

U S M S M MINUTES OF THE BOARD OF ADVISORS MEETING
HELD ON TUESDAY September 15, 2020, AT 5:00 PM
TELECONFERENCE

In Attendance By WebEx Video or Phone: Joe Anderson, Betsy Beise for Mary Ann Rankin, Denise Barnes, JoAnn Boughman, Alan Easterling, Larry Egbert, Anthony Foster, Ellen Herbst (*Ex Officio*), George Hurlburt, Glen Ives, Chris Kaselemis, Jack Keane, Gary Kessler, Maureen Murphy, Matt Scassero, Mike Schroeder, Tuajuanda Jordan, Maria Icaza, and Ben Latigo (*Ex Officio*).

Not in Attendance: Rich Fleming, Maria Icaza, and Becca Salsbury

Call to Order: The Board was called to order at 5:04 pm by Joe Anderson.

Approval of Minutes: Minutes of the June 16, 2020 meeting were distributed for approval. A motion was made by Matt Scassero to approve the minutes and seconded by George Hurlburt. The motion carried.

BOA Nominating Committee: Jack Keane, Gary Kessler, Matt Scassero, and Mike Schroeder volunteered to join the nominating committee. If you decide you would like to join the committee, please contact Jean, Ben, or Joe.

U S M S M Return to Campus (R T C) Plan: Ben reported for the last 4 to 5 months we have been working with the local health department and U S M. There have been some challenges with the various changes in the metrics. The plan was approved by July 1st. The primary goal of this plan is to ensure the health and safety of all utilizing the facility but continue to provide our commitment to educational excellence.

The plan requires face masks or face coverings for everyone who enters the facility except for staff in their private offices if they are being utilized by themselves. Health information and data is provided by C D C, state health authorities and U S M. Covid-19 testing and contact tracing is performed by S M C Health Department. Our contact person at the S M C Health Department is Terry Prochnow.

On June 15th we implemented the UMD daily self-monitoring. This is an online monitor that requires staff coming to the facilities to take temperature checks, report if they have any symptoms of covid-19. For students and attendees to come on campus they are required to provide a form for our staff to do a screening at the entrance to the facilities, this includes temperature checks. If they have any symptoms, they will be sent to the Health Department to allow them to do testing and contact tracing. As a U S M requirement, all staff had to do a baseline test by the July/August timeframe and intend to do a surveillance test by the end of this month.

We continue to practice social distancing. This includes maintaining a six-foot distance from others and not gathering in groups. Classroom data has been prepared to show the maximum occupancy based on the social distancing requirements. This has reduced room capacity of 50%.

If the facility is in use all bathrooms are sanitized hourly. Classrooms that are being utilized; sanitizing will be done daily before another class can use that facility. Plexiglass barriers are in place for the instructors, these were put in place to stop the spread between the instructors and students.

Seeing as Covid-19 was unexpected, we had to use our own funds from F Y 21 budget. These unexpected expenses ensure the health and safety of all utilizing the facility. We budgeted for \$7,000 but the actual expenses were just under \$13,000, this has been refunded through the CARES Funds. F Y 22 budgeted for \$56,000 but the expenses are still being determined, we are expecting this will be covered by the CARES Funds.

Anthony questioned how much face to face training has been able to be done at this point. Ben stated since our return we have only been able to do a few trainings, as of now there has been no other contracts that have been signed for the rest of the year. Our revenue projections for F Y 21 and F Y 22 will very much be impacted by this current situation.

A group from NAVAIR, including instructors, came out to tour the facility and liked our setup and safety measures that we have implemented. They were satisfied and will resume training in person when NAVAIR leadership permits. Though the Governor has entered phase three, social distancing is still required. This severely limits our attendee capacities for large events U S M S M hosts for Pax Partnership, County Government, and NAVAIR Industry Days.

The only university present at U S M S M is University of Maryland College Park, with 17 students doing face to face engineering labs. None of the other 8 university partners have face to face classes for Fall 2020, they are all virtual trainings. Joe questioned when we might have an indication when face to face classes will resume. Ben stated that they have been given no indication, but this was discussed on the President's call today and the Chancellor was offering views on some of these issues.

F Y 21 U S M Budget: Ellen reported regarding the specifics of the U S M S M budget, she feels it would be helpful to hear the system level and state level context about F Y 21 budget which began July 1st. The appropriation budget for the entire system was cut to \$122 million dollars. The system has funding from a variety of sources, tuition, auxiliary functions as well as contracts and grants.

F Y 21 is working with roughly a \$6 billion base, so the impact is greater than just the cut to the F Y 21 appropriations. U S M S M's funding is basically made up from the appropriations budget. Typically, U S M S M would be looking at conference and event funding, but unfortunately, we are not seeing that due to the COVID virus. When looking at actions that are needed to keep the budget balanced, given the cuts, U S M is also thinking about it in not just as a one-year issue, but as a multiple year issue.

