

Allegany College of Maryland  
BOARD OF TRUSTEES

July 20, 2020

PUBLIC SESSION  
MINUTES

On Monday, July 20, 2020, at 4 pm the Board of Trustees met remotely 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
Scott Harrah	Melinda Duckworth	Dr. Audie Klingler
Dr. Renee Conner	Becky Ruppert	Clorinda Calhoun
Arthur Priadkin	Chandler Sagal	Wendy Knopsnider
Kara Riley	Bobbie Cameron	

**Approval of Minutes**

The Trustees approved the revised June 15 and 24, 2020, minutes on a motion and second by Ms. Lapp and Ms. Belt, respectively.

**Chairman's Update**

Mr. Leonard welcomed everyone and asked the chairs and vice chairs of the new constituency groups to introduce themselves. Clorinda Calhoun is Faculty Senate chair. Ron Krug, Faculty Senate vice chair was unable to attend. Arthur Priadkin is Professional/Administrative Support Staff Association (PASSA) chair. Chandler Sagal is PASSA vice chair. Wendy Knopsnider serves as Associate Support Staff Association (ASSA) chair. Kara Riley is the ASSA vice chair.

Mr. Leonard noted the upcoming events especially the virtual commencement ceremony Friday, August 7 at 6 pm being live streamed on the ACM Facebook page. The 2020 Fall semester full-term classes begin Monday, August 24.

**President's Updates**

Graduation – For those students who were able to complete the requirements for graduation this May, diplomas were sent to the graduates along with a personalized letter from the President.

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 with a live streamed event planned for spring and summer graduates at 6 pm that day. The event will be held in the theatre for speakers and platform party only. Students will be honored by reading their name and through a photo slide show. Trustees are asked to contact Bobbie if they are able to attend. The Dental Hygiene students will hold a pinning ceremony the same day at noon for students, dental hygiene faculty, and select administrators.

Enrollment – As Dr. Bambara mentioned last month, the higher education news feeds are consistent on one message about fall enrollment: "It's anybody's guess." Given that enrollment began a month later than usual, compared to last year, ACM fall enrollment is significantly down about 30% from last year in June. Two weeks

ago the enrollment saw improvement, lagging behind last year by 17%. This morning the enrollment report is showing additional improvement, down 13% from last year. Our team is hopeful this trend will continue.

Allegany County continues to be significantly down from last year (about 25%) as well as downstate areas such as Montgomery and Prince George's Counties and DC. Surprisingly, the Baltimore area is flat. Enrollment of first-time students (most of whom are the recent high school graduates) are down about 24%, which is an improvement from last month's deficit of more than 50%. Some of the strategies that our PR/Marketing Team has been implementing are:

- Sending 2,000 graduation cards - hand signed by marketing staff and addressed to students in the tri-state region, Early College seniors, and fall applicants.
- Sending a second letter from the President 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. The letter contained details of our delivery methods and safety protocols.
- Launching a Fall Digital Enrollment Campaign on June 1st (runs through July 31st) - targeting prospects, applicants, Early College seniors, current/expected returners and Stop Outs (students who dropped out after one semester in the past two years).
- Continuing 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.
- Working on creating a virtual informational video library to prepare for having to conduct recruitment visits and events virtually in the 2020-21 academic year.
- Offering one campus tour per day beginning July 6<sup>th</sup> – full schedule for the first two weeks of July.

Fall Reopening – Since the June 15 Board meeting, the ACM Leadership Team continues to work on plans to gradually reopen the College for instruction and support services this fall. Last month Dr. Bambara shared the "Guide for Returning to the Workplace" that was developed using recommendations from local, state and federal governments. The guide relies heavily on The Centers 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*. Additional guidance from various sources continue to be published.

ACM will reopen in three stages:

- Restricted Remote Operations (completed as of 6/12/2020).
- Phased Return of Operations (current mode as of 6/15/2020).
- Return to Full Operations (in the future).
- The phasing will progress in tandem with the Maryland Strong: Roadmap to Recovery and guidance from the Commonwealth of Pennsylvania.
- A COVID-19 Response Team was convened earlier this month and continues to meet weekly. Up until this point, ACM Leadership has focused on planning for the gradual reopening. The Team includes cross college representation. The charge of this team is to be ready to respond to a positive case/cases. The Team has reviewed reopening documents, CDC material, etc. This week the Team will meet with Dr. Corder from the Allegany County Health Department to learn what is needed from ACM when a positive case is reported as well as an opportunity to address our questions. In the weeks ahead, ACM will be considering various scenarios through table top exercises.
- Established "ACM Outlook: Fall '20 Plans" webpage – [www.allegany.edu/fall-20](http://www.allegany.edu/fall-20).
  - This webpage includes a video message from Dr. Hoffman describing the various delivery modes for instruction along with descriptors and student videos talking about instruction.
  - A description of the enhanced health and safety measures that the College is taking.
  - How to have meetings and make appointments.
  - Modifications to Willowbrook Woods Housing and the application process.
  - Information on Athletics, Bookstore, Continuing Education and a host of links to other services.

