

Allegany College of Maryland
BOARD OF TRUSTEES

December 13, 2021

PUBLIC SESSION
MINUTES

The Allegany College of Maryland Board of Trustees met virtually on Monday, December 13, 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, 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 4:08 pm.

Adoption of the Minutes

Following a motion and second by Ms. Belt and Ms. Buck, respectively, the Trustees adopted the both the November 15, 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!

Included in your board packets is a copy of a citation from Maryland Comptroller Peter Franchot. Earlier, citations were received from the State, Allegany County, and the City of Cumberland. As Dr. Bambara shared at the last meeting, Councilman Frazier wrote a poem about the College to celebrate this occasion. https://youtu.be/qDXNWnyd_iY

Spring Enrollment

Spring enrollment opened on November 1, 2021. As of December 8, 2021, 1,169 students had registered. This is up from last year's enrollment at this time by 5.7%. Classes will begin January 12, 2022 which is earlier than in the past. Therefore, we expect that students have registered earlier. A more accurate report will be presented at the January board meeting.

Advertising for the Spring 2022 semester began November 1, 2021, 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.

COVID-19 Command Team

The work of the COVID-19 Command Team continues to carefully track cases. We reset our totals beginning with the start of the fall 2021 semester. Last week we received 18 reports of close contact or exposure and 4 confirmed positive cases. Since August 23, 2021 we have received 560 reports of close contact or exposure which have been reviewed by the Command Team. There have been 106 confirmed positive cases. Because of the overwhelming workload on faculty and staff intake specialists, a team of 3 part-time temporary staff have been hired to take on this work. They are trained and began handling cases last week.

ACM ended the vaccine incentive lottery program November 12. However, the \$100 incentives will continue for all newly vaccinated employees. HEERF III relief funds are being used to cover this cost.

Of the 459 employees on payroll as of October 25, 284 uploaded vaccination cards. As of that date, 61.87% of ACM employees are vaccinated.

Continued COVID-19 Safety Protocols Spring 2022

The College will continue with the same safety protocols in spring 2022 that have been followed this past fall.

ACM to Follow OSHA's Guidance

ACM is carefully following the courts with respect to the stay imposed on the November 4, 2021, OSHA mandates. If required, 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.

New Initiatives

1. Interact Communications has been selected to partner with ACM in developing a creative message strategy and promotional plan to rebuild student enrollment numbers within our allied health career programs, and enhance awareness to prospective students and the community of the importance of choosing an allied health profession. A kick-off meeting is planned for early January.
2. The Bedford County Commissioners approved a 2022 allocation in the amount of \$60,000 to the Bedford County Regional Education Foundation. The \$10,000 increase from 2021 funding will be used to create a Bedford County Opportunity Scholarship program. The remaining funding will be used for campus facilities and/or campus operations.
3. Developing two MSDE grants to support automotive technology and Western Maryland Works. Grants will be submitted in December 2021 with funding announced in January/February 2022.
4. Working with The Greater Cumberland Committee on a large EDA grant to cover region focusing on key workforce sectors. Funding news to take the next step in the application process is anticipated by December 2021.

5. Received \$60,000 award from the Scott Electric Foundation to support a campus wide energy efficiency lighting project. As a result of this project, it is anticipated that the ten-year gain in electricity savings will be over \$600,000.
6. Submitted \$100,000 grant to the Maryland Energy Administration in partnership with Optimize Renewables for an ACM Energy Audit and possible Micro-Grid Energy opportunities.
7. FY2022 Foundation Year to date revenue and scholarships for the Cumberland Foundation follow:

Contributions/Revenue	FY22 to date	FY21 to date
	\$1,691,416	\$1,177,085

Note: This represents an increase of 43.7% from the same timeframe last year.

Maryland Council of Community College Presidents (MCCCCP)

MCCCCP met at CCBC on November 19, 2021. Presidents heard presentations from Western Governor's University Statewide Articulation Agreement as well as AACC vice president of government relations, David Baine who spoke about the Federal Infrastructure Bill. This bill does not contain language related to community colleges.

We spent a good amount of time discussing the issues with student transfers to USM schools. ACM and FSU have very strong pathways for students, however, some of the other community colleges have challenges with their neighboring schools.

The MACC Trustees Leadership Retreat is scheduled for Wednesday, January 19 at Anne Arundel Community college. There will be a higher education legal update and a gubernatorial forum. The time-frame is 3-6 p.m. A virtual option will be included.

Dr. Bambara wished everyone a happy, safe and peaceful holiday!

Approval of Graduation Candidates

Ms. Marianne Shedlock, ACM's Registrar, presented the list of 186 graduation candidates who applied for 198 degrees or certificates for ACM's Fall 2021 graduating class. Following a motion by Ms. Lapp and second by Ms. Martz, the Trustees approved the list of graduation candidates.

Dietary Manager Program Deletion

On a motion by Ms. Martz and second by Ms. Buckel, the Trustees approved the recommendation of Dr. Hoffman to delete the lower division certificate program for the Dietary Manager Program since the curriculum pathway is no longer needed.

Program Advisory Committee (PAC) Updates

Dr. Hoffman presented the changes to the Program Advisory Committees.

