

Allegany College of Maryland
BOARD OF TRUSTEES

February 15, 2021

PUBLIC SESSION
MINUTES

On Monday, February 15, 2021, at 4 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, Ms. Joyce Lapp, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

| | | |
|------------------|----------------------|-----------------|
| VP David Jones | VP Christina Kilduff | VP Kurt Hoffman |
| Scott Harrah | Melinda Duckworth | Ron Krug |
| Diane McMahon | Arthur Priadkin | Chandler Sagal |
| Wendy Knopsnider | Kara Riley | Bobbie Cameron |

Approval of Minutes

Following a motion and second by Ms. Buckel and Ms. Buck, respectively, the Trustees approved the January 18, 2021, minutes, with a correction.

Chairman's Update

Mr. Leonard noted the calendar of upcoming events. He thanked the Trustees who attended the virtual Maryland Association of Community Colleges (MACC) Trustee Leadership Conference last month.

Mr. Leonard asked the Trustees to return their completed 2021 Conflict of Interest Policy and Disclosure Statement, ACM Pledge of Confidentiality form to the President's Office. A copy of the form is included in the board packet.

President's Update

ACM Nursing

Each year registerednursing.org ranks nursing programs throughout the nation to provide information and transparency to assist prospective students in their choice of nursing programs by studying student performance on the NCLEX-RN licensure exam which is used by all state boards across the United States. In Pennsylvania, ACM's nursing program ranked 8th ahead of Penn State University and the University of Pennsylvania. In Maryland, ACM's nursing program ranked 7th ahead of the Johns Hopkins University program which ranked 25th. Eight of the top-ten ranked schools in Maryland were community colleges.

Spring Semester Classes began Thursday, January 21, 2021

Instructional delivery will continue in multiple formats as occurred in the fall semester.

Spring 2021 Registration and Enrollment

Credit enrollment without Early College is down 6% in headcount and 10% in credits. Male enrollment is down 23% and female enrollment is flat. The under 20 population is down 25%, an area of great concern. Across the state, every college is reporting declining enrollments, many in double digits.

COVID-19 Command Team

The work of the COVID-19 Command Team continues. Since August 17, 2020 when the COVID-19 Command Team began tracking cases, ACM has had 484 reports of close contact/exposure and 122 confirmed positive cases. Last week there were 0 positive cases and 10 reports.

All offices are open; however, ACM is encouraging teleworking where possible and virtual student appointments.

David Jones and Cheryl Nelson are working closely with the Allegany County Health Department and UPMC Western Maryland to provide support for the vaccination clinics. ACM will serve as a vaccination site in the near future as the county receives more COVID-19 vaccine supplies. ACM has established a priority list of faculty and staff, resident students and athletes to receive the vaccine when available.

Coronavirus Response and Relief Supplemental Appropriations ACT (CRRSAA)

ACM received notice that our supplemental award is \$3.23 million. Of this amount, \$747,082 must be awarded to students. ACM is developing a plan so that all curricular-placed students have the opportunity to receive an award. The remaining \$2,276,587 can be used by the institution to offset additional expenses due to the pandemic.

County Budget Process

ACM is preparing the FY2022 budget; however, no date has been set for the county budget presentation.

State Budget

The Governor's original budget showed Maryland Community Colleges 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 \$285K. There is the possibility of an additional allotment, however, it is not yet finalized.

Maryland Association of Community Colleges (MACC) News

The MACC Trustee Leadership Conference was held virtually on Monday, January 25, 2021. The agenda included a student speaker, a higher education legal overview and a legislative update from the MACC Executive Director, Dr. Sadusky. The feedback from Trustees across the state was very positive.

The MACC Student Leadership Conference was also held virtually on February 9, 2021, and received very favorable feedback.

Middle States Commission for Higher Education (MSCHE)

Scott Harrah and Jenna Gallion will co-chair the ACM Self-Study process. The Steering Committee for the Self-Study has been formed and began the work at a kick-off meeting on February 3.

