

Allegany College of Maryland
BOARD OF TRUSTEES

October 21, 2019

PUBLIC SESSION

The Board of Trustees met Monday, October 21, 2019, at 4:05 pm in the Board Room. Members present included Mr. Kim Leonard (Chair), Ms. Jane Belt (Vice Chair) Ms. Mirjhana Buck, Ms. Linda Buckel, Mr. Jim Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP David Jones	Scott Harrah	Melinda Duckworth
John Bone	Sharon Yoder	Nicole Frost
Arthur Priadkin	Sandi Foreman	Wendy Knopsnider
Jennifer Engelbach	Dr. Tino Wilfong	Jeff Kirk
Adam Phipps	Dr. Bill Rocks	Bobbie Cameron

Approval of Minutes

The Trustees approved the September 16, 2019, minutes on a motion and second by Ms. Belt and Mr. Pyles, respectively.

Chairman's Update

Mr. Leonard reviewed the Board of Trustees' committee list, the 2020 meeting schedule, and the nominating committee list.

President's Updates

Fall Enrollment

All enrollments are now in for the fall 2019 semester. Enrollment is relatively level at -.04% in headcount and 2.2% down in FTE.

Online enrollment is up approximately 17.3% primarily due to the LPN to RN Online Nursing Program. Allegany County and out-of-state enrollments are level. The largest decrease is in-state and out-of-county enrollments, primarily from Prince George's (down 37.5%) and Montgomery (down 25%). Enrollments from Baltimore City/County are up 38.6%. Enrollments were compared by presidents at the September Maryland Council of Community College Presidents meeting. Most colleges were close to flat enrollment. However, two colleges were down over 7%.

Maryland Opioid Operation Command Center Grant

The Maryland Opioid Operation Command Center awarded the College a prevention and education grant in the amount of \$443,274.92 for its *Tackling the Opioid Epidemic: From Crisis to Opportunity* Project. The project will utilize the Center for Mind/Body Medicine's evidence-based model of group support and self-care skills to deal with stress, trauma, and chronic mental health/health issues.

This grant directly addresses the Maryland Opioid Operational Command Center's mission to mobilize all available resources for effective prevention, treatment, and recovery "before it's too late". The program will help turn the tide in the opioid crisis by addressing three critical gaps in current Prevention and Education

as well as the Treatment and Recovery initiatives: addressing at scale the physiological and psychological root causes of addiction, introducing non-pharmacological approaches to address pain, chronic illness (physical and mental), and building a community-wide support system.

The grant will fund educational events, trainings and mentorships through the ACM Center for Continuing Education and Workforce Development for more than 2,000 individuals in Allegany County and across the state. Cherie Snyder will serve as the Project Director and Kathy Condor will serve as the Program and Community Coordinator to coordinate and operationalize the training through the Center for Continuing Education and Workforce Development.

ACPS Partnerships

- Drs. Bambara and Hoffman had a very good meeting with ACPS administration, Mr. Blank and Dr. Kalbaugh. Discussions focused on ACM/ACPS partnerships and future opportunities.
- ACM hosted a new High School Science Program on September 25, 26, and 30. The program was coordinated by ACPS and the Evergreen Foundation and provided learning opportunities for students using the ACM Cumberland Campus. Students had an opportunity to learn about select ACM programs and services. This year, one biology class from each of the three high schools participated. The vision is to extend the program to all ACPS Biology students in the future.
- The third cohort participated in the P-TECH Program this fall. Two students in the first cohort are tracking to complete their AAS degrees in cyber security at the same time as they complete their high school diplomas. On September 17, ACM celebrated the new cohort with a dinner at the Culinaire Cafe

OCR Compliance Visit

On September 27, 2019, ACM had a virtual audit from the Office of Civil Rights Compliance prompted by our participation in Perkins Funding. Dr. Bill Rocks with assistance from Lynn Grim provided the leadership in compiling the report. Final notification is expected in a few weeks. No significant findings are expected. The team was most complimentary of ACM's work on the report.

Dental Hygiene

A dental hygiene accreditation team will visit tomorrow and Wednesday. Cathy Wakefield and her team have worked very hard in preparation for the visit.

MSCHE

Dr. Bambara will chair a MSCHE evaluation team at SUNY Adirondack, in Queensbury, NY. She completed a preliminary visit from October 6-8, 2019. David Jones was selected to serve on a team this spring as well.

TRIO

Our TRIO graduates are now at 21 different colleges and universities around the country – Virginia Union University, Frostburg State, Morgan State, Salisbury University, University of the District of Columbia, Bowie State, Seton Hill, Coppin State, Towson, Shippensburg University, West Virginia University, Johnson and Wales- Charlotte, Lycoming College, Southern New Hampshire, IUP, William Patterson- New Jersey, Virginia State University, Ashford University, Stockton University, Point Park, California University of PA.

