

Allegany College of Maryland
BOARD OF TRUSTEES

March 15, 2021

PUBLIC SESSION
MINUTES

On Monday, March 15, 2021, at 4:03 pm the Board of Trustees met virtually 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, Mr. Jim Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP David Jones	VP Christina Kilduff	VP Kurt Hoffman
Scott Harrah	Melinda Duckworth	Clorinda Calhoun
Ron Krug	Arthur Priadkin	Chandler Sagal
Wendy Knopsnider	Kara Riley	Bobbie Cameron

Approval of Minutes

Following a motion and second by Ms. Belt and Ms. Buckel, respectively, the Trustees approved the February 15, 2021.

Chairman's Update

Mr. Leonard noted the calendar of upcoming events and the combined virtual commencement ceremony.

President's Update

Dr. Bambara reported the following:

ACM COVID-19 Vaccination Clinic

The Allegany County Health Department has worked with the College to schedule a COVID-19 vaccination clinic Friday, March 19, 2021. The clinic is available to all ACM employees. Leadership has encouraged all employees to take advantage of this opportunity. Thanks to David Jones and Cheryl Nelson who have worked closely with the Allegany County Health Department and UPMC Western Maryland to provide support for the testing and vaccination clinics as well as arranging the clinic for ACM employees.

COVID-19 Command Team

The work of COVID-19 Command Team continues. Since August 17, 2020 when the College began tracking cases, there have been 504 reports of close contact/exposure and 126 confirmed positive cases. Last week (March 11, 2021) there were 2 reports of close contact or exposure and 0 positive cases.

All offices are open; however, until employees have the opportunity to be fully vaccinated, teleworking is encouraged where possible with virtual student appointments.

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)

ACM received notice of a supplemental award of \$3.23 million that is available to the College. Of this amount, \$747,082 must be awarded to students. This amount has been disbursed. Plans are under development for appropriating the remaining \$2,276,587 for additional expenses due to the pandemic. College officials are awaiting guidance from the federal government on how the money can be used.

A third round of funding is anticipated in the amount of \$36 billion for Public and Private Non-Profit institutions of higher education. ACM's estimated portion would be \$5.2M with \$2.6M as the estimated portion for student grants. Additional guidance is forthcoming.

Commencement

There will be a virtual spring commencement on Saturday, May 15, 2021. The platform party will be taped in advance. More details will follow.

County Budget Presentation

The ACM budget will be presented to the County on April 8, 2021. ACM is requesting flat funding for FY2022.

State Budget

There are no changes to Dr. Bambara's last report of the FY2022 State Budget Allocation. The Governor's original budget showed Maryland Community College State Budget set at the Cade formula which would have meant a 20.9% increase for ACM or just over \$1M. Immediately the Budget Reconciliation and Financing Act went into effect reducing all MD community colleges to a 5.5% increase or an additional \$285,000 for ACM.

Maryland Association of Community Colleges (MACC) News

The search for the MACC Executive Director closed on March 15, 2021. As chair, Dr. Bambara will convene a meeting next week of the search committee members to select candidates to interview. The goal is to have the position filled by the beginning of May.

Middle States Commission on Higher Education (MSCHE)

Christina Kilduff, Kurt Hoffman and Dr. Bambara are all participating on accreditation evaluation teams during the month of March. ACM's MSCHE Self-study process is advancing as planned.

Grants and Advancement News

Dr. Bambara reported on a number of grants that have been submitted including the IT Center of Excellence (Maryland EARN [Employment Advancement Right Now] Program) in the amount of \$620,820 to support incumbent training, internships, PTECH (Pathways in Technology Early College High School) program, small business development, and project management.

GEER 2 (Governor's Emergency Education Relief) Fund grant in the amount of \$187,887 for CE/Workforce Development primarily for Career and Employer Solutions, Adult Basic Education, and Health and Human Services.