Ben went over the F Y 20 (Actual) and F Y 21 (Proposed) Revenue Comparison. F Y 20 State appropriations include the \$1 million for workforce development; \$100,000 is directed toward UMD management funds, and \$322,000 is directed to the UMD engineering programs at U S M S M. F Y 21 proposed auxiliary services is \$318,880, this will be the greatest hit, this includes university classes, and training programs. Since we do not have university coordinator staff on site, we are not charging them rental office fees. We have much uncertainty with the auxiliary services category for F Y 21. We see a 1% reflection in the Federal Cares Act, this basically refunds expenses that we incurred for COVID-19 related items. We proposed to U S M 90% of our fund balance, to balance the budget.

The Expense Comparison F Y 20 actual expenses, and F Y 21 projected expenses, displays a salary increase in F Y 21, this includes the salary for the new Executive Director.

F Y 21 State appropriations funding was reduced by 7.5%. At the request of U S M it was reduce to \$200,135. Our current WDI fund balance is \$577,185. We have made a onetime request to U S M to use these funds to cover the shortfall.

F Y 22 U S M S M was asked to further reduce the budget by \$254, 964. This reduction can only be made if we layoff personnel, salary cuts, reducing operational hours or closing one building to reduce expenses. As a reminder, BIII will be coming on board in September 2021. BIII operations are included in the F Y 22 budget.

Matt questioned once Building III is operating, is the development of the research enterprise need to include how it's envisions to be funded from partner industries? Are Building III research projects separate from the operational budget for operating? Ben stated research projects are not included in F Y 22 budget. Operational and instruction will be different budgets. Facility needs for research is in question and should be merged into the MOU. Anthony stated this has not been resolved yet.

Update on Strategic Planning Committee:

George reported the Strategic Plan is coming together with a lot of great effort from the team. The vision, goals, and objectives with COVID as our current situation, have turned out to be more of a series of issues, which loosely couples back to the mission and vision but not necessarily directly linked. These issues have been

discussed, most of them were pronounced and necessary to address questions adequately, aftermath Covid-19.

Alan has done a splendid job putting together an industrial relations plan and produced a description of how the 3 counties operate and insight as to how this relates from a regional standpoint. George is hopeful these thoughts can be balanced in a strategic nature, then formalized into overall plan.

Anthony has been working on the MOU with the provost office. It will be a verbatim edition into the plan. This appendix will be used as an overall guideline.

Tim has drafted a public relations plan. Tim reported earlier in the summer he had a brief meeting with Ben and Jean to discuss prioritizing accomplishments. Beth has been working daily with Twitter and Facebook, but the website content still needs to be crafted. Tim had a discussion with College Park staff. The topic of discussion was migrating the website. The outcome is College Park will continue to host the site but U S M S M will have access to post standard content to the website. This content will drive additional people to the website, and then the focus is populating a list for a newsletter.

Ben is chairing the most important committee, educational objectives. They are continuing to discuss goals and are moving forward toward a subgroup draft report.

George stated we have an editorial challenge to merge the plan together and due to COVID it was a rough start. An overall draft of the plan may be prepared soon to be reviewed.

Executive Director Search:

Ellen reported the search timeframe has been extended. A final candidate was offered the position but for a variety of reasons the candidate decided not to accept. They are continuing with the search and believe they have another potential candidate. Due to confidently reasons, Ellen could not elaborate much more. Ellen stated there is a possibility they will need to restart a new search.

New Building Construction Project:

Ben reported the building had an OAC meeting this morning. Construction data reported, 49% work consumed, and 32% work is completed. There was a concern of the gap. Whiting Turner stated the construction delay was caused by the fabrication of steel. This has been corrected and construction is back on track. Last week was the one-year anniversary of the start of construction. Expected completion date is September 16, 2021.

Executive Director Report:

Highlights:

Ben participated in an “Introduction Meeting” with the new B S U Provost Dr. Goodman to discuss additional 2+2 partnerships. Dr. Goodman was very receptive to develop new partnerships with U S M S M. Ben also met with their Computer Science Chair to discuss programs in computer science, cyber, and cloud computing. Tomorrow he has a meeting with the Chair of Computer Technology and Security. These are two separate departments. The template to propose news programs at U S M S M was provided to the Office of the Provost.

Ben and Toni Coleman have had 2 meetings with C S M to review the pipeline of programs that are coming from C S M. They also reviewed graduation rates in each program. Ben requested data from Chad to pull the data of programs C S M students have enrolled in and which U S M intuition they have transferred to.

There is a lot of positive activity happening working toward bringing new programs to U S M S M.

New Business: No new business to report.

Next Meeting: The next BOA meeting is November 17, 2020.

Adjournment: *There being no other business, Matt moved a motion to adjourn and Betsy seconded. The motion passed unanimously. The meeting adjourned at 6:13 p.m.*