

Allegany College of Maryland  
BOARD OF TRUSTEES

September 21, 2020

PUBLIC SESSION  
MINUTES

On Monday, September 21, 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. Mirjhana Buck, Ms. Linda Buckel, Ms. Joyce Lapp, 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
Ron Krug	Steve Heninger	Arthur Priadkin
Chandler Sagal	Tara DeVore	Wendy Knopsnider
Kara Riley	Jennifer Lashbaugh	Cathy Zirk
Bobbie Cameron		

**Approval of Minutes**

The Trustees approved the August 17, 2020, minutes on a motion and second by Ms. Belt and Mr. Ronan, respectively.

**Chairman's Update**

Mr. Leonard called attention to the schedule of upcoming events through the end of the 2020 calendar year as well as the 2021 schedule of board meetings. Mr. Ronan was asked to provide a COVID-19 update. He said things are better in that the virulent disease has lessened resulting in fewer deaths. Mr. Ronan encouraged everyone to get their flu shot this year.

**President's Updates**

Enrollment – Despite the ongoing pandemic, fall enrollment numbers are better than anticipated. ACM had remarkable gains the week before and the week classes started. Headcount is down 2.8% and FTE is down 5.8% in comparison to this time last year. Not including Early College students enrolled to date, there are currently 1,792 students taking 18,607 credits this semester. Early College staff will continue to enroll students through the end of September. Enrollment is expected to include over 700 unduplicated Early College students registered this fall.

Residence Halls – ACM currently has 124 residents in Willowbrook Woods. This is 50% capacity with a few exceptions for athletes where up to four students are allowed in an apartment. All residents were tested for the novel coronavirus as part of our move-in process with zero positive test results reported.

Fall Reopening – ACM is currently in its fifth week of the semester. Things across the College seem to be going well. Students and employees are following all safe behavioral and sanitation practices.

COVID-19 Command Team – The COVID-19 Command Team, consisting of faculty and staff from across the College, has developed a response plan to mitigate the spread of the novel coronavirus (COVID-19) on our campuses and locations. The [COVID-19 Exposure Procedures](#) (viewable by clicking the link) 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.

The COVID-19 Command Team is committed to being transparent in sharing the number of individuals within the ACM community who have self-reported that they may have been exposed to or tested positive for COVID-19. Korey Layman, the team chair, sends out a weekly report to the College community. The report provides weekly results and cumulative results. Last week ACM had received reports of 11 close contact or exposures and 3 confirmed positive cases. The cumulative results are 39 close contact or exposure reports and 4 confirmed positive cases.

The College is notifying anyone who may have been in contact with a potential exposure or positive case during his/her time on campus. A list of contacts for each employee or student group is provided. The weekly message includes a note about safe behaviors to prevent the spread of the virus.

Budget – Enrollment is a key budget factor as the college moves into FY2021 and as Dr. Bambara stated before, the numbers came in stronger than anticipated. ACM continues to have assurance that our level funding from Allegany County will remain. The Board of Public Works has indicated there will be no additional adverse actions for Maryland's community colleges since revenues are stronger than anticipated. Leadership continues to develop a three-phased budget plan should the revenues not meet the planned budget. The greater concern at the state level is funding for FY2022.

Maryland Council of Community College Presidents (MCCCCP) September Meeting - The MACC Presidents met virtually September 18, 2020. The Presidents discussed fall enrollments. Howard Community College is the only college where enrollment is slightly up in headcount but slightly down in FTE. Some schools were down as much as 16% in headcount. Most were down in the single digits. The Presidents also discussed their respective fall operational plans. Most schools have some face-to-face classes, but much like ACM, most are operating with a variety of instructional delivery methods and limited staff on campuses.

The MACC Strategic Plan is in development and should be completed by next summer.

Dr. Sadusky provided a budget update and stated that because revenues came in higher than expected the Board of Public Works is not likely to further reduce funding for community colleges. Congressman Steny Hoyer (representing the 5<sup>th</sup> district) was a guest speaker and talked with the Presidents about the need for polling judges as well as hearing about fall campus operations.

Grants Update – In August the Maryland Opioid Operation Command Center (OCCC) Grant was awarded in the amount of \$298,749 to develop a statewide model.

Allegany College of Maryland was awarded a \$253,901 grant through the Governor's Emergency Education Relief Fund to support equipment and other workforce development initiatives.

FY2020 Foundation year-to-date (preliminary and unaudited) contributions and scholarships for the Cumberland Foundation follow:

- Contributions: \$2,051,198 (endowed and not endowed)
- Investment Income: \$165,190
- Total Revenue: \$2,216,388
- Scholarships: \$1,165,837
- Other College Support: \$659,485

Several significant estate gifts and trusts have been received recently and/or are expected in the next six months to support ACM.

The Bedford County Regional Education Foundation provided textbooks to more than 200 Bedford County Campus early college students during the Fall 2020 semester. The textbooks totaled nearly \$35,000 and was made possible through the Educational Improvement Tax Credit (EITC) donation provided through ECM Insurance Group and other EITC donors.

Western Region Corrections Training Center Progress Event – Thunderstorms aside, the Western Region Corrections Training Center (WRCTC) update/media event on August 28, 2020, for the Western Maryland Delegation and our community was a success. Dignitaries in attendance included: U.S. Congressman David Trone, Maryland Sixth District; Secretary Robert Green, Maryland Department of Public Safety & Correctional Services; Mark Widmyer, Western Maryland Representative for Governor Larry Hogan; Senator George Edwards, Maryland District 1; Delegate Wendell Beitzel, Maryland District 1-A; Delegate Mike McKay, Maryland District 1-C; Commissioner Jacob Shade, President of Board of County Commissioners for Allegany County; Assistant Commissioner - Western Region Frank B. Bishop, Jr., Division of Correction, Maryland Department of Public Safety & Correctional Services; and Mayor Raymond Morriss, City of Cumberland. Thank you also to Trustees Kim Leonard and Jim Pyles who attended the event.

