

Allegany College of Maryland
BOARD OF TRUSTEES

October 17, 2022

PUBLIC SESSION
MINUTES

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met Monday, October 17, 2022, at 4 pm in the Thomas Welcome Center, Iris Eustace Halmos Community Room, in person and via Zoom. Board members in attendance included: Mr. Kim Leonard, Ms. Jane Belt, Ms. Mirjhana Buck, Ms. Linda Buckel, Mr. Eugene Frazier, Ms. Michele Martz, Mr. Jim Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Kurt Hoffman	David Jones	Christina Kilduff
Jeff Kirk	Melinda Duckworth	Scott Harrah
John Bone	Stacey Rohrbaugh	Dione Clark-Trub
Melanie Chapman	Arthur Priadkin	Cathy Zirk
Brandon Robinette	April Higson	Bobbie Cameron

Mr. Leonard called the meeting to order at 4 pm.

Adoption of the September 19, 2022 Minutes

On a motion and second by Mr. Frazier and Ms. Belt, respectively, the Trustees adopted the September 19, 2022, minutes with one correction. Following a motion by Mr. Frazier and second by Ms. Belt, the amount was corrected to \$1,469,000 as part of the bid recommendation for the College Center Theatre project.

Chairman's Updates

Mr. Leonard informed the Trustees that the Board's Finance Committee will meet with ACM's auditor in November. A meeting notice is forthcoming.

Mr. Leonard also asked the status of the Metz Food Service contract. The Metz representative is to refund ACM the management fees from July 2022 through October 2022.

President's Updates

Fall 2022 Enrollment

Dr. Bambara reported that fall enrollment numbers have improved since the start of the Fall semester. Fall 2022 enrollment is up 6.3% in headcount and 8.8% in credits from Fall 2021. Male students are up 16.5%, first-time students are up 21.1% and the under 20 age group is up 8.5% from last fall semester. The numbers are total enrollments, including Early College.

Middle States Commission on Higher Education (MSCHE) Chair Preliminary Visit

On November 6-8, 2022, Dr. Cathleen McColgin, MSCHE evaluation team chair, will visit the College for a preliminary planning meeting of the team for the April 2-4, 2023, full team evaluation. Mr. Leonard, Mrs. Belt and Dr. Bambara will host Dr. McColgin for dinner on November 6. The full board will meet the evaluation team in April, 2023.

Western Maryland Correctional Training Center

Correctional Entrance Level Training Class 22-05C graduation October 17, 2022, was celebrated by Secretary Green and other Maryland Officials. Fourteen officers graduated from this training academy. Institutions represented were North Branch, Roxbury, Western Corrections, Garret County Detention Center, Maryland Corrections, Hagerstown, and Allegany County Detention Center.

Appalachian Regional Commission (ARC) Conference

ARC Conference will be held at Rocky Gap October 17-19, 2022. Governor Hogan (ARC's State Co-chair) and MBA Hall of Fame Inductee Cal Ripken Jr. will hold a fire side chat on the 18th at 10 a.m. Federal Co-chair Gayle Manchin will be speaking. At some time during, before or after the conference, the Governor is expected to visit the Western Maryland Works.

Community Colleges of Appalachia (CCA) Fall Conference

Dr. Bambara and Becky Ruppert will attend the CCA Fall Conference at Hocking College in Nelsonville, OH, to provide a presentation on Western Maryland Works. They also presented on this training facility at the annual conference in Asheville this past June. At that meeting, ARC Federal Co-chair Gayle Manchin featured a video on Western Maryland Works as an example of how ARC funds are used.

2022 Expressions Award

Dr. Tino Wilfong, Sydney Wilfong, Donna Morgan and her mother attended the Community Colleges Humanities Association (CCHA) plenary session late last week in Cleveland, Ohio. Everyone attended the opening activities, and Donna accepted the award on behalf of ACM students. The CCHA very much appreciated ACM accepting the national award in person, especially with our student editor and a student contributor present.

