

Allegany College of Maryland  
BOARD OF TRUSTEES

October 18, 2021  
PUBLIC SESSION  
MINUTES

The Allegany College of Maryland Board of Trustees met virtually on Monday, October 18, 2021, at 4 pm. Board members in attendance included Mr. Kim Leonard (Chair, remotely), Ms. Jane Belt (Vice Chair), Ms. Mirjhana Buck, Ms. Linda Buckel, Ms. Joyce Lapp, Ms. Michele Martz, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

VP Kurt Hoffman	VP David Jones	VP Christina Kilduff
Melinda Duckworth	Scott Harrah	Renee Conner
Stacey Rohrbaugh	Dione Clark-Trub	Chandler Sagal
Kara Riley	Bobbie Cameron	

Chairman Kim Leonard called the meeting to order at 4 pm.

**Adoption of the Minutes**

Following a motion and second by Ms. Belt and Ms. Martz, respectively, the Trustees adopted the minutes as presented for both the September 20, 2021 public and executive session meetings.

**Chairman's Updates**

Mr. Leonard reviewed the proclamations from Gov. Hogan on behalf of the State of Maryland and from the Allegany County Commissioners on behalf of Allegany County recognizing Allegany College of Maryland's 60<sup>th</sup> anniversary. Mr. Jones noted another proclamation is forthcoming. Mr. Leonard also reviewed the schedule of upcoming events.

**President's Remarks**

Fall 2021 Enrollment

Fall enrollment is down from fall 2020, 3.9% in headcount and 7.7% in credits. Early College is strong, especially in Bedford. The total fall enrollment is approximately 2,437.

COVID-19 Command Team

The work of the COVID-19 Command Team continues to carefully track cases. ACM reset case totals beginning with the start of the fall 2021 semester. Last week the team received 29 reports of close contact or exposure and 3 confirmed positive cases. Since August 23, 2021, the team received 313 reports of close contact or exposure which have been reviewed by the Command Team. ACM has 61 confirmed positive cases.

ACM COVID-19 Vaccination Incentives

Today Dr. Bambara announced a vaccination incentive for ACM employees. Those vaccinated can upload a copy of their vaccination card by November 12, 2021, and receive \$100 in their December 10 paycheck. Additionally, there will be five random drawings from those uploaded cards for \$1,000 each. The

President's Staff is hoping this will provide them a more accurate percentage of employees vaccinated, inform policy and operational decisions. The College has issued 455 bookstore gift cards to vaccinated students. A total of 699 students have registered for the lottery for a chance to win \$500.

#### Continued COVID-19 Safety Protocols

On August 16, 2021 ACM returned to an indoor mask mandate until further notice given the increase in positivity rates in Allegany and neighboring counties. The Command Team reviews all requests for group facility usage to be certain spacing and protocols are in place. ACM will continue to follow other strategies to mitigate the spread of COVID-19 and its variants. While the College does not have vaccine mandates, ACM did require vaccines for our resident students.

#### ACM Pool Issues

As Dr. Bambara mentioned at the last meeting, during the pandemic, the pool was drained and closed. In July of this year, it was reopened. A leak of one gallon of water per minute was discovered. ACM is engaging a consultant to assess the extent of the damage and provide a cost estimate to restore the facility. ACM is aware that in addition to the leak, equipment that supports the pool is beyond end of life. Once the assessment is complete and cost estimates are determined, the President's Staff will develop a recommendation for the Board to consider.

#### New Programs

This week, ACM received news that MHEC approved a new AAS Engineering Automated Manufacturing Technology degree. ACM plans to articulate this degree to FSU as students continue to earn a Bachelor's degree.

#### New Initiatives

A request for a proposal (RFP) was submitted for development and implementation of a comprehensive marketing campaign for the college's Allied Health programs. Proposals will be reviewed by ISA and Advancement. Funding for this initiative was approved through institutional strategic planning.

ACM is working on the development of an ARC STE(A)M education project to obtain new technology to support Computer Technology, Multimedia Technology and Allied Health majors at ACM. Total anticipated project: \$135,000.

