

Allegany College of Maryland
BOARD OF TRUSTEES

August 17, 2020

PUBLIC SESSION
MINUTES

On Monday, August 17, 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, Ms. Joyce Lapp, Mr. Jim 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 | Dr. Renee Conner |
| Jennifer Engelbach | Dr. Karin Savage | Clorinda Calhoun |
| Arthur Priadkin | Chandler Sagal | Wendy Knopsnider |
| Kara Riley | Bobbie Cameron | |

Approval of Minutes

The Trustees approved the July 20 and 28, 2020, minutes on a motion and second by Mr. Ronan and Ms. Lapp, respectively.

Chairman's Update

Mr. Leonard welcomed everyone and had the new constituency group chairs and vice chairs 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 commented that the Spring/Summer virtual commencement was well done. He thanked the commencement committee for their work. He also, announced that the strategic planning session planned for September 21 would be delayed. He congratulated Dr. Bambara for being named a 2020 Year of the Women Honoree by The Greater Cumberland Committee.

President's Updates

Virtual Graduation – On August 7, 2020 a livestreamed commencement ceremony was held as ACM honored 318 spring and summer graduates. Dr. Bambara offered special thanks to the commencement committee that planned the event and, in particular, thanks to John Bone who made this virtual celebration possible. He worked tirelessly over the past several weeks, taking pictures, recording speakers and directing the livestream and posting the recording to the ACM Facebook page as well as the ACM YouTube site. Our commencement reiterated the incredible impact that ACM has made and continues to make in our region. It was especially apparent in the remarks by our student speakers, Carol Lusk and Khushmani Singh.

For those of you who did not hear the speakers, Khushmani Singh shared the following as part of her remarks:

"I would like to start with a quote by Theodore Roosevelt, 'When you're at the end of your rope, tie a knot and hold on'."

"The future will always hold uncertainty, but do not stop dreaming. As we step into the real world, get excited about your next journey. It's officially time to let go of this old rope and grab onto a new one. And if you ever feel that you are at the end of your rope again, remember our graduating class. Remember this time. Tie that knot and hold on. I know you can do it."

Earlier in the day, the Dental Hygiene students held a pinning ceremony. The Dental Hygiene faculty and staff as well as Drs. Bambara and Hoffman celebrated the students' accomplishments.

Enrollment – The current enrollment report is showing some improvement, down 10.6% in headcount and 11.5% in credits from last year. These numbers are after our first cancellation for non-payment. With a week of registration remaining, there is the possibility of an increase in registrations in the week ahead.

Allegany County continues to be significantly down from last year (about 17%). Bedford County is down 20.7%. First time students are down 20%, and under 20 are down 18.5%. Online enrollment is up 58.4%. Web credits are up 60%. Out of State is slightly down 2.9%, with the online LPN to RN program boosting out-of-state enrollments. The current enrollment report does not include Early College registrations. The College should see flat or a slight increase in enrollment in this area.

The Public Relations staff continues their efforts to share ACM's Fall '20 Plans and promote the College's tactics for a safe return to campus by releasing a second media release and continuance of bi-weekly social media posts under the campaign "Be safe. Be smart. Be successful."

The Office of Advancement is developing a virtual academic informational video library on the ACM website and YouTube channel to prepare for having to conduct recruitment visits and events virtually in the 2020-21 academic year.

Fall 2020 Reopening – In a week ACM will officially begin its 59th year of academic classes. The ACM Leadership Team continues to work on plans to reopen safely for instruction and support services this fall. This morning Dr. Bambara shared her message with the College community. It contains important reminders on safe behavioral practices as well as links to [ACM Outlook – Plans for Fall 2020 page](#), a site developed to communicate the most current updates, detailed [COVID-19 Exposure Procedures](#) developed by the COVID-19 Command Team and a video clip on how to properly wear a face mask. Dr. Bambara thanked Mr. Ronan for his review of the plan and helpful feedback.

Dr. Bambara reminded the Trustees of the COVID-19 Response Team that convened last month and continues to meet weekly. The Team includes cross college representation. The charge of this team is to be ready to respond to a positive case/cases. This Team met 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.

Extensive reopening plans have been developed by housing staff and athletics' staff. Willowbrook Woods will open at 50% capacity, allowing students to have their own rooms and bathrooms. The Allegany County Health Department is providing test kits to administer to our residents for baseline testing only. Our Nurse Managed Wellness Center (NMWC) will administer the testing. (Note: Maryland community colleges were

polled last week, and the majority are not conducting tests for the general population. All are following the symptom monitoring protocols.)

Food services will the first day of classes, following all of the recommendations for restaurant operations during the pandemic. Athletic teams will not compete in fall sports. Teams are conditioning and practicing. Outside organizations will not be allowed to hold any organized sports or events on campus for the foreseeable future. The community continues to enjoy the outdoor fields and facilities for exercise and leisure activities while practicing safe behaviors.

Dr. Bambara commended the physical plant staff. Over the past several months the campus has been thoroughly deep cleaned and established cleaning protocols are in place. Classrooms have been marked to allow for social distancing and limited seating capacity. Signage with reminders of precautions are on every entrance door and directional signage is in each building.

ACM leadership continues to meet regularly to address additional details and Dr. Bambara meets with Presidents of Frostburg State University and Garrett College to share solutions to challenges and share lessons learned.

Budget

Dr. Bambara explained that enrollment will be a key budget factor as the College moves into FY21. The good news is that College is level funded from Allegany County and the State of Maryland. There remains the possibility of additional cuts to the state funding. Leadership is developing a three-phased budget plan should revenues not meet the planned budget.