Grants News

- Trio was one of 50 colleges nationwide to receive a \$500 First Generation Student Celebration Award.
- ACM received a \$13,636 Hunger Free Campus grant through the State of Maryland (MHEC) to provide support to the Food Pantry and to make it more accessible to students and community members.
- ACM received a \$195,000 grant from the Maryland Department of Labor, in collaboration with the Department of Social Services, Cumberland YMCA, UPMC-Western Maryland, Garrett College, and the Garrett County Community Action Committee. The program will assist individuals and families facing a housing crisis. Funding is available for small one-time crisis grants to keep those facing eviction safely housed. Case management and counseling is provided to those households in need and for early intervention to prevent eviction. Grant funding is used for training clients on budgeting and other life skills.

- Phase 2 of the Baseball Field has been approved by Program Open Space in the amount of \$225,000. Field work will take place in May-July 2023.
- ACM is working with Allegany County and the Project Open Space staff to develop a College and Community Athletic Complex. The anticipated start date is 2023.
- Work on the Bedford County Campus HVAC Phase 2 and 3 projects began on May 9, 2022, but delays in manufacturing of the geothermal pumps and classroom heat ventilators have caused the completion date to be pushed back to later in the fall semester. No change orders have occurred, so the cost is still at \$589,370. Southern Tier Education Council funding received from Pennsylvania Department of Education will cover the HVAC project expenses.
- The Southern Tier Education Council FY2022-2023 funding has increased to \$962,825 from the Pennsylvania Department of Education. The Pennsylvania Department of Education tuition subsidy funding increased from \$550,000 to \$650,887. An additional \$311,938 will be received for facility improvements, maintenance, and instructional equipment. The facility funding will be used to repair and repave parking lots at the Bedford County Campus in June 2023.

Approval of 2023-24 Academic Calendars

Dr. Hoffman explained the 2023-2024 academic calendars were thoroughly vetted by the College community. He requested approval. Following a motion by Ms. Martz, and second by Ms. Buck, the Trustees approved the 2023-2024 academic calendars.

Middle States Review of Standard I – Mission and Goals

Mr. Harrah provided the Trustees with an overview of the Middle States Standard 1, Mission and Goals. He explained the collaborative process to review the mission of the College and to develop institutional goals. Mr. Harrah invited the Trustees to provide any suggestions for the narrative of Standard 1 in the Self-Study.

MSCHE Draft Self Study

The Trustees were previously provided with a copy of the ACM Self-Study 2023 document. Mr. Harrah asked the Trustees to review the document and let him know of any questions regarding the report.

Performance Accountability Report (PAR)

Arthur Priadkin presented the Performance Accountability Report. He stated that about 90 percent of students receive some sort of financial aid. Retention and success rates are increasing and disability resources are doing more to help students succeed.

Continuing Education and Workforce Development Year-End Reports

Jeff Kirk reviewed the 2021-2022 year-end report and measurable outcomes for fiscal years 2018-2022 for student registrations, total number of courses delivered, open enrollment and contract courses, and FTE generated through the Center.

New & Modified Finance & Accounting Policies

Christina Kilduff explained that the Finance/Accounting & Fiscal Control Department of the College has historically operated using a manual of Finance Guidelines. This extensive typewritten document included several Board of Trustees approved policies, as well as numerous procedural and informational documents pertinent to the operations of the department.

As part of the college efforts to place all Board approved policies in an accessible SharePoint site, finance staff went back to the old guidelines documents to determine which items were actual Board approved policies, which items were merely guidelines for the department or others on campus, and which areas should have policies per Maryland COMAR, but were not formally approved Board policies.

From this work, the department determined that two new policies were needed related to activities that the college was already doing (annual financial statement audits and annual budgets), as there were no existing policies stating the requirements. It was also determined that one formal policy was needed to outline the State mandates surrounding setting of tuition and fee rates. However, this policy also has operational elements as some aspects are at the discretion of the institution based on how they operate and implement charging students. Finally, one policy was needed pertaining to inventory control and the capitalization of assets. Generally accepted accounting rules and standard higher education practice help to dictate asset capitalization thresholds and requirements for assets to be included in the inventory records, but there is some discretion on the part of college personnel. As these matters pertain to departments across campus, it was determined that it should be a policy that the Board reviews and approves instead of just a guideline.