Dr. Bambara is chairing a team that will conduct a virtual visit at Luzerne Community College in Pennsylvania in March. Vice Presidents Kilduff and Hoffman will serve on teams this spring as well. Mr. Harrah will serve as a special evaluator for a substantive change. MSCHE has announced that all spring evaluation visits will be virtual.

Advancement News

The Cumberland Campus spring open house scheduled for April 10 will not be an in-person event this year. Instead, the Recruitment staff is preparing for a virtual event with plans to host two smaller-scale, in-person events in June and July. Additional information on the April event and selected dates for the summer events will be shared with the college community later in February.

The development of a new institutional marketing plan is proceeding.

As part of the Foundation's annual benchmarking initiative, a report is being developed and will be available later this month. The initial data shows the following:

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

Thank you

Dr. Bambara expressed her appreciation to the Trustees for their continued support. She offered 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.

MSCHE Update

Mr. Harrah reiterated the information that he and Ms. Gallion conveyed to the Self-Study Steering Committee members and the Self-Study participants during an orientation session February 3. Working groups have met with participants tasked with developing research questions that are due by the end of February. Mr. Harrah has a follow-up phone call with Dr. Sean McKittrick from MSCHE to review the design document that will guide the self-study process. The focus now is working in the seven self-study standards.

Asphalt Repairs/Overlay Project Bid Recommendation

Ms. Belt recused herself from discussions on this agenda item to avoid any conflict of interest. VP Kilduff described the need for asphalt repairs and complete overlays in parking lots on campus with many of the lots past their useful lifespan and are due to be replaced. A request for proposal (RFP) was issued and advertised for the project per ACM procurement guidelines. Two bids were received with an addendum issued to both bidders for an additional lot which was divided up into four separate add alternates. Based on the revised bids received that included the additional lot with add alternates, the bids were opened.

Ms. Kilduff recommended the Board approve selection of the base bid provided by Belt Paving, allow for the College to negotiate additional paving areas with Belt within the \$200,000 approved fund balance designation for paving, and move forward with the necessary contract to have this work completed this coming spring. Following a motion and second by Ms. Lapp and Ms. Buck, respectively, the Trustees approved the asphalt repairs/overlay project bid recommendations.

Bedford County Campus (BCC)/Southern Tier Education Council (STEC)/ACM Memo of Understanding (MOU) Addendum

Ms. Kilduff explained the HVAC Phase 2 Project at the BCC. The Bedford County Regional Education Foundation (BCREF) has signed off on the project which means ACM has minimal exposure at this time since the grant letter has been received. This type of arrangement was done in 2020 for the roof restoration project at the BCC.

The STEC will receive the funds and pass them to the BCREF to make payments for the HVAC work. ACM is a support entity and will help ensure that the engineering project and project scope are reasonable as well as present the recommendation for ACM Board of Trustees approval of the project contractor after the bids are received. ACM may have to front funds if the funds are not received from the Commonwealth of Pennsylvania. This should be a timing issue and not a funding issue.

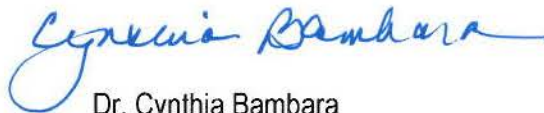
Following a motion by Ms. Lapp and second by Ms. Buck at 4:55 pm, the Trustees went into Executive Session to discuss a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process [Article § 3-305(b) (14)], and to discuss a personnel matter [Article § 3-305(b)(1)], both covered under the Maryland Open Meetings Act. If necessary, action may be taken in Public Session as a result of items discussed in Executive Session.

With no other business, the meeting adjourned at 5:16 pm.

Respectfully submitted,



Mr. Kim B. Leonard
Chairman



Dr. Cynthia Bambara
Secretary/Treasurer