The College is working with Allegany County and the Project Open Space staff to develop a College and Community Athletic Complex (WOW: Willowbrook Outdoor Wellness Complex).

Due to the Educational Improvement Tax Credit donations supporting the Bedford Campus Early College programming, funding is provided to support 307 students taking 1,332 credits. This represents an enrollment increase of 23.8% from Fall 2020 and a 58.2% enrollment increase from Fall 2019.

Allegany College of Maryland submitted a Maryland State Department of Education Innovation Grant in the amount of approximately \$100,000 that will allow the automotive technology program to purchase a new Tesla electric vehicle as well as other equipment.

A grant in the amount of \$40,000 was funded by the Rural Maryland Council to obtain a Log Loader for the ACM Forest Technology program. Working on procurement process.

Two Program Open Space Projects have been approved, baseball field and fitness center renovation, totaling approximately to \$285,000. ACM is currently working on the procurement process.

#### Maryland Council of Community College Presidents (MCCCCP)

The MCCCCP will meet Friday, October 22, with Lt. Governor Rutherford at the State House to discuss funding for the Quottly transfer platform. This is a joint initiative between Maryland Association of Community Colleges (MACC) and the University System of Maryland (USM).

#### **Continuing Education/Workforce Development Year-End Report**

Jeff Kirk provided highlights and the impact on the CE operations during the pandemic. Enrollment was down about 40 percent; however, there were late boosts in enrollments. Cash revenues increased by 90 percent for VERSO. Even though numbers were down, the Center for Mind Body Medicine program engaged 1,100 people throughout the year. The Makerspace invested the COVID relief monies from the state for robotics and wood shop. Some face-to-face (f2f) classes are returning with blended f2f on line. Kids camps are online as well. It is hard to get back into the realm and post COVID markets. CE hopes for sustainability of programs, but some programs may not come back. There are two classrooms of transition programs. The CE staff are taking the opportunity to review/change to determine the best way to move forward. Mr. Kirk commended the Trustees, David Jones and his staff as well as the CE staff.

#### **Economic Modeling Specialists Incorporated (EMSI) Report on Economic Value of ACM**

Mr. Harrah thanked Arthur Priadkin for compiling the ACM information for this report that reflects the FY2018-19 information. During FY2018-19 ACM had 3,172 credit students, 6,505 non-credit students and 533 full-time and part-time faculty and staff. One out of every 30 jobs in the ACM service area was supported by the activities of ACM and its students. The alumni impact of the increased earnings of ACM alumni and the businesses where they were employed added \$77.3 million in added income, which is an economic boost similar to hosting the World Series 13 times or 1,169 jobs supported. The impact of annual payroll and other spending added \$24.3 million in added income, enough to buy 724 new cars or 561 jobs supported. The impact of the daily spending of ACM students attracted to or retained in the region added \$4.2 million in added income, enough to buy 334 families a year's worth of groceries, or 99 jobs supported. Construction spending impact of expenditures for ongoing construction projects added income of \$891.5 thousand or 15 jobs supported.

The investment analysis indicates that for every \$1 invested, students gain \$3.70 in lifetime earnings. Society gains \$2.60 in added state revenue and social savings. In total, taxpayers gain an added tax revenue and public sector savings of \$13.6 million.

#### **Approval of Academic Calendars for Fall 2022, Spring and Summer 2023**

Dr. Hoffman presented the Fall 2022, and the Spring and Summer 2023 Academic Calendars. Following a motion by Ms. Martz and second by Ms. Belt, the Trustees approved the academic calendars.

#### **Multimedia Technology Curriculum New Program & New Course Proposals**

Dr. Hoffman presented the lower division social media marketing certificate program that meets a need in the area. According to the Bureau of Labor Statistics, the job outlook for advertising, promotions and marketing managers is set to grow 8 percent between 2018-2028 with a median rate for these types of positions is \$63.76 an hour. A total of 30 credit hours are proposed for the certificate program with courses taught by existing faculty and instructors. A new 3-credit course is being developed in Social Media Marketing, that is planned to be dually listed as Multimedia Technology 220/Business Administration 220.