- In addition, ACM continues to post on social media bi-weekly information on fall course delivery modes and plans for a safe environment.
- Athletics
  - With guidance from the NJCAA, a vote from the Board of Regents will move the majority of athletic competitions to the spring 2021 semester. Only non-contact sports such as track and tennis will be allowed in the fall.
  - Team conditioning and non-contact practice will continue for fall sports. ACM will not move fall sports to spring because of the limited number of participants and travel logistics.
- Physical Plant
  - The campus has been thoroughly deep cleaned and established cleaning protocols are in place.
  - Class rooms have been marked to allow for social distancing and limited seat capacity.
  - Signage with reminders of precautions are on every entrance door and directional signage is in each building.
- Leadership continues to meet regularly to address additional details and Dr. Bambara meets with FSU President Dr. Nowaczyk and Garrett College President Dr. Midcap every other week to share approaches and lessons learned.

### Budget

Enrollment will of course be a key budget factor as ACM moves into FY2021. The good news is that ACM has confirmation that Allegany County will provide level funding. News from the Board of Public Works is that the increases for community colleges that were in the original FY2021 budget have been cut. This means ACM is level funded from last year. The possibility of additional cuts to the state funding still exist and could go as high as 25%.

### 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, beginning of April. When our staff submitted the first invoice to the Maryland Higher Education Commission (MHEC), ACM was told the funding was pulled. The College is one of seven colleges with projects underway which were provided the same message. Community College of Baltimore County completed their project early and were funded. The Maryland Association of Community Colleges (MACC) staff are working on behalf of the seven colleges to have the funds restored but still no word. Dr. Bambara wrote to the Western Maryland delegation who in turn wrote to the Board of Public Works advocating for the funding.

### CARES Act Funding Update

As you are aware, President Trump signed the Coronavirus Aid, Relief, and Economic Security Act (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 applications through grants.gov and were notified of our 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 leaders are in the process of determining how to best use this portion of the funds.

### PA Development and Community Relations

- The Bedford County Campus projects for roof restoration and rooftop energy recovery unit replacement are expected to be completed in August 2020. The total project cost is \$373,183.75 and will be covered through the Southern Tier Education Council and Bedford County Regional Education Foundation funding.
- The Southern Tier Education Council will receive \$550,000 from the PA Department of Education to provide PA tuition subsidies to students. The line item was flat funded from FY2019-2020.

### Grants and Development

- Pathways for Success funding news (in excess of \$1,000,000) is expected soon.
- The College's ARC Pre-application for Allied Health Simulation ranked very high and ACM will be submitting a full proposal this fall in the amount of \$100,000.
- MD Rural Council – ACM is preparing a proposal in excess of \$40,000 for streaming/flex classrooms.
- The College is in the process of developing a proposal for a \$1,500,000 grant to the Department of Labor in partnership with FSU and Aeon Technology. Specific activities include:
  - The addition of employer-informed Robotics training to Allegany College of Maryland's (ACM) existing Advanced Manufacturing training programs that promote and sharpen skills needed by employers as use of robotics in manufacturing creates higher efficiencies in product output;
  - The diversification of the economy and job opportunities by supporting a new public-private partnership between Frostburg State University (FSU) and Aeon Technologies to develop a biotechnology lab at FSU and promote the Western Maryland region as a biotechnology hub, supporting nearby urban capacity needs in Washington, DC and Pittsburgh, PA;
  - The development of the FSU Remote Work Center which will provide basic job training services to disadvantaged adults and dislocated workers who can then staff remote work by companies outside of the Western Maryland region.

Distinguished Alumni – Tom Keyser was selected as the 2020 Allegany College of Maryland Distinguished Alumni recipient.

### Upcoming Events

**August 28, 2020** – Western Maryland's higher education institutions – Allegany College of Maryland, Frostburg State University, and Garrett College – are planning a joint event to recognize the strong state and local support for our capital projects. To recognize this support, the three institutions will be collectively hosting a trio of events on Friday, August 28 highlighting each of our latest capital projects. Trustees are invited to participate in some or all of the events. A luncheon celebrating these projects will take place at FSU following the FSU groundbreaking.