Upcoming Events – November 24, 2020 at 11:00 a.m.

Ribbon cutting ceremony for the Western Region Corrections Training Center 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 above and beyond to deliver instruction and services to students and make this pandemic experience as painless as possible.

### **Academic Standards Bylaws**

Mr. Steve Heninger presented the revised bylaws and explained the changes in membership and approvals. Members of the Academic Standards Committee will make recommendations to the Senior Vice President of Instructional and Student Affairs who will forward the committee's recommendations along with his own decision to the President and the Board of Trustees. Following a motion by Mr. Ronan and second by Ms. Belt, the Trustees approved the revisions to the Academic Standards Bylaws.

### **TRIO Student Success Updates**

Ms. Tara DeVore updated the Trustees on the success of the TRIO program and most importantly the success rate of the students. In August, ACM received notification of \$1.2M in grant funding awarded to continue the program. Mr. Leonard thanked Ms. DeVore as well as David Jones and Chandler Sagal for their efforts in applying to obtain additional grant monies.

### **FY2021 Fund Balance Designations**

Board of Trustees Finance Committee Chair, Ms. Belt, made a motion on behalf of the Finance Committee that the Board approve the following FY2021 fund balance designations:

1. to retain \$3,453,943 in FY2021 College Unrestricted fund as specific designations. The approved purchases and projects (designations) are listed on the accompanying detail sheets. This approval also authorizes the Finance Office to retain \$50,132 in the College Unrestricted Fund as non-designated fund balance.
2. to approve the proposed list of FY2021 Athletic Facility Special Projects that is being funded from the \$2 of the Student Fee. Currently FY2021 projected estimates total approximately \$129,000.
3. to approve the proposed Athletic fund designation in the amount of \$3,700.

Following the motion by Ms. Belt and the second by Mr. Ronan, the Trustees approved the FY2021 fund balance designations.

### **FY2020 Grant Report**

David Jones distributed a copy of the FY2020 Grant Report, which provided a snapshot of the year. He also recognized the many faculty and staff who contribute to the success of the grant development and management process. Mr. Jones reported that grant funding in FY2020 was \$4,606,217, which represents an 87% increase from the previous high of last year and 111% over the previous five-year average. He shared that there has been a significant increase in the level of grant funds, as documented in the report as well as several new major grants for FY2021. The grant summary report provided details on the support that was provided and examples of how technological, instructional, and infrastructure needs of the College were addressed. Mr. Jones shared that Allegany College of Maryland has secured more grant support than ever before in the history of ACM.

### **Updated Mission Statement**

During the August board meeting Mr. Harrah shared the process and updated ACM Mission Statement for the Trustees to provide feedback. The new ACM Mission Statement is "We deliver diverse and relevant education centered around student success in a supportive and engaging community". The Trustees approved the newly revised Mission Statement on a motion and second by Ms. Belt and Mr. Ronan, respectively. The Strategic Planning process will start next month.

### **HRIS/Payroll System**

Ms. Duckworth described the challenges the Human Resources and Payroll Units are experiencing and how the staff is evaluating ways to operate more efficiently by implementing a more intuitive solution to manage all aspects of employee administration, including reporting, onboarding, human resource management benefit enrollment, payroll, timekeeping, learning management, and ACA and tax compliance.

After identifying criteria of the needs and seeking a vendor to meet the needs, Ms. Duckworth is proposing a fully integrated, cloud-based platform with a centralized application that allows management of all aspects of reporting, onboarding, human resources, benefit enrollment, payroll, time and ACA from a single application. This allows customized reporting across all three functions, giving quick visibility into ACM's human capital data. This technology will reduce time spent managing administrative tasks and, in turn, increase strategic time to focus on lowering labor costs and increasing employee engagement.

Monies for the Human Capital Management (HCM) Technology Proposal were approved by the Trustees earlier in the meeting in the amount of \$75,000 per year and implementation fees of \$5,525. On a motion

by Ms. Belt and a second by Ms. Lapp, the Trustees approved Paycor as the provider for the new Human Capital Management (HCM) Technology system.

### **Revised Telework Policy**

After 6 months of teleworking under the Temporary Telework Policy approved by the Board of Trustees on March 16, 2020, in response to COVID-19 and the emergency declarations issued in Maryland and Pennsylvania, it was evident that the policy as approved needed revisions to reflect public school and day care closures, informational technology related compliance, and support safety measures published by the State of Maryland Department of Health, the Commonwealth of Pennsylvania Department of Health, and the CDC.

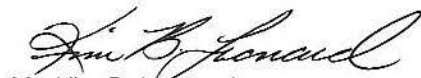
A brief summary of the changes includes:

1. removal of the "maximum allowed number of days to telework to be two (2)";
2. removal of "no children permitted in the telework location"; work location being free and clear from distraction;
3. updated IT security, software, hardware, support section;
4. changed that the telework policy is in relation to COVID-19 and can be terminated at any time, with reasonable notice.

Ms. Duckworth requested the Trustees approve the Temporary Telework Policy (07.030), Revised 9-2020. The Trustees approved the revised policy on a motion and second by Ms. Lapp and Mr. Ronan, respectively.

With no other business, the meeting adjourned at 5:19 p.m.

Respectfully submitted,



Mr. Kim B. Leonard  
Chairman



Dr. Cynthia Bambara  
Secretary/Treasurer