

Allegany College of Maryland
BOARD OF TRUSTEES

November 15, 2021

PUBLIC SESSION
MINUTES

The Allegany College of Maryland Board of Trustees met virtually on Monday, November 15, 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. Michele Martz, Mr. James Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

VP Kurt Hoffman	VP David Jones	VP Christina Kilduff
Scott Harrah	Stacey Rohrbaugh	Dione Clark-Trub
Ron Krug	Autumn Becker	Chandler Sagal
Tommie Reams	Debby Hardinger	Kara Riley
Melinda Duckworth	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. Buck, respectively, the Trustees adopted the both the October 18, 2021 public and executive session minutes as presented.

Chairman's Updates

Mr. Leonard said ACM is in good hands and moving forward under difficult conditions. ACM leadership is planning both a virtual and an in-person celebration for December 2021 graduates with all appropriate safety protocols. Details to follow.

President's Updates

ACM turns 60!

On Friday, November 12, 2021, ACM celebrated the 60th anniversary of the College. Governor Hogan, the County Commissioners and the Mayor and City Council presented the College with citations. Copies were provided in the board packets last month from the state and county and this month from the City of Cumberland. Councilman Frazier wrote a poem about the College to celebrate this occasion. The video can be viewed at https://youtu.be/gDXNWnyd_iY

Spring Enrollment

Spring enrollment opened on November 1, 2021. After the first 10 days, 692 students had registered. This is slightly up from last year's 2.4%; however, this is still very early in the registration cycle. Classes will begin on January 12, 2022.

Advertising for the Spring '22 semester began November 1 and will continue through January 7, 2022. Promotions include digital static/video, billboards, newspapers, local radio, and television. The majority of

spending is on digital platforms, including social media, with multiple campaigns targeting various audiences. In addition, new general branding campaigns are underway.

There is a wait list for the Fall Tour Day at the Cumberland Campus on Friday, November 19 beginning at 8:30 am in the Thomas Welcome Center.

COVID-19 Command Team

The COVID-19 Command Team continues to carefully track cases. ACM reset the totals beginning with the start of the fall 2021 semester. Last week ACM received 28 reports of close contact or exposure and 1 confirmed positive case. Since August 23, 2021, ACM received 446 reports of close contact or exposure which have been reviewed by the Command Team. There have been 78 confirmed positive cases. ACM ended the incentive program Friday. Of the 459 employees on payroll as of 10/25, 284 uploaded vaccination cards. Overall, 61.87% of ACM employees are vaccinated.

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 the 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 variants.

ACM to Follow OSHA's Guidance

Allegany College of Maryland will ensure that our employees are fully vaccinated or tested weekly for COVID-19 in compliance with [OSHA's guidance for employers](#) with 100 or more employees. Dr. Bambara sent an initial communication to the College community this morning outlining the steps the College is taking to come into compliance:

1. ACM's policy is under development now and will be presented to the Board of Trustees for approval at the December meeting. The requirement is to have a policy developed by December 4, 2021.
2. ACM's policy and its requirements will apply to **all** full-time and part-time faculty and full-time and part-time staff including adjunct instructors and work-study students.
3. The policy requirements will go into effect on January 4, 2022.
4. Employees are encouraged to get vaccinated now to avoid the potential for long lines at clinics as other employers' staff comply with the guidance. Links to find a [vaccination clinic](#) were provided. Those who continue to get vaccinated receive our \$100 incentive in your future paycheck.
5. If an employee chooses to be tested weekly for COVID-19, information about [testing locations](#) was also provided. Specific details about our institution's logistics for this option will be part of the college's policy.

ACM COVID-19 Vaccination Incentives

ACM completed the vaccination incentive lottery for ACM employees on Friday, November 12, 2021. Those vaccinated were encouraged to upload a copy of their vaccination card by November 12, 2021 and receive \$100 in their December 10 paycheck. Today, there were five random drawings from those uploaded cards for \$1000 each. ACM will continue to award \$100 to employees who upload their vaccination cards. HEERF III relief funds are being used to cover this cost.

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 loss per minute was discovered. ACM engaged a consultant to assess the extent of the damage and provide a cost estimate to restore the facility. Leadership is aware that in addition to the leak, equipment that supports the pool is beyond end of life. Some cost estimates have been received, but a final recommendation remains pending. Upon a completed assessment with costs, a final recommendation will be provided for the Board's consideration.

