

Allegany College of Maryland
BOARD OF TRUSTEES

October 19, 2020

PUBLIC SESSION
MINUTES

On Monday, October 19, 2020, at 4 pm the Board of Trustees met virtually 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. Linda Buckel, Mr. James 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	Melinda Duckworth	Clorinda Calhoun
Dr. Renee Conner	Ron Krug	Arthur Priadkin
Wendy Knopsnider	Kara Riley	Bobbie Cameron

Approval of Minutes

The Trustees approved the September 21, 2020, minutes on a motion and second by Ms. Belt and Mr. Pyles, respectively.

Chairman's Update

Mr. Leonard commended Dr. Bambara, her staff and faculty for all their efforts to keep everyone safe and healthy during the pandemic.

President's Updates

Enrollment

Despite the ongoing pandemic, most recent fall enrollment numbers are much better than anticipated. All of the Early College registrations are complete. ACM is behind last year in headcount by 46 students or 1.8% and down by 841 credits or 3.7%. There are 2,500 students currently enrolled taking 21,703 credits. There are 743 unduplicated Early College students registered this fall.

Due to the Educational Improvement Tax Credit (EITC) donation received by the Bedford County Regional Education Foundation from ECM Insurance Group and other EITC donors, all Bedford County Campus early college students are receiving funding for tuition, registration fees, and textbooks. For Fall 2020 semester, 248 students are taking early college classes compared to 194 during Fall 2019. This represents an increase in headcount of 27.8%.

Across Maryland, only Howard Community College saw an increase in enrollment of 3% in headcount but a decrease in FTE of 2%. ACM saw the smallest decline in headcount of the other community colleges. Losses ranged from 1.7% to 13.8%. All colleges were down in FTE with losses ranging from 1% to 16%. A recent report from the National Student Clearinghouse Research Center (NSC) stated that: "Community colleges' enrollment decline is now nearly nine times their pre-pandemic loss rate (-1.1% for fall 2019 compared to fall 2018)," the report states. "Even more concerning, the number of freshmen also dropped most drastically at community colleges (-22.7%)."

Two-year institutions saw the biggest enrollment declines among all types of institutions of higher education. Overall, fall 2020 undergraduate enrollment is down 4% compared to the same time last year. "Most strikingly, freshman students are by far the biggest decline of any group from last year, with a decrease of 16.1% nationally and a 22.7% drop at community colleges in particular," the NSC Center reports. "First-time students account for 69% of the total drop in undergraduate enrollment."

Shapiro called the big drop in community college freshmen "a big surprise" and "pretty staggering," noting that in 2019, first-time enrollment was up at public community colleges while declining at other institutions. At ACM, the number of first-time students is down 8% and the under 20 age group is down 6.2%.

P-TECH

This May, ACM anticipates graduating two P-TECH students from the Cyber Security program. These students will receive their ACM diplomas before they receive their high school diploma.

COVID-19 Command Team

The COVID-19 Command Team continues to be quite busy. Led by Korey Layman, weekly reports are shared with the College community. The weekly message includes a note about safe behaviors to prevent the spread of the virus.

Recently, the Team began hosting weekly town hall meetings to address questions/concerns from the College community. In addition to weekly team meetings, information is shared via a SharePoint Team site. [COVID-19 Exposure Procedures](#) (viewable by clicking here), provide an outline of our anticipated actions when the College is aware of a confirmed or possible COVID-19 case from a student, faculty/staff, or member of the community who visited the campus and whose presence compromises the public health of the College.

Last week ACM received reports of 18 close contacts or exposures and 6 confirmed positive cases. The cumulative results are 101 close contact or exposure reports and 15 confirmed positive cases.

PR/Marketing

ACM is working with the Claris Corporation to advertise all digital advertising campaigns launched in FY21. Nine campaigns, including Spring '21 Semester enrollment and general branding are planned.

Finalizing plans to host a virtual fall open house – Fall Preview Day will be held on Saturday, November 14, 2020.