Recovery Now grant in the amount of \$218,155 to provide equipment and supplies to support Western Maryland Works MakerSpace funded through the Maryland Higher Education Commission (MHEC) and the SEED Facilities grant (State of Maryland) is a \$250,000 grant proposal to revitalize the Zimmer Theater

through the addition of new lighting, technology and physical infrastructure enhancements. The award notice is anticipated within the next three months.

The Spring 2021 edition of ACCESS ACM magazine will be released in mid-April. The theme is “Engaging Ideas” and the cover story features Cody Blankenship and Cameron Robertson, Allegany County Public Schools and ACM’s first Pathways in Technology Early College High School (P-TECH) graduates.

Development of a new strategic marketing plan for FY22 – FY24 is proceeding. To improve planning within the Unit, to ensure resources remain dedicated to strategic institutional priorities, and to increase assessment of resources, a formal process and technical system for submitting and accepting marketing and communications requests will be implemented as part of the plan at the beginning of FY22.

ACM Presents... Program Connections, a virtual open house, is being held on Saturday, April 10 from 9am to 12pm. Prospective students will have the opportunity to engage with academic program directors and ask questions about their major and to take a guided virtual tour and have their general enrollment questions answered by the ACM Recruitment staff.

The Community College of Appalachia video is nearing completion showcasing how ACM helped students “Reimagining Dreams: Realizing the Community College Mission in a New Reality” during the pandemic. The final version will be shared upon completion.

In this month’s edition of the *Community College Daily*, published by the American Association of Community Colleges (AACC), Allegany College of Maryland student Stephen Kraft was highlighted, sitting at his home desk, where he remotely interns for Rep. David Trone (D-Maryland). He is the college’s first student to intern with a member of Congress. The article is accessible at www.ccdaily.com/2021/03/volunteering-to-help-others/

Thank you

Dr. Bambara provided a personal note, stating that this week marks an important milestone as she began her tenure at Allegany College of Maryland ten years ago on March 21, 2011. She stated how proud she is of what the College community has accomplished together over the past ten years, which further builds on our 60 years of providing quality education to our region.

During this time the College has received numerous local, regional, and national accolades and recognition for quality programs. There have been significant facility enhancements during this period of time as well as significant community support provided to our affiliated foundations. She expressed her appreciation to the Board for their unwavering support over the years. None of the 10 years of accomplishments could have been achieved without it.

Dr. Bambara added special thanks to all the faculty, staff and students for their tremendous efforts to maintain continuity of operations, noting everyone has gone above and beyond to deliver instruction and services to students throughout the pandemic.

ACM Foundation Quarterly Update

David Jones, VP of Advancement and Community Relations & Executive Director of the ACM Foundation provided an update about the Allegany College of Maryland Foundation.

Mr. Jones recognized the 19-member volunteer Board of Directors and expressed his appreciation for their service to ACM and the community. He further discussed fiscal year 2020 Foundation Contributions and Scholarships, as summarized below:

Contributions/Revenue: \$2,458,573

Net Assets: \$18,143,041

Scholarships: \$1,165,837

Mr. Jones provided the FY2021 Foundation Contribution and Scholarship update from July 1, 2020 – January 31, 2021, as summarized below:

Total Contributions/Revenue: \$2,448,530

Note: this represents an increase of 54% from the same timeframe last year.

Scholarships: \$616,841

Mr. Jones shared that the Foundation has nearly all of its investments with the University System of Maryland Foundation, and provided the following investment return data:

- a. For the period of July 1, 2020 – December 31, 2020, the endowment returned 13.42%.
- b. The three-year annualized return is 8.11% and the five-year annualized return is 8.54%.

Mr. Jones shared that the Foundation Reception will be moved to the fall 2021 to ensure the safety of our valued guests.

He shared that continued assessment and analysis is critical to ensure that data-driven decisions are made. Mr. Jones provided an overall unit analysis and summary, which included the two primary goals of the Department and summary results.

Goal 1: The College's affiliated foundations will support student access and success by increasing the amount of funding received and scholarships awarded.