New Programs

On today's agenda, Dr. Hoffman will present two programmatic curriculum proposals, a new Associate of Applied Science Degree in Data Analytics and a Lower Division Certificate in Data Analytics. After Board approval, these will be sent to the Maryland Higher Education Commission (MHEC).

New Initiatives

- Due to the generosity of an ECM Insurance Group Educational Improvement Tax Credit donation, the Bedford County Regional Education Foundation is covering the cost of tuition, fees, placement tests, and textbooks for 307 early college students who are taking classes through the Bedford County Campus.
- Appalachian Regional Commission Project for FY22. A Makerspace Feasibility Study Grant has been submitted to hire a consultant who will complete the Western Maryland Works study. Funding is expected by December 2021.
- An MSDE grant to support Western Maryland Works is under development.
- A grant to support the ACM Pantry was approved to provide three hydroponic "Gardyn" systems to the College. These Gardyn systems have been installed and will allow the Pantry to grow fresh fruit, vegetables and other greenery indoors all year long to supply students with fresh and healthy food options.
- The College is working with Allegany County and the Project Open Space staff to develop a College and Community Athletic Complex.
- ACM worked with The Greater Cumberland Committee (TGCC) on a large EDA (Economic Development Administration) grant to cover seven key workforce sectors in the region. The first phase is a planning grant in the amount of \$500,000. If awarded, TGCC planning grant the organization would be eligible for a very large implementation grant estimated to be \$45-47M. Funding news to take the next step in the application process is anticipated by December 2021.
- Developing grant to the Maryland Energy Administration in partnership with Optimize Renewables for an ACM Energy Audit and possible Micro-Grid Energy opportunities.
- An MOU was recently signed by a donor for a planned gift to support ACM in the amount of \$10,000,000.

Maryland Council of Community College Presidents (MCCCCP)

The MCCCCP met Friday, October 22, 2021 with Lt. Governor Rutherford at the State House to discuss challenges and opportunities of the community colleges. The MACC Executive Committee met with USM leadership on November 10, 2021, to discuss ways in which the two-year and four-year sectors can further collaborate. The next meeting of MCCCCP is Friday, November 19. Dr. Bambara extended a Happy Thanksgiving to everyone for a safe and peaceful holiday!

Revised Bedford County Campus (BCC) Advisory Committee Membership List

Dr. Connie Clifton presented the updates to the BCC Advisory Committee membership that included the addition of Mike O'Dellick, Director of the Bedford County Technical Center. Mike Miller and Samantha Davis will no longer be members of the BCC Advisory Committee. Following a motion by Ms. Belt and second by Ms. Buckel, the Trustees approved the changes to the Advisory Committee.

Acceptance of FY2021 College Audit

Ms. Belt, the Board of Trustees Finance Committee Chair, noted the FY2021 ACM clean audit, as always. The auditors were very complimentary on the work of the College. The Trustees accepted the FY2021 ACM audit on a motion by Ms. Belt and second by Ms. Martz.

Data Analytics Curriculum New Program & New Course Proposals

Two programmatic curriculum proposals were developed and are being presented to the Trustees for a new Associate of Applied Science Degree in Data Analytics and a new Lower Division Certificate (LDC) in Data Analytics. Dr. Hoffman and Ms. Autumn Becker explained the programmatic curriculum proposals and talked about the local and regional demand for both the new Associate of Applied Science (AAS) Degree and the new Lower Division Certificate (LDC) in Data Analytics.

Both the AAS and the LDC meet all three of the goals of the Maryland State Plan for Postsecondary Education: Access, Success, and Innovation. If approved by the Board of Trustees the proposals will be submitted to the Maryland Higher Education Commission (MHEC). On a motion by Ms. Martz and second by Ms. Belt, the Trustees approved both the Data Analytics Lower Division Certificate as well as the Data Analytics AAS degree for submission to MHEC. The MHEC proposal is being submitted November 16, 2021, with plans to launch the programs next fall.

Community Baseball Field Enhancement Project

Mr. Jones provided information on the Request for Proposals (RFP) for Phase I of the community baseball field enhancement project. The ACM community baseball field is publicly available to members of the community, and will continue to be following the completion of this project. The enhanced facilities will make the playing space more accessible and community friendly, allowing for the potential of greater public access.