ADDITIONS

Automotive Technology:

- Nathan Fazenbaker, *Diehl's Ford Sales*

Criminal Justice:

- Ronald S. Weber, *Western Correctional Institution*

- Bradley O. Butler, *Western Correctional Institution*
- Michael Lott, *WV Division of Natural Resources*
- Jeff Nines, *North Branch Correctional Institution*
- Keith Arnold, *North Branch Correctional Institution*
- H. Allen Beard, Jr., *FCI Cumberland*
- John Ternent, *Cumberland Police Department*

Hospitality Management:

- David Heller, *Olde Bedford Brewing Company*
- Robert Dettinburn, *Dig Deep Brewery & The Deep End*

Human Service:

- Carey Moffatt, *UPMC Western Maryland*

Legal Studies:

- Kelsey Merkel, *Allegany Law Foundation*
- Miriam Sincell, *Maryland Legal Aid*
- Cynthia Sweeney, *Tara M. Yutzy Collier, LLC*

Massage Therapy:

- Brandon Borischak, *Omni Bedford Springs Resort*

Nursing Assistant/Geriatric Aide:

- Michelle L. Magnus, *Mountain City Center for Rehabilitation & Nursing*

Nursing:

- Karie Claycomb, *Conemaugh Nason Medical Center*

Pharmacy Technician:

- Krista Barry, *PharmaCare Network*

Physical Therapist Assistant:

- Nicolette Bailey, *School Therapy Services*

Respiratory Therapy:

- Dr. David Marshall, *UPMC Western Maryland*
- Charles Martin, *Meritus Medical Center*
- Beverly Melmed, *Retired, Allegany College of Maryland*
- Erin Fleming, *Western Maryland Hospital Center*
- Hope Harris, *Allegany County Board of Education*

DELETIONS

Criminal Justice:

- Frank Bishop, *North Branch Correctional Institution*
- Denise Gelsinger, *Roxbury Correctional Institution*
- Richard J. Graham, *Western Correctional Institution*
- Charles Hinnant, *Cumberland Police Department*
- Timothy Stewart, *FCI Cumberland*

Hospitality Management:

- Samantha Shank, *Ramada Downtown Cumberland*

Human Service:

- Nancy Forlifer, *UPMC Western Maryland*

Legal Studies:

- Melissa Buskirk, *Allegany Law*
- Devan Caldwell, *Sherman Law Firm*
- Charleen Ickes, *PA Statewide Adoption and Permanency Network*
- Timothy Miller, *Garrett County Clerk of Court*

Nursing Assistant/Geriatric Aide:

- Terri Rodeheaver, *Frostburg Nursing & Rehabilitation Center*
- Linda McKenzie, *Allegany Health Nursing & Rehab Center*

Nursing:

- Shelly Snyder, *Conemaugh Nason Medical Center*

Occupational Therapy Assistant:

- John Stuckey, *Thomas B. Finan Center*

Pharmacy Technician:

- Bridget Caton, *PharmaCare Network*
- Kathy Murphy, *Martin's Pharmacy*

Physical Therapist Assistant:

- Hassel Twigg, *Progressive Physical Therapy and Sports Medicine Clinic*

The Trustees approved the Program Advisory Committee updates as presented following a motion by Ms. Lapp and second by Ms. Martz.

2021 Great Colleges to Work for Survey Results

Dr. Bambara presented the results of the 2021 Great Colleges to Work for Survey. She explained that the survey was conducted during the March/April 2021 timeframe. She thanked Sarah Sagal for putting together the information as well as Scott Harrah who oversees the administration of the survey. The survey includes the full-time administrators, full-time faculty, full-time professional staff, and a select number of associate support staff. The response rates provided a good sampling of employees. The categories surveyed included collaboration, communication, confidence in senior leadership, performance management, and supervisor/department chair effectiveness. Several of the categories were changed in the 2021 administration and therefore it was not possible to provide year-to-year comparisons in all categories. Dr. Bambara explained the comparisons where possible stating the College has made progress in all areas.

EXECUTIVE SESSION

At 5 pm following a motion by Ms. Belt and second by Ms. Martz, the Trustees went into Executive Session to discuss personnel items [Article § 3-305(b) (1)], and to comply with a statutory requirement [Article § 3-305(b) (13)] that prevents public disclosure 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.

The Trustees returned to Public Session at 5:19 pm to act on the following agenda items.

Personnel Appointments

On a motion by Ms. Lapp and second by Ms. Martz, the Trustees approved the faculty appointment of Jeffrey Hopkins, MS, OTR/L, as the Associate Professor of Occupational Therapy; and the professional

staff appointments of Jessica Miller as the Records and Scheduling Coordinator in Admissions; and the professional staff appointment of Courtney Jensen as the College Recruiter.

FY22 Holiday Gifts for Employees

On a motion and second by Ms. Martz and Ms. Lapp, respectively, the Trustees approved the transfer of approximately \$80,000 from the HEERF grant revenue account (funds expected to be drawn down for lost tuition and fee revenues) to the Strategic Master Plan account to fund 2021 employee holiday thank you gift payments.

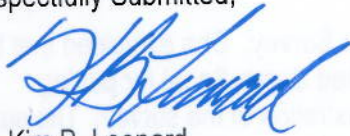
Room Naming

To avoid a conflict of interest, Ms. Martz recused herself from the discussion and action on the agenda item. Following a motion and second by Ms. Lapp and Ms. Belt, respectively, the Trustees approved the room naming recommendation as presented by Mr. David Jones as follows:


THE UPMC WESTERN MARYLAND
NURSING SIMULATION LABORATORY
Provided by the WMHS Foundation
in Support of Nursing and Allied Health Education
at Allegany College of Maryland

The meeting adjourned at 5:39 pm.

Respectfully Submitted,



Mr. Kim B. Leonard
Board of Trustees Chairman



Dr. Cynthia S. Bambara
Secretary/Treasurer