Maryland Council of Community College Presidents' (MCCCCP) Annual Retreat

The MCCCCP met August 3 and 4. David Romans from the Department of Legislative Services provided an Overview of the Administration Budget Plan. On July 1, 2020, \$400 million was cut from the FY21 budget with additional cuts anticipated. The University System of Maryland Senior Vice Chancellor Dr. Joanne Boughman spoke to the presidents regarding transfer concerns. Enrollment estimates were reviewed by the group. Nearly everyone was trending significantly down from last year, anywhere between 7% and 28%. The 2021 Legislative Agenda was established and will have the theme "The Road to Recovery Flows Through Community Colleges." The objectives will be operating budget request, capital budget request, facilities renewal grant request, streamlining transfer, streamlining financial aid and electronic verification and opposition to tuition waivers. Dr. Sadusky believes the money will be identified in the current budget to reimburse the Colleges for their FY 2020 facilities renewal projects.

Most of the time was spent during the second day discussing reopening plans and budget strategies.

PA Development and Community Relations

The Bedford County Campus roof restoration and rooftop energy recovery unit replacement was completed earlier this month. The total project cost is \$373,183.75 and will be covered through Southern Tier Education Council and Bedford County Regional Education Foundation funding.

Grants and Development

The College received confirmation that Pathways for Success is funded in the amount of \$1.2M over the next five years with approximately \$261,888 for year one.

Appalachian Regional Commission

The College is developing a \$200,000 Critical Allied Health Simulation Workforce Development Program grant that will directly benefit the Nursing, Physical Therapist Assistant, and Respiratory Therapist programs.

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, we will be collectively hosting a trio of events on Friday, August 28th highlighting each of our latest capital projects.

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

Thank you

Thank you 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.

Trustees' Comments

Mr. Leonard invited Mr. Ronan and Mr. Pyles to comment on the local pandemic environment. Both indicated that activity has been reduced. Mr. Pyles noted that overdoses have increased significantly.

Student Services Policies

Dr. Renee Conner reviewed the summaries and key principles on the revised student services policies that included an executive summary on the following: Code of Student Conduct, Alcohol & Drug Policy, Safety Risk Policy, First Amendment Speech & Expression Policy, and the Public Information Act Policy. These documents were mandated by law. The Trustees approved the Student Services Policies as presented following a motion and second by Ms. Belt and Ms. Buckel, respectively.

Navigate Software Progress Update

Jennifer Engelbach reviewed the features offered through the Navigate software which is an umbrella to help manage the success of our students. It is a comprehensive, coordinated care network that helps draw students in to get the support pieces needed to succeed.

Year-End Transfer of Student Fee Funds

Ms. Kilduff provided background information on the student fees and explained the college auditors determined that ACM needed to recognize the student fees collected as Revenue in the College General Fund and then do an internal transfer over to the SGA fund for use in supporting the students experience due to changing accounting regulations related to agency funds. The Trustees approved the recommendation to transfer the net FY2020 Student Fee Revenues that are designated for SGA and Athletics expenses from the General Operating fund to the Student Government Association fund. The amounts to transfer to the SGA fund related to Student Fees Revenues and Expenses are as follows: Student Fee Revenues to General SGA Account of \$39,208.40; Student Fees Revenues to Athletics SGA Account of \$23,500; Less Student Fee Athletic Project Expenditures of \$4,455.52, for a net transfer amount of \$57,163.88. On a motion by Ms. Buckel and second by Mr. Ronan, the Trustees approved the year-in transfer of Student Fee Funds.

ACM Mission Statement Review

Mr. Harrah reviewed the process for the mission statement review. He began with focus groups and presentations during spring semester and at the All College Assembly in May. He noted that the key words informing the mission statement are diverse, relevant, student success, supportive, engaging. The draft mission statement is:

We deliver diverse and relevant education centered around student success in a supportive and engaging community.

Mr. Leonard asked the Trustees to provide feedback to Mr. Harrah or Dr. Bambara prior to the September meeting.

Middle States Commission on Higher Education (MSCHE) Updates

Mr. Harrah stated that the annual updates were submitted to MSCHE. The Self-Study co-chairs will be Scott Harrah and Jenna Gallion. This fall, they will attend a virtual Self-Study Institute along with other key stakeholders at the College. Dr. Bambara will chair an evaluation team visit in the spring of 2021.

COVID-19 Exposure Procedures Overview

Mr. Jones talked about the purpose and composition of the team. He provided an overview of the procedures that have been developed.

Physical Therapist Assistant Program Public Complaints Policy/Procedures

Dr. Karin Savage reviewed the revisions to the existing policy/procedures to comply with the program's accrediting body. On a motion and second by Mr. Ronan and Ms. Lapp, respectively, the Trustees approved the revised policy and procedures.

At 5:13 pm the Trustees went into Executive Session after a motion by Ms. Belt and second by Ms. Lapp to discuss personnel [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 5:18 pm the Trustees returned to Public Session to act on personnel items following a motion by Ms. Belt and second by Ms. Lapp.

Faculty and Professional Staff Appointments

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

- Adam Kenney – Supervising Chef at the Culinaire Café (Faculty)
- Joanna DuVall – Executive Associate to the Sr. Vice President for Instructional/Student Affairs
- Beth Stallings – Educational Specialist for Pathways for Success Trio Program

With no other business, the Trustees adjourned the meeting at 5:25 p.m.

Respectfully submitted,



Kim Leonard
Chairman



Cynthia Bambara
Secretary/Treasurer