The following table summarizes the nature of the policies, the policy numbers, whether they are new or existing policies, and whether they are state mandated or operational in nature.

Section 04.01 ACCOUNTING

Investment Policy – EXISTING – State Mandated	04.01.001
Debt Policy – EXISTING – State Mandated	04.01.002
Audit – NEW – State Mandated	04.01.003

Section 04.02 BUDGETING

Annual Budget Policy – NEW – State Mandated	04.02.001
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Section 04.03 PURCHASING/FISCAL CONTROL

Asset Capitalization & Inventory Control Policy – New-Operational	04.03.001
Purchasing & Bidding Thresholds – EXISTING – State Mandated	04.03.002

Section 04.04 BURSAR/CASHIER

Credit Tuition & Fees Policy – NEW – State Mandated & Operational	04.04.001
Tuition Waiver Policy – EXISTING – State Mandated	04.04.002
Refund of Tuition & Fees – EXISTING – Operational	04.04.003

Ms. Kilduff recommended that the College Board of Trustees approve the nine policies accompanying this action item, and as listed and described above. Following a motion by Ms. Martz and second by Ms. Belt, the Trustees approved the nine policies as presented.

FY23 Fund Balance Designations

The Board of Trustees Finance Committee met previously to review the preliminary FY23 Fund Balance designations. Each year when the accounting general ledger has been closed, a net surplus or deficit is calculated and then rolled into the accumulated fund balance. It is recommended that the Board approve to retain \$4,965,609 in FY23 College Unrestricted Fund as

specific designations. This approval also authorizes the Finance Office to retain \$25,823 in the College Unrestricted fund as non-designated fund balance. It is recommended that the Board approve the total designation of \$1.5 million between regular fund balance and Sustainability Fee fund balance for the College Center Theater renovation project.

It is also recommended that the Board approve the proposed list of FY23 Athletic Facility Special Projects that are being funded from \$2 of the Student Fee. The total of these current FY23 project cost estimates are approximately \$99,215.

It is also recommended that the Board approve the proposed FY23 Student Government Association fund balance designation of \$22,500. Following a motion by Ms. Belt who noted the Finance Committee's approval of the fund balance designations, with a second by Ms. Buckel, the Trustees approved the FY23 Fund Balance designations.

Allied Health Building Air Handler Bid Recommendation

Ms. Kilduff stated that due to the aging nature of ACM's current campus infrastructure, facilities renewal including major equipment replacement is of critical importance to maintain the operating efficiency of our buildings and equipment. As part of the Facilities Master Plan update that was approved in December of 2020, roof replacements on various campus buildings were deemed a priority for State of Maryland Facilities Renewal Grant funding. Of the roof replacement projects included in the plan, the Allied Health Building roof was the number one priority. This roof project has recently been completed.

The Allied Health Air Handler and VAV (variable air volume) boxes have all become outdated since their initial installation during the renovation of the building in the early 1990s. Due to the system's age (approximately 30 years), many repairs have had to be made in recent years. Currently repairs are becoming too frequent for maintenance staff, and availability of parts for the system has become an issue.

While the Facilities Master Plan called for the renewal or replacement of the failing or failed rooftop air-cooling equipment at the same time as the roof replacement, there was not sufficient funding to do both projects concurrently. However, as part of the FY22 fund balance designation process, \$993,000 is designated for this project.

Requests for proposals (RFP) design specifications were developed by East Hills Engineering in conjunction with college personnel. Three (3) proposals were received in the office of the Director of Fiscal Affairs on Thursday, September 8, 2022, at 3 pm and were the recommendation reviewed by College Staff and the project engineer.

It is recommended that the Board approve selection of R.H. Lapp as the contractor for a project total of \$992,375 to install a new rooftop air handler and new VAV boxes in the Allied Health Building, as well as approve use of the FY22 fund balance designation for the project cost. On a motion by Ms. Martz and second by Mr. Frazier, the Trustees approved the recommendation.

It is also recommended that the Board allow the College to move forward with an applicable agreement with R.H. Lapp for the project.