The schedule for these events is below:

<b>Time</b>	<b>Site</b>	<b>Event</b>
9 a.m.	Garrett College	Community Education & Performing Arts Center Groundbreaking
11:30 a.m.	Frostburg State University	Education and Science Building Groundbreaking
3 p.m.	Allegany College of MD	WCI Training Center Construction Site Visit and Progress Update

**November 24, 2020** at 11:00 a.m. – Ribbon cutting ceremony for the WCI building.

Thank you – Thank you to the Trustees for your continued support which means so much during these trying times. Special thanks to all of the faculty, staff and students for the tremendous efforts to maintain continuity of

operation. Everyone has gone over and above to deliver instruction and services to students and make this pandemic experience as painless as possible. Mr. Leonard noted how appreciative the Trustees are to everyone at ACM for positively responding to the changing dynamics of the pandemic to serve our students and the community.

### **ACM Foundation Quarterly Update**

As part of the quarterly Foundation report to the Board, Dr. Audie Klingler and Mr. David Jones shared the following ACM Foundation updates.

1. Acknowledged and thanked the 19-member Board of Directors for the dedicated service to the College.
2. Provided the FY2020 Foundation year-to-date (unaudited) contributions & scholarships (July 1, 2019 – June 30, 2020) summary, as follows:
  - a. Contributions: \$1,974,357.07 (endowed and not endowed)
  - b. Scholarships/College Support: \$1,802,910.29
3. Shared that the Foundation reception, originally scheduled for April 14, was postponed. The Board is reviewing options to reschedule.
4. Discussed the endowed fund investments with the University System of Maryland Foundation and the investment results through 4/30/2020.
  - i. 1-Year Return: -.32%
  - ii. 3-Year Return: 5.15%
  - iii. 5-Year Return: 5.02%
  - iv. 10-Year Return: 6.40%
5. Discussed the Maryland community college benchmarking project and provided a hard copy of the results. 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.
  - Despite the poor economic health of our county, the ACM Foundation realizes a substantially higher contribution per capita compared to that of the most-wealthy counties.
  - 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 highest scholarships per FTE, as compared to every other Maryland community college.
6. Distributed and discussed the Foundation's annual report/thank you booklet which was mailed to alumni and friends in early June.
7. Shared that the Foundation is expecting several major gifts in the next 6-12 months, primarily representing estate gifts that will benefit the College and our mission.

### **Sexual Harassment & Sex Discrimination Policy**

Dr. Renee Conner provided the background and purpose for the substantive changes implemented in May 2020 by the U.S. Department of Education to go into effect August 14, 2020. She reviewed the revised policy that includes a non-discrimination statement, a prohibition of sexual harassment, sex discrimination, and retaliation, and the scope of the policy as well as the institutional obligations, Maryland Law/Regulation, and procedures to implement the policy. Also included in the policy are the role and responsibilities of the Title IX Coordinator, prevention and awareness education training for students, faculty, staff, and other relevant parties. Also included are the procedures to file a report or complaint. The policy also incorporates other provisions and policy changes.

Mr. Leonard thanked Dr. Conner for her work incorporating and implementing the changes. On a motion and second by Ms. Belt and Ms. Buck, respectively, the Trustees approved the revised Sexual Harassment & Sex Discrimination Policy that will be submitted to the U.S. Department of Education and become effective August 14, 2020.

### **Electrical Discharge Machines (EDM) Die Sinker and Wire EDM for Advanced Manufacturing**

Ms. Becky Ruppert explained that in response to employer requests to offer complete Level 2 Machinist Training, the College's Center for Continuing Education and Workforce Development partnered with Allegany County Government to purchase both an EDM Die Sinker and Wire EDM to allow for the complete offering of Level 2 training. The equipment is being paid through an ARC grant secured by Allegany County.

This grant was written prior to COVID-19 but was only awarded within the past two weeks. It was expected that the County would purchase the items outright, but they would have had to go out to bid first since their procurement threshold is \$25,000. The County asked ACM to purchase these items and be reimbursed through the grant. ACM had already determined pre-COVID to purchase the refurbished machines. Hi-Tech Machinery Sales held the equipment for ACM since February. Hi-Tech called ACM last week to share that they could not hold the items any longer and that they had another buyer. If ACM waited for the County to go through their process, ACM would have lost them.

Based on the five quotes obtained, it is recommended by the staff in the College's Center for Continuing Education and Workforce Development as well as the Allegany County Government that the Board approve selection of the package from HiTech Machinery Sales, Inc. with the low bid of \$78,700 with onsite training included and a shipping charge estimated at \$3,000. Based on discussions with the Advanced Manufacturing Program Manager, selecting the refurbished equipment will provide the program with the necessary equipment to implement and sustain the Level 2 Machining Program.