Summary: Despite issues related to COVID-19, the Advancement and Community Relations team feels that goal #1 was successfully achieved during FY20. There were challenges, but as the results demonstrate, the challenges were overcome through a variety of measures. In FY20, \$3,001,239 in funding was received by the affiliated foundations, which represents an increase of \$909,851 or 43.5% over last year. It also represents an increase of \$687,380 or 29.2% over the five-year average. Allegany College of Maryland has secured more Foundation support than ever before in the history of ACM.

Goal 2: Technological, instructional, and infrastructure needs of the College will be supported through grant funding to support student access and success.

Summary: The Advancement and Community Relations team feels that goal #2 was successfully achieved in FY20. Not only were the two objectives either met or substantial progress made, grant funding in the amount of \$4,606,217 was awarded, which equates to an increase of \$2,150,000 or 87% over last year or 111% over the previous five-year average. Allegany College of Maryland has secured more grant support than ever before in the history of ACM.

Mr. Jones shared that as part of the Foundation's annual benchmarking initiative, a report has been developed and was reviewed with the Board which shows the following:

- a. Allegany County has the lowest median household income in the State.
- b. The Foundation's net assets:
 - i. Second only to Montgomery College.
- c. Allegany College of Maryland Foundation:
 - i. Second highest contributions per FTE.
 - ii. Highest net assets per FTE.
 - iii. Second highest endowment per FTE.
 - iv. Highest scholarships per FTE.
 - v. When compared to other local and regional colleges/universities, ACM does very well in each of these measures.

He shared that the Foundation is currently working with attorneys and trust officers to process several major estate/trust gifts, which will likely be finalized this fiscal year and will exceed \$1,000,000.

Mr. Jones also shared that the Board and College staff are continuing to coordinate with Frostburg State University and our local elected officials to ensure that the Allegany County Opportunity Scholarship program continues to provide financial support to county residents pursuing higher education and job training.

He ended the Foundation update by reviewing a copy of the Foundation annual report/thank you booklet. The report is currently being printed and mailed to nearly 5,000 donors and friends.

Willowbrook Woods Roof Repairs Recommendation – Agenda item tabled to the April meeting.

Educational Assistance Program

Ms. Duckworth explained the Tuition Reimbursement Policy has been renamed as the Educational Assistance Program (EAP) and amended with changes. The EAP will provide reimbursement at a flat amount per fiscal year (set each year by the budget and published on the application form) instead of allowing 90% of credit rate up to 18 credits per year. Applications are accepted in March of each year, outlining the entire program description, length of time to be completed, course descriptions, relation to the current or future position or skill improvement anticipated cost. Employees who leave employment (voluntarily) within two years of reimbursement will be required to pay back 100% of the educational assistance. The Trustees approved the amended Educational Assistance Program following a motion and second by Ms. Buckel and Mr. Pyles, respectively.

Following a motion by Ms. Belt and a second by Ms. Buck the Trustees went into Executive Session to discuss a personnel matter covered under General Provisions Article § 3-305(b) (1), under the Maryland Open Meetings Act. If necessary, action may be taken in Public Session as a result of items discussed in Executive Session.

Those in attendance included Chairman Kim Leonard, Vice Chair Jane Belt, Trustees Mirjhana Buck, Linda Buckel, Jim Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer). Also in attendance were Dr. Kurt Hoffman, Christina Kilduff, David Jones, Melinda Duckworth, Scott Harrah, and Bobbie Cameron.

Faculty Appointment

Following a motion by Ms. Buckel and second by Ms. Belt, the Trustees approved the appointment of Jason Gaither for a one-year, full-time temporary faculty contract in the Human Services Program pending completion of his Master's degree in Social Work in December 2021, as presented by Dr. Hoffman.

With no other business, the meeting adjourned at 4:52 pm.

Respectfully submitted,

Mr. Kim B. Leonard
Chairman

Dr. Cynthia Bambara
Secretary/Treasurer