Funding for this project is provided by a Project Open Space fund with the match provided through an approved fund balance allocation as well as ACM Foundation Physical Education and Athletic Enhancement funds through the ACM Foundation.

Following the January 2019 ACM Board approved procurement guidelines, the following item was competitively bid with proposals due by November 3, 2021. The request is being presented to the Board

for formal approval for College and Funder records. The single bidder on the project is Hummer Turfgrass Systems, Inc. of Manheim, PA, with the bid of \$198,775 for infield construction; \$18,250 for underground irrigation system with a \$4,000 reduction if underground irrigation system is included as temporary irrigation is included in the infield construction cost. The total project award to Hummer Turfgrass Systems, Inc. is \$213,025. The Trustees approved the community baseball field enhancement project on a motion by Ms. Belt and a second by Ms. Buck.

Student Survey Spring 2021 – Revealing Institutional Strengths and Challenges Report

Mr. Harrah explained a new student survey, Revealing Institutional Strengths and Challenges (RISC), was conducted in spring 2021 and emailed to 2,181 ACM students. The RISC replaces the CCSSE instrument used previously. The RISC Survey provides detailed, actionable data about student success, using the latest advances in survey research and technology. Survey results pinpoint where students are experiencing obstacles and identify campus offices that excel in helping students succeed in college. The survey provides an overview/description and seeks information on challenges to student success, student-office interactions, student views of the institution, and the survey concludes with a section on student demographic information.

Mr. Harrah noted that students ranked all of the ACM student services offices such as Admissions & Registration, Advising, Bookstore, Business Office and Residence Life better than the industry. Most of the other institutions were ranked much lower. There is room for improvement, but ACM is doing very well compared to other institutions. The summary highlights indicate that 95% of the students participating in the survey would recommend ACM.

Strategic Plan 2020-23

Mr. Harrah provided the Trustees with the Strategic Plan 2020-2023, FY21 End-of-Year Summary describing the FY21 Institutional Successes as well as the Institutional Challenges. He reviewed the respective priorities, goals with the key performance indicators and actions planned for FY22.

Great Colleges to Work For Survey Results – This item tabled to the December meeting.

EXECUTIVE SESSION

At 5:26 pm following a motion by Ms. Buckel and a second by Mr. Pyles, the Board of Trustees went in to Executive Session to discuss personnel appointments [Article § 3-305(b) (1)], and to comply with a statutory requirement that prevents public disclosure [Article § 3-305(b) (13)], 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.

Faculty and Professional Staff Appointments

Dr. Hoffman presented the credentials of Jennifer Burriss for appointment as the Clinical Coordinator for the Online LPN to RN Nursing – Faculty position. She holds a Master of Science in Nursing, Family Nurse Practitioner from Walden University. Her employment history includes serving as a registered nurse at Western Maryland Health System from 2001 to 2020, a registered nurse/nurse care manager at Optimal Health Care from 2020 to 2021, and as clinical instructor and SIMS Lab Assistant Coordinator at ACM from August 2021 to the present. She is certified in Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS).

Dr. Hoffman also provided the credentials of Jaren Bohn for the Professional Staff position as Advanced Manufacturing Project Manager. He earned a BS degree in Material Engineering in May 2020 from Frostburg State University, an Associate of Arts in Civil Engineering in May 2017 from Potomac State College, and a National Institute for Metalworking Skills (NIMS) Certificate in July 2018 from ACM.

The Trustees went out of Executive Session and returned to Public Session at 5:36 pm on a motion by Ms. Belt and second by Ms. Buckel to act on the personnel appointments.

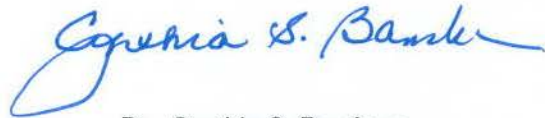
Following a motion and second by Ms. Martz and Ms. Belt, respectively, the Trustees approved the appointments of Jennifer Burriss and Jaren Bohn.

The meeting adjourned at 5:39 pm.

Respectfully Submitted,



Mr. Kim B. Leonard
Board of Trustees Chairman



Dr. Cynthia S. Bambara
Secretary/Treasurer