The Trustees approved the new program and course proposals on a motion and second by Ms. Buck and Ms. Martz, respectively.

### **End-of Year Summary Instructional & Student Affairs (ISA) Annual Initiatives 2020-2021**

Dr. Hoffman provided a recap of the ISA annual initiatives. He explained the different plans with the Strategic Plan at the center of institutional effectiveness and the Educational Master Plan next.

### **FY2022 Fund Balance Designations**

Ms. Kilduff explained that the fund balance designations are developed with rubrics to prioritize the essential needs. On a motion by Ms. Belt and second by Ms. Martz, the Trustees approved the fund balance designations as presented.

### **Purchasing Bidding Thresholds Policy Update**

Ms. Kilduff provided additional information to the policy to allow for clarifications in purchasing/bidding thresholds. Purchases that are part of the normal annual operating budget approved by the Board each June will not need special Board approval. A sole source waiver cannot be bid against if an item is not available anywhere else for specialized equipment.

### **Memo of Understanding – BCREf, Southern Tier Education Council and ACM**

Ms. Kilduff reviewed the MOU that exists among the BCREf, STEC, and ACM. The agreements outline how money from the Commonwealth of Pennsylvania flows through the three entities. The MOU is needed to allow an additional grant of \$300,000 to flow through the entities to provide HVAC upgrades throughout the building. Following a motion and second by Ms. Belt and Ms. Buckel, the Trustees approved the MOU.

### **Virtual Dissection Table Bid Recommendation**

Ms. Kilduff requested approval for a second virtual dissection table identical to the one in used by Allied Health and Nursing students. The second table will be located in the Science Building. Perkins funding will be used for the purchase. The Trustees approved the recommendation following a motion by Ms. Buckel and second by Ms. Martz.

### **Bus Purchase Recommendation**

Ms. Kilduff explained the need to replace the StarCraft bus. She met with different staff groups to assess the needs for the bus in order to select one that will work best for the College. She recommended a lightly used 2018 diesel Champion Defender 96 bus equipped for 20 passengers or 16 passengers and two wheelchairs for \$76,459 to replace the StarCraft bus which will be sold. On a motion by Ms. Belt and second by Ms. Martz, the Trustees approved the purchase of the used 2018 Champion Defender diesel engine bus. Following a motion and second by Ms. Belt and Ms. Buckel, the Trustees approved the recommendation to sell the StarCraft bus.

### **FY21 Grant Report**

Mr. Jones explained the goal is to identify, plan and submit grant proposals that meet the technological, instructional, and infrastructure needs for each Allegany College of Maryland campus. Grants have helped to provide funding for faculty development, instructional technology and related equipment, program development and enhancement, scholarships and tuition assistance, instructional software, infrastructure and facility enhancement, conferences and staff development and other college needs. Grants have been awarded from a variety of funding sources including States of Maryland and Pennsylvania, the Federal

Government, Corporations, and Foundations. Grants awarded in FY2020 totaled \$4,606,071 with FY2021 totaling \$8,045,077 for a 74% increase over last year.

The Trustees went into Executive Session at 5:18 pm, on a motion by Ms. Belt and second by Ms. Buck to comply with a statutory requirement that prevents public disclosure covered under the Maryland Open Meetings Act [Article § 3-305(b) (13)].

Those in attendance included Trustees Kim Leonard, Jane Belt, Mirjhana Buck, Linda Buckel, Joyce Lapp, Michele Martz, and Jim Pyles. Others in attendance included Dr. Bambara, VPs Kurt Hoffman, David Jones, and Christina Kilduff, as well as staff members Melinda Duckworth, Scott Harrah, and Bobbie Cameron.

On a motion to go out of Executive Session by Ms. Buckel and second by Ms. Martz, the Trustees returned to Public Session and adjourned their meeting at 5:30 pm.

Respectfully submitted,



Mr. Kim B. Leonard  
Chairman



Dr. Cynthia Bambara  
Secretary/Treasurer