Grants Update

Allegany College of Maryland recently received preliminary approval of a Maryland State Department of Education (MSDE) Innovation Grant (approximately \$150,000) that will allow ACM's Automotive Technology program to purchase several new vehicles (gas, electric, and diesel) as well as other related equipment.

The Maryland Rural Council recently awarded the College a grant to improve our ability to educate students face-to-face and in a flexible online setting. This will provide \$20,750 in funding to add smart classroom technology.

The College recently submitted a \$200,000 Critical Allied Health Simulation Workforce Development Program grant to ARC that will directly benefit the Nursing, Physical Therapist Assistant, and Respiratory Therapist Programs.

The College was recently awarded approval for an Electric Vehicle Charging Station from Potomac Edison/First Energy. The station has been installed in the upper parking lot above the library and it is being used.

The Maryland Council of Community College Presidents (MCCCCP) October Meeting

The MACC Presidents met October 16, 2020. Dr. Sadusky announced his retirement in June 2020. The MACC Executive Committee is working on a succession plan.

The Presidents discussed fall enrollments as reported early. The MACC Board of Directors will meet virtually at 2 p.m. on October 28. Dr. Bambara will send the meeting link for those interested in attending.

The MACC Trustee Leadership Conference will be held virtually on January 25, 2021. More details will follow.

There will also be a virtual Student Advocacy Day designed to take place during the 2021 Legislative Session.

Western Region Corrections Training Center

Construction is advancing well with a ribbon cutting ceremony planned for 11 am November 24, 2020. The Governor is expected to attend.

Thank you

Dr. Bambara extended her appreciation to the Trustees for their 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 above and beyond to deliver instruction and services to students and make this pandemic experience as painless as possible.

Great Colleges to Work for Survey Results

Dr. Bambara provided an overview of the survey results and highlighted the overall positive results in all categories from the recently conducted Great College to Work for Survey. The survey findings show ratings improved in a number of categories. Overall survey averages increased from 62 percent in 2015 to 75 percent in 2020.

The Carnegie Association compares like-size institutions. ACM exceeded the respective peer group of 82 percent but will continue to improve other categories in order to reach the 88 percent for the Honor Roll. Forums will be scheduled to review the results with faculty and staff.

Performance Accountability Report (PAR)

Mr. Harrah reviewed the PAR. The 2020 accountability report notes student characteristics (not benchmarked), as well as the following goals of access, success, and innovation. On a motion from Mr. Ronan and a second by Ms. Belt, the Trustees approved the Performance Accountability Report for submission to the Maryland Higher Education Commission.

Revised Human Resources Policies

Ms. Duckworth explained the current Human Resources manual requires extensive updates, additions and deletions. During review from outside counsel for Risk Management and our review from Middle States, it was determined that the current HR manual be reviewed and updated in its entirety. ACM needed a central repository for all institutional policies approved by the Board of Trustees, not just employment policies.

Beginning in early 2019 legal counsel and HR began reviewing employment policies for revisions. Concurrently members of the Enterprise Risk Management Team began working on developing a central repository for all institutional policies.

The framework for the central repository has been completed and will have seven sections for institutional policies. Section 03 will be labeled "Personnel" and will house employment policies. The responsible party for ensuring the policies are updated and maintained will be the HR Director, with direction and input as deemed appropriate from other areas/content experts.

Upon the recommendation of legal counsel, policies are being recommended for approval to move to the newly created Section 03 – Personnel of the Board Approved Policy Manual. The Trustees reviewed a description of each policy being recommended for approval. The plans are to continue working on the remaining policies. On a motion by Ms. Buckel and second by Ms. Belt, the Trustees approved the policy list changes, additions and or deletions for Section 03 – Personnel Policies.

Spring 2021 Academic Calendar

Dr. Hoffman requested a change in the academic calendar for the Spring 2021 semester. The revised calendar delays the first day of classes by one week and eliminates spring break. The benefits are to keep the students engaged academically throughout the semester and to provide an additional week to enroll students. Frostburg State University and Wor-Wic Community College are also canceling spring break. The Trustees approved the revised Spring 2021 academic calendar on a motion by Ms. Belt and Mr. Ronan.

