

Allegany College of Maryland  
BOARD OF TRUSTEES

January 18, 2021

PUBLIC SESSION  
MINUTES

On Monday, January 18, 2021, at 4 pm the Board of Trustees met virtually via Zoom 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, Mr. James Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP David Jones	VP Christina Kilduff	VP Kurt Hoffman
Scott Harrah	Melinda Duckworth	Clorinda Calhoun
Ron Krug	Arthur Priadkin	Chandler Sagal
Wendy Knopsnider	Kara Riley	Korey Layman
Bobbie Cameron		

**Approval of Minutes**

The Trustees approved the December 14, 2020, minutes on a motion and second by Ms. Lapp and Ms. Belt, respectively.

**Chairman's Update**

Mr. Leonard thanked Dr. Bambara for how effectively she has directed everyone at ACM during the pandemic. He hopes everyone remains safe with students back in the classroom. For now, hybrid learning is working. Mr. Leonard encouraged all trustees to join the Maryland Association of Community Colleges (MACC) Trustee Leadership virtual Conference.

**President's Update**

Happy New Year!

Spring Semester – Dr. Bambara noted that spring semester classes will begin Thursday, January 21, 2021. Instructional delivery will continue in multiple formats as occurred in the fall semester.

Spring 2021 Registration and Enrollment – Dr. Bambara provided a recap of spring enrollment. Spring registration began on November 2, 2020. As of last week, ACM is trending down 6.1% in headcount and 11.9% in credits. Male enrollment is down 22.9% and female enrollment is flat. The under 20 population is down 26.1%, an area of great concern. Across the state, every college is reporting declining enrollments, some as high as 20% in headcount, many in double digits.

All-College Assembly – Dr. Bambara noted that the All-College Assembly will be held at 9 am on Tuesday, January 19. Dr. Bambara will send the Trustees the meeting link if they plan to attend.

Fall Semester Celebrations – Dr. Bambara reported that a virtual commencement ceremony was held on December 18, 2020, where 187 individuals completed the requirements for 203 associate's degrees and certificates. On December 17, 2020, the nurse pinning ceremony was held virtually for 60 graduates.

COVID-19 Command Team – The President reported that work of the COVID-19 Command Team continues. Since returning to campus on January 4, Dr. Bambara has shared additional messaging to the College community reminding them of the important safety protocols. For 2021, ACM has had 10 reports of close contact/exposure and 6 confirmed positive cases. Since August 17, 2020, when ACM began tracking cases, there were 453 reports of close contact/exposure and 112 confirmed positive cases.

Beginning today, January 18, 2021, the Library reopened to the public. All offices are open; however, employees are encouraged to telework where possible and conduct virtual student appointments. ACM will serve as a vaccination site in the near future.

Coronavirus Response and Relief Supplemental Appropriations ACT (CRRSAA) – Dr. Bambara shared that ACM received notice yesterday of a \$3.23 million supplemental award. Of this amount, \$747,082 must be awarded to students. The remaining \$2,276,587 can be used by the institution to offset additional expenses due to the pandemic.

PA Campus/Center News – The President reported that the FY2020-21 Pennsylvania state budget has been finalized and the Southern Tier Education Council will receive \$550,000 in tuition subsidies for Pennsylvania Campus/Center students. Just before the holiday, ACM received notice of an additional \$300,000 award that will be used to complete the HVAC upgrades and other building improvements at the Bedford County Campus.

Innovation Grant – Dr. Bambara announced that ACM is developing a Maryland State Department of Education Innovation Grant that will support an Automated Manufacturing Engineering AAS degree in partnership with the Allegany County Public Schools with transfer options to FSU.

FY2021 Foundation Contributions and Scholarships (July 1, 2020 – December 31, 2020) – Mr. Jones reported on Total Foundation Contributions/Revenue of \$1,233,578 and Total Scholarships/Expenses of \$591,257. The Cumberland Foundation is currently working to finalize several major estate/trust gifts which will likely be finalized this fiscal year. It is anticipated that these gifts will exceed \$1,000,000.

MSCHE – Dr. Bambara announced that Mr. Scott Harrah and Ms. Jenna Gallion will co-chair the ACM Self-Study process. The Steering Committee for the Self-Study has been formed and will kick-off February 3. Mr. Harrah will have a more detailed update later in the meeting.

Mr. Jones completed his virtual participation on an evaluation team for a college in the U.S. Virgin Islands. Dr. Bambara is chairing a virtual team evaluation at Luzerne Community College in Pennsylvania in March. Ms. Kilduff and Dr. Hoffman will serve on teams this spring as well. MSCHE announced that all spring evaluation visits will be virtual.

MACC News – Dr. Bambara encouraged the Trustees to attend the MACC Trustee Leadership Conference that will be held virtually at 2 pm on Monday, January 25, 2021. Last week Dr. Bambara forwarded the registration information to the Trustees. Each attendee must register individually to receive the conference link.

Thank you – Dr. Bambara thanked the Trustees for their continued support. She shared special thanks to all of the faculty, staff and students for their tremendous efforts to maintain continuity of operation. Everyone has gone above and beyond to deliver instruction and services to students.

### **Middle States Update**

Mr. Harrah noted the self-study volunteers have been assigned to one of the seven self-study working groups to review the Middle States standards as ACM begins its self-study process. Additional volunteers are welcome to notify Mr. Harrah of their interest in participating in the self-study process.

### **Updated Facilities Master Plan (FMP) Companion Document**

Ms. Kilduff and Mr. Korey Layman explained the State of Maryland requires annual updates be made to the Facilities Master Plan. As many of the major projects on campus have been completed or are nearing completion, a full update of the Facilities Master Plan is being presented to the Trustees for their approval prior to submission to the State. Ms. Kilduff recognized Mr. Layman for doing a great job with facilities and noted the contributions of the other team members Charlene Smith, Sheila Dyche, and Adam Phipps. On a motion by Ms. Lapp and second by Ms. Buck, the Trustees approved the Updated Facilities Master Plan for submission to the Maryland Higher Education Commission.

### **ACM Emergency Paid Sick Leave (EPSL) for COVID-19 New Temporary Policy**

Ms. Duckworth explained the Department of Labor enacted the Families First Coronavirus Response Act (FFCRA) to assist employees during COVID-19 by providing additional leave options that were in effect April 1, 2020 through December 31, 2020. To provide continued care to all employees, ACM will extend the deadline to use Emergency Paid Sick Leave (EPSL) to help ensure employees do not report to work if symptomatic and to enable observance of quarantine and isolation guidelines related to COVID-19.

The extension of the Emergency Paid Sick Leave will allow employees who have not used the leave benefit or who have not used the maximum allowable amount under EPSL to apply for and use the leave should they need it through June 30, 2021. The CARES Act funds will be used to cover the cost for the employees using the EPSL temporary policy. Please note this extension does not provide additional paid leave benefits over and above what was currently offered under the FFCRA. In addition, if Congress amends the provisions of FFCRA prior to June 30, 2021, ACM will comply with the federal amendment. The new EPSL Temporary Policy is located in the Human Resources – Payroll SharePoint site.

The Trustees approved the new Emergency Paid Sick Leave (EPSL) for COVID-19 temporary policy on a motion and second by Ms. Belt and Ms. Lapp, respectively.

Following a motion by Ms. Lapp and second by Ms. Buckel at 4:42 pm, the Trustees went into Executive Session to discuss personnel matters [Article § 3-305(b)(1)], 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 4:54 pm.

Respectfully submitted,



Mr. Kim B. Leonard  
Chairman



Dr. Cynthia Bambara  
Secretary/Treasurer