Verso

ACM employees have been working behind the scene to assist displaced VERSO employees. Seven former Verso employees are currently enrolled in credit programs this fall and four additional will start in the spring. In non-credit areas, 55 have completed the Adult Basic Education Testing, 12 are currently in the Workplace Transitions Class in preparation for the Industrial Maintenance Technician program. There are 16 who have completed the TABE assessment for Machining (required for Trade Act funding). Dr. Bambara recognized Jennifer Engelbach for taking the lead with the Verso displaced workers.

Community Colleges of the Appalachia

Autumn Becker and Dr. Bambara will attend the fall conference of the Community Colleges of the Appalachia in Hazard, KY. They will repeat their presentation on the IT Center of Excellence. The presentation is entitled "The Success and Lessons Learned of a Strategic Industry Partnership". The presentation is an overview of:

- The EARN (Employment Advancement Right Now) workforce development model
- The public/private partners
- Incumbent worker training
- P-TECH
- TECH at the Gap
- Girls Who Code
- Summary of the Return on Investment and Economic Impact

CCA selected ACM's IT Center of Excellence for the 2019 Innovation Award. Autumn and Dr. Bambara accepted the award at the annual conference last June.

AACC Spotlight

ACM was featured in a spotlight on the American Association of Community Colleges web page. The link follows: <https://www.aacc.nche.edu/2019/10/11/spotlight-allegany-college-of-maryland/>

Approval of Academic Calendars Fall 2020 – Summer 2022

Jennifer Engelbach presented the academic calendars to the Trustees noting the adjustments to the spring and summer 2020 calendars and the newly developed calendars from fall 2020 through summer 2022. The onboarding process for students requires the multi-year academic calendars for planning purposes. Following a motion and second by Ms. Buck and Ms. Belt, respectively, the Trustees approved the academic calendars from Fall 2020 through Summer 2022.

Expressions Literary Magazine

Dr. Tino Wilfong presented the Expressions 30th Anniversary Edition. Mr. Leonard expressed his appreciation to the students, faculty and staff who contributed their time and talents to this outstanding publication. The 2019 Expressions represents the very best of ACM.

Continuing Education (CE) Year-End Report

Jeff Kirk extended his appreciation to the CE staff for their hard work in increasing FTE by nearly 7 percent, which topped the highest FTE mark and percentage total. CE had 1,245 offerings serving 12,000 students in both contract trainings and open enrollment courses. Contract training partnerships in drone pilot training as well as others are offered at the ACM Workforce Development & Continuing Education: Bedford Center located at the Bedford County Technical Center. CE sold DelFest tickets. Students in the

Corrections Academic were hired in their field. Former Verso employees are in transitions classes. The WCI building will provide 2,000 sq. ft. of additional space to conduct safety and/or wellness training once the building construction is complete.

Welding Ventilation System for Makerspace

Mr. Kirk explained the current EPA standards for the ventilation system for the new welding lab that will be relocated in the County's new Makerspace in LaVale. It is recommended that the Board of Trustees approve the quote received from Wilson Supply of Cumberland in the amount of \$49,999 for the Welding Ventilation System at the Makerspace where the Advanced Manufacturing Program welding lab will be located. Wilson Supply will supply stand-alone units with a ratio of two booths to one ventilation hood. These units may be installed by ACM Physical Plant Department personnel. Warranties will be in place if installation completed by ACM staff. Allegany County Government will cover 50 percent of the ventilation system cost up to \$25,000. The Trustees approved the purchase following a motion by Ms. Belt and second by Ms. Buck.

Bedford County Campus Advisory Committee Membership Updates

On a motion and second by Ms. Belt and Ms. Buckel, respectively, the Trustees approved changes to the Bedford County Campus Advisory Committee membership to include Jill Reigh replacing Marty Culp as the Southern Alleghenies Planning and Development Commission member, and Samantha Davis to replace Denise Bouch as an ACM staff member on the committee. Other minor updates were made.

Revisions to Faculty Senate Association Bylaws

Mr. Bone explained the revisions reflect the new ACM Constitution and also align with the Professional/Administrative Support Staff Association (PASSA) and the Associate Support Staff Association (ASSA) Bylaws. The two major changes are:

- Faculty Senate members cannot serve on the Faculty Status Committee.
- If Faculty Senate addresses business involving a Senator's family member, that Senator may choose or may be asked by majority of Senators to recuse himself/herself to avoid a conflict of interest.

Following a motion by Mr. Pyles and second by Ms. Belt, the Trustees approved the revisions to the Faculty Senate bylaws.

