipment for security purposes" as presented by Mrs. Duckworth.

Sick and Safe Leave Policy

On January 12, 2018, Maryland passed the Maryland Healthy Working Families Act (HB-1). The bill is to be effective on 2/11/2018. This bill entitles all employees working more than 12 hours per week to accrue paid safe and sick leave. The leave can be used to treat mental and physical illness, injury or conditions, and/or to obtain preventive care for the employee or the employee's family member, for maternity/paternity leave; or to be absent for work due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member.

One hour of paid leave is accrued for every 30 hours worked, up to 40 hours per fiscal year; 40 hours per year can be carried over, and no more than 64 hours can be accrued at any time.

To be compliant with the new law, the current sick leave policy was amended for:

- Full-time employees already earn more than required by law; however, the conditions for use were increased for the "safe" leave. In addition, family member was defined and was expanded from the current policy.

- This policy now includes information for the part-time staff, including all part-time hourly employees, adjuncts, continuing education instructors, students, or any employee working more than 12 hours per week.
- Reporting procedures were updated to reflect the language in the new bill.
- Renamed existing policy from *Sick Leave* to *Sick and Safe Leave*.

On a motion by Mr. McMullen and a second by Mrs. Lapp the Trustees approved the existing Sick Leave Policy, 03.001.02, to include the new provisions as outlined in the Maryland Healthy Working Families Act (HB-1) and rename the existing policy to the Sick and Safe Leave Policy.

Data & Information Technology Security Update

Rich Crawford, Dean of Information Technology, updated the Trustees on the new data-security regulatory changes under the Gramm-Leach-Bliley Act (GLBA). Beginning in 2018 the Federal Student Aid Office of the U.S. Department of Education (USDE) requires Title IV schools to have GLBA safeguards in place to:

- provide training for employees and management on security awareness,
- conduct a risk assessment and align risks with safeguards, and
- monitor, detect and mitigate security threats.

Title IV schools must self-report suspected and/or actual data breaches. GLBA defines a breach as any unauthorized disclosure, misuse, alteration, destruction, or other compromise of information. Starting in 2018 Title IV school's GLBA information security safeguards will be audited to ensure administrative capability. Schools without GLBA safeguards may be found administratively incapable of properly administering Title IV funds. Schools that fail to comply with the requirements to self-report data breaches may be fined up to \$54,789 per violation by the USDE.

To comply with the requirements, institutions must follow the audit objectives and suggested audit procedures to:

- designate an individual to coordinate the information security program,
- perform a risk assessment the three areas noted in the law, and
- document safeguards for identified risks.

The USDE provided a cyber-security assessment tool (CAT) built by the Federal Financial Institution Examiners' Council that helps to establish a school's risk profile and cyber-security maturity.

Mr. Crawford asked the Board to help ensure data security by providing oversight for the ACM information security program by:

- reviewing/approving policies pertaining to data and IT security,
- reviewing an annual written report on the overall status of the information security program,
- ensuring the budget process includes information security related expenses and tools,
- providing the appropriate signatures on the results of the information security risk assessment.

FY19 Tuition and Fee Changes

Mrs. Kilduff presented the proposed changes to the tuition rates and fees for FY19. The Trustees approved the proposed tuition and fee changes on a motion from Mrs. Belt and a second from Mr. McMullen.

Strategic Issue – Program Viability

Dr. Hoffman explained the data analysis process his department is using to assess the viability of each academic program. The process includes the following components

- health of each program determined using a color-coded system,
- efficiency and fiscal trend analysis conducted over a 3-year period,

- academic and fiscal efficiencies analyzed
 - grade point average
 - transfer/graduation rates
 - faculty staffing
 - job placement
 - national board pass rates
 - faculty evaluations
 - program satisfaction surveys – students and employers
 - general education courses cost offsets
 - level of rigor
- strategies and interventions implemented for healthier programs
 - updating curriculum
 - professional development
 - instructional/pedagogical assistance
 - marketing action planning
 - program re-engineering
 - budget and resource allocation

Faculty Appointment

The Trustees electronically approved Dr. Bambara's appointment recommendation of Tina Courtney to fill the full-time temporary instructor position in Dental Hygiene.

Following a motion by Mrs. Lapp and a second from Mrs. Belt, the Trustees went into Executive Session at 5:25 p.m. to discuss personnel, financial, and Board administrative matters covered under the Maryland Open Meetings Act. If necessary, action may be taken in Public Session as a result of items discussed in Executive Session.

The Trustees went back into Public Session and adjourned at 6:05 p.m. on a motion by Mrs. Belt and a second by Mrs. Lapp.

Respectfully submitted,

Jane A. Belt
Board Vice Chair

Cynthia Bambara
Secretary/Treasurer