Diversity Report

Dr. Renee Conner reviewed the changes in information requested to complete the Allegany College of Maryland Institutional Report on Plan of Cultural Diversity for the Maryland Higher Education Commission (MHEC). Mr. Ronan congratulated Dr. Conner on a job well done with this report. Following a motion by Mr. Ronan and second by Ms. Belt, the Trustees approved the MHEC Diversity Report.

Internal Investigations

Ms. Kilduff thanked Dr. Conner for her expertise in developing the key principles and practices for internal investigations. This document accompanies the Whistleblower Policy previously approved by the Board of Trustees. The last part of the process is to establish investigation guidelines and procedures for the hotline.

Library Roof Repair

Ms. Belt recused herself from this discussion to avoid any conflict of interest. Tremco replaced the roof structures on both the Bedford County Campus and the Humanities Buildings. Many buildings on campus will also need roof replacements. A section over the new Welcome Center and the Board Room have not been replaced and are experiencing issues. All submitting bids must be Tremco certified. Hite Roofing had the lowest bid which was below the \$50K threshold. When Hite workers came on site, the workers realized additional work is needed for the project. The additional cost is \$21K. All three companies received the

same project specifications and all three bids were fairly close. Considering the potential weather changing, there is an urgency for the project to be completed soon to avoid any additional issues.

It is recommended that the Board approve selection of the low bidder, Hite Associates for the Library Roof project. In addition, it is recommended that the Board approve Hite Associates for the additional scope of work scope that needs to be done for a total project cost of \$64,000.

With this increase in project cost, it is recommended that the Board also designate the additional \$21,000 from fund balance for the project from the current undesignated fund balance.

It is further recommended that the Board allow the College to move forward with awarding the contract, including the additional project scope, and start the project as soon as possible to keep further damage from occurring to the building.

The Trustees approved the three recommendations on a motion and second by Mr. Ronan and Mr. Pyles, respectively.

Financial Audit Update

Ms. Kilduff explained the auditors have been delayed with ACM's annual audit due to some issues. Most of the issues are being addressed and resolved. However, educational institutions are waiting for the Federal Government to establish guidelines to account for the Federal CARES Act funding. ACM is seeking an extension for the audit; however, the CC4 information will be submitted this week.

College Center Cooling Tower Replacement Project Bids

Ms. Kilduff provided an update on this project based on ACM's request for the three bidders to value engineer the project. After some discussion, the Trustees tabled the agenda item to seek additional information from the low bidder.

Revised Bedford County Campus (BCC) Advisory Committee Membership List

Leah People reviewed the updates to the BCC Advisory Committee membership list. The following two new members were added:

- Erin Geller, Workforce Innovation & Opportunity Act Title I Program Manager at PA CareerLink in Bedford County
- Mark Szanca, President/CEO of Szanca Solutions, Inc.; Eye In The Sky UAS, LLC; and Pinnacle Technologies Central, Inc. in Bedford County.

In addition, Tina Imes replaces Robin Swindell as Director of the Bedford County Campus and Student Services and has been added to the BCC Advisory Committee membership.

Curriculum Proposals

Dr. Hoffman presented proposals for new curriculums that will require MHEC approvals. The following proposals include:

- Criminal Justice Transfer Forensics Area of Concentration
- Criminal Justice Forensics Certificate
- Hospitality Management – Brewing Operations Certificate

On a motion by Ms. Buckel and second by Ms. Belt, the Trustees approved the three new curriculum proposals.

Ms. Belt noted the financial report and new telephone list included in the board packets. Mr. Leonard made mention of the additional \$298,749.35 grant ACM received for the Mind-Body Wellness Program to be completed by June.

With no other business, the meeting adjourned at 6 pm.

Respectfully submitted,



Mr. Kim B. Leonard
Chairman



Dr. Cynthia Bambara
Secretary/Treasurer