Please note that it is typical for a vendor of refurbished equipment to be paid in full prior to delivery. Based on this standard practice and the references provided, Ms. Ruppert requested to pay the full amount prior to shipping. This cost will be reimbursed to Allegany College of Maryland from Allegany County Government.

The Board of Trustees met in Executive Session on June 24 to discuss before a contract is awarded, [Article § 3-305(b) (14)], as covered under the Maryland Open Meetings Act. The Trustees preliminarily agreed for the College to move forward with the two requests (1) process the necessary documents for the purchase of the equipment that is beneficial and needed for the Advanced Manufacturing Program and (2) approve issuing payment July 1, 2020, for the equipment to be shipped once the check clears the bank, as required by the vendor. The equipment will be purchased in FY2021 on July 1, 2020, with a delivery date of approximately July 20, 2020.

Following a motion by Ms. Buckel and second by Ms. Lapp, the Trustees approved the HiTech Machinery Sales, Inc. bid for the purchase of the Electrical Discharge Machines to expand the Advanced Manufacturing Program.

### **Sustainability Funds Transfer**

Ms. Kilduff explained the request for the year-end transfer of sustainability fee funds. A new general student fee, the sustainability fee fund was approved in FY2019 to help create a reserve for campus infrastructure repairs and upgrades. The purpose of the fee was to set aside funds outside the general operating budget in order to fund capital projects that do not meet the eligibility criteria or thresholds for larger State and County supported Capital Improvement Plan (CIP) projects.

Allocations of State and County operating funds each year are not sufficient to cover infrastructure repair and renewal, so funds need to be set aside for these projects. No main campus projects have currently been designated for use of these funds, as funds will be accumulated in order to cover larger projects as needed; however, renovations to the College Center Theatre may be considered at a future date. The Bedford County Campus used some of these funds in FY2020 for heat pumps.

In order to reserve and carry over the funds for this purpose, the funds must be transferred out of the operating fund and moved into the plant fund. It is recommended that the Board approve the transfer of FY2020 sustainability fee revenues from the General Operating Fund to the Plant Fund for future capital projects.

The amounts to transfer are as follows:

- Main Campus Revenue \$236,074.54
- Bedford Campus Revenue \$13,762.38
- Less: Bedford Campus Expense \$21,211.00
- Total Transfer amount \$228,625.92

The Trustees approved the transfer of FY2020 sustainability fee revenues from the General Operating Fund to the Plant Fund following a motion by Ms. Belt and second by Ms. Buck.

### **Resolution for Technologies Building Project II Renovation**

To avoid any conflict of interest, Ms. Belt recused herself from this agenda item.

Ms. Kilduff presented the Resolution for the Technologies Building Project II Renovation as required by the Maryland Higher Education Commission Department of Finance and Administration. The resolution states:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Allegany College of Maryland does hereby formally request the County Commissioners to approve the proposed plans for construction as set forth in the application for financial assistance, to file, as required by the provisions of acts, the necessary petition with the Maryland Higher Education Commission for a State grant in the amount of five million nine hundred eighty-eight thousand fifty-three dollars (\$5,988,053) and to make available the necessary local funds for completion of the project.

On a motion and second by Ms. Lapp and Ms. Buckel, respectively, the Trustees approved the Resolution. The document will be submitted to the Allegany County Commissioners.

Mr. Leonard requested a tour of the Technologies Building once the project II renovations are complete. He thanked Ms. Kilduff and her team, both internally and externally, for moving quickly on a great product that will benefit our students and our community.

At 5 pm the Trustees went into Executive Session after a motion by Ms. Belt and second by Ms. Buck 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 5:09 pm the Trustees returned to Public Session to act on personnel items following a motion by Mr. Ronan and second by Ms. Belt.

### **Faculty and Professional Staff Appointments**

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

- Brooke (McClintock) Morton, MSN, RN, Full-time Temporary Nursing Instructor
- Carolyn George, PhD in Biochemistry, Full-time Tenure Track, Assistant Professor in Biology
- Michelle Harvey, DNP, RN-BC, Full-time Tenure Track, Associate Professor of Nursing
- Tina Kravets, Full-time, Professional Staff position of College and Career Coach, Bedford

With no other business, the Trustees adjourned the meeting at 5:13 p.m.

Respectfully submitted,

Kim Leonard  
Chairman

Cynthia Bambara  
Secretary/Treasurer