Pool Renovation Plan

Ms. Kilduff explained the Physical Education Building was constructed in 1969 and was renovated in two phases beginning in 2004 and ending in 2006. The pool and much of its supporting mechanical equipment are part of the original construction. Due to the advanced age of the pool and equipment, issues have become increasingly common and severely undermine the pool's functionality. In addition to the significant water leak found in 2021 when the pool was refilled after the pandemic, one of the largest issues that has persisted is the failing humidity control system. The control system is well past its useful lifespan and creates an inability to properly control humidity in the indoor pool area.

To get the pool into operational condition, the pool shell/liner will need to be repaired to fix the leak issues and ensure integrity of the pool vessel. In addition, the pool pump and filter systems as well as mechanical system equipment, including the HVAC and humidity controls will need to be replaced. Initial cost estimates obtained for this work are around \$600,000. Due to the age of existing equipment, more precise cost estimates could not be obtained without external engineering work to create the specifications for equipment replacement.

Without funds to be able to repair the pool, college staff researched other options for the pool area. The Athletics Department has been working over the past several years to expand the number of athletic teams, as a way to help increase overall College enrollment. With more student athletes, there is the opportunity for more injuries and the need for more athletic training space. The Athletic Department would like to convert the large pool space into a larger fitness center to be used for athletic training and the management of sports injuries. College staff reached out to a local contractor to get a cost estimate for the renovation project. The estimate provided around \$250,000 for filling in the pool with stone, decommissioning of pool equipment, and giving the space a general facelift with some new finishes.

To move forward with the renovation option, the college would need to work with a design team (architect and engineer) to create the project specifications including any structural or mechanical changes to the building. Traditionally, the college has followed a design-bid-build model for large renovation projects. However, due to the current market with escalating costs, great uncertainty, and the need to closely manage project costs, a design-build or Construction Manager at Risk model could be used instead to reduce the overall project timeline. Both of these models can involve creating a project design and setting a project budget early in the process, and they require greater interaction between the design team and the contractor doing the construction/renovation work. Due to the relatively small project size and the local contractor environment, hiring a construction management firm may not be feasible and could result in lower quality work due to a large number of subcontractors working on the project.

Ms. Kilduff recommended that the Board of Trustees approve the request to pursue a contractor/architect/engineer team to design and renovate/build the current pool area of the Physical Education Building in order to convert it into a fitness center with accompanying classroom space. On a motion and second by Ms. Belt and Ms. Martz, respectively, the Trustees approved the staff to put out a request for proposals for a contractor and design scheme

As part of the vetting and selection process for the design-build team, bidders will be asked to submit rough design proposals with an estimated cost for the project. A separate

recommendation for selection of the design-build team and the accompanying project budget will be brought back to the Board for review and approval.

EXECUTIVE SESSION

At 5:55 pm, following a motion by Ms. Martz and second by Ms. Belt, the Board of Trustees convened to Executive Session to discuss personnel items covered under [Article § 3-305(b)(1)], covered under the Maryland Open Meetings Act.

Room Naming

As Vice President of Advancement and Community Relations & Executive Director of the ACM Foundation, David Jones recommended to the Board of Trustees that they consider naming a room after the following donor based on their generous support of Allegany College of Maryland through the Allegany College of Maryland Foundation. This recommendation follows the room naming guidelines approved by the Board of Trustees in May 2003.

THE KIRK FAMILY
TRANSITIONS PROGRAM ROOM
In recognition of the Kirk Family
(Jeff, Tracey, JT, James, and Nicole)
for their generous support of
Allegany College of Maryland
Recommended Room: Continuing Education Building, Room 7

At 6:05 pm, following a motion by Ms. Belt and second by Ms. Buck, the Trustees went into Public Session to act on the Room Naming recommendation.

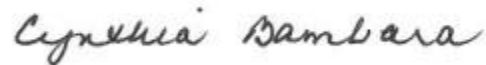
Following a motion by Ms. Buckel and second by Ms. Martz, the Trustees approved naming CE Room 7 THE KIRK FAMILY TRANSITIONS PROGRAM ROOM, in recognition of the Kirk Family.

The meeting adjourned at 6:10 pm.

Respectfully submitted,



Mr. Kim B. Leonard
Board of Trustees Chairman



Dr. Cynthia S. Bambara
President