ACM Welcome Center Design/Build Acceptance/Contract

Ms. Belt recused herself from the discussion to avoid a conflict of interest. Mr. Jones presented the ACM Welcome Center design/build proposal and requested the contracts be awarded to EADS and East Hills Engineering for design services and to Harbel, Inc. to build the Welcome Center for the total bid pricing of \$494,475. The ACM Foundation Board is pleased with the final outcome and they approved with \$500,000 from an estate. The new Welcome Center will provide functional areas for study space or for meetings. Construction is scheduled to begin in November and be completed by March. The Library will be transformed into a learning commons. On a motion by Ms. Buck and second by Mr. Pyles, the Trustees accepted the design/build contract as presented.

Tremco Customer Comments on Roof Resurfacing Process

Mr. Adam Phipps, Director of Physical Plant, and an ACM Physical Plant staff member conducted a site visit at Southern Huntingdon School District to view the roof restoration process and obtained references from other schools utilizing the Tremco restoration process. Mr. Phipps provided photos of roof projects and explained the process Tremco uses.

ACM, Bedford County Regional Education Foundation (BCREF) & Southern Tier Education Council (STEC) Memo of Understanding (MOU)

Mr. Jones explained the MOU with ACM, BCREF and STEC seeks to clarify their rights and responsibilities for each of the three entities with regards to two separate facility renewal projects at the Bedford County Campus facility. Following a motion by Ms. Buck and second by Mr. Pyles, the Trustees approved the Memo of Understanding among Allegany College of Maryland, the Bedford County Regional Education Foundation and the Southern Tier Education Council.

Mr. Jones stated Tremco estimated a 30-year restoration roof budget at \$241,000. Tremco's budget estimate includes all roof diagnostics, complete specifications/scope of work preparation, pre-bid meeting, bid review, pre-construction meeting, job progress monitoring including program reports and photos. The bids solicited will be for the roof restoration process and will be a formal competitive bid process. The budget also includes project close out book with Tremco 30-year quality assurance roof warranty and roof inspections during the 30-year warranty period.

The Bedford County Campus Facility Committee approved the roof restoration for the Bedford County Campus facility renewal project in Everett. Thanks to Rep. Jesse Topper who acquired \$300K in capital funds. The roof restoration project will be funded completely through the 2019/2020 Pennsylvania Regional Community College Grant, and the HVAC project will be funded by the remainder of this grant after the roof project costs are deducted, plus additional funds provided by BCREF and/or ACM. On a motion by Mr. Pyles and second by Ms. Buckel, the Trustees approved the roof restoration project, as requested by the Bedford County Campus Facility Committee, using Tremco as project manager soliciting bids through a formal competitive bid process for the ACM Bedford County Campus facility.

Monies from the Commonwealth of Pennsylvania will go through the BCREF for both the roofing and the HVAC projects and are documented in the grant agreement. Monies must be expended by the end of June.

Enterprise Risk Management – Board Approved Policy Repository

Dr. Bambara explained that the Repository that includes the board-approved policies will have a public face on the College's web page. Board-approved policies need to be accessible. Dr. Bambara reviewed the areas identified for document organization. These policies will also be available to employees through SharePoint along with other non-public documents. Previously, the Human Resources Manual was considered as the Board of Trustees policy manual.

Curriculum Proposals

Addictions Certificate Program Revision – Dr. Bill Rocks presented the Addictions Certificate Program revision to add eight credits to the existing program, taking it from 16 to 24 credits. This will provide ACM students planning to work as addictions counselors increased time in supervised fieldwork placements, additional knowledge in the human body, and a greater understanding of social problems that may trigger an addiction. Also, regional employment opportunities for addiction counselors increased due to the opioid crisis.

Criminal Justice Program Deletion and Addition – Since the Criminal Justice Transfer Area of Concentration results in an A.A.S. degree, ACM Criminal Justice students experienced difficulty in transferring because many transfer institutions do not accept an A.A.S. but prefer an A.S. degree. The Criminal Justice Program is proposing a program deletion for the A.A.S. in Criminal Justice Transfer Area of Concentration.

Upon review, it was determined that the Criminal Justice Transfer Area of Concentration already met all of the Code of Maryland Regulations (COMAR) requirements to award the A.S. degree. However, MHEC requires a separate, stand-alone program as opposed to an Area of Concentration. Therefore, for the benefit of ACM Criminal Justice students in transferring, the Criminal Justice Program is also proposing a new program, A.S. in Criminal Justice Transfer. Following a motion by Ms. Buck, second by Ms. Buckel, the Trustees approved the revisions to the Addictions Certificate Program, the deletion to the Criminal Justice Transfer Area of Concentration Program, and the addition of the Criminal Justice Transfer Program.

Dr. Rocks asked if an ACM Trustee would consider serving on the Local Advisory Council. Mr. Pyles volunteered to serve.

The Trustees adjourned the meeting at 5:30 p.m.

Respectfully submitted,

Kim Leonard
Chair

Cynthia Bambara
Secretary/Treasurer