

Allegany College of Maryland
BOARD OF TRUSTEES

June 21, 2021
PUBLIC SESSION
MINUTES

On Monday, June 21, 2021, at 4 pm the Board of Trustees met virtually. Board members present included Mr. Kim Leonard (Chair) in person, Ms. Jane Belt (Vice Chair), Ms. Linda Buckel, Ms. Joyce Lapp, Ms. Michele Martz, Mr. Jim Pyles (by phone), Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP David Jones	VP Christina Kilduff	VP Kurt Hoffman
Scott Harrah	Melinda Duckworth	Dr. Renee Conner
Dr. Connie Clifton	Clorinda Calhoun	Ron Krug
Arthur Priadkin	Chandler Sagal	Wendy Knopsnider
Kara Riley	Cathy Zirk	Brandon Robinette
Jeff Whitman (w/Celerity)	Bobbie Cameron	

Approval of Minutes

Following a motion and second by Ms. Belt and Ms. Buckel, respectively, the Trustees approved the minutes from the May 10 regular meeting and the May 27, 2021, special meeting.

Chairman's Update

Mr. Leonard reviewed the list of upcoming events. He plans to continue to conduct the board meetings virtually through the summer. He asked Mr. Harrah to provide clarification on the purpose of the MSCHE Vice President's visit during the July board meeting.

President's Update

COVID-19 Command Team

The work of the COVID-19 Command Team continues to carefully track cases. Since August 17, 2020, when the College began tracking cases, a total of 596 reports of close contact/exposure and 145 confirmed positive cases were reported. Last week (June 17, 2021) there were 0 confirmed positive cases and 0 reports of close contact or exposure.

ACM COVID-19 Vaccination Clinic

The Allegany County Health Department will work with ACM to provide additional vaccination clinics for students as we return to the fall semester. All employees who chose to receive the vaccine are now fully vaccinated, thanks to a special clinic provided by the Health Department.

Summer COVID-19 Safety Protocols

ACM will continue COVID-19 indoor safety protocols even though Maryland's Governor is lifting all required restrictions on July 1. Wearing masks and social distancing while indoors will remain in effect until the end of the summer semester which concludes on July 27, 2021.

Temporary Telework Policy

With most employees vaccinated and all offices open for in-person services, the Temporary Telework Policy put into effect in March of 2020 ended on June 6, 2021. A permanent telework policy has been

developed and will be presented to the Trustees today for their approval with an effective date of August 1, 2021. As a reminder, HB73 State and Local Government and Public Institutions of Higher Education – Teleworking passed in the 2021 legislative session and requires community colleges to have a telework policy. Currently all staff are working on campus.

Maryland State of Emergency Lifted

A State of Emergency was put into place on March 5, 2020, by Gov. Larry Hogan. The ACM Board of Trustees granted special authorization for Dr. Bambara to make emergency decisions that contradict established Board policies, if deemed necessary for the continuity of operations or for the safety of students and employees during the term of the State of Emergency declared by the Governor of Maryland. Gov. Hogan has announced that the State of Emergency will end on July 1, 2021. Therefore, it should be noted in the minutes that the authorization for the president to make emergency decisions that contradict established Board policies when deemed necessary for the continuity of operations or for the safety of students and employees will also end on July 1, 2021. This includes the following authorizations from the Board due to the rapidly changing conditions due to the COVID-19 epidemic outbreak that faced our nation:

1. Expand the number of days an employee may be absent for illness without a doctor's note from 3 to 5.
2. Advance sick leave to employees who do not have any sick time.
3. Authorize telework. The vice presidents will identify which positions can telework and for what period of time.
4. Authorize the president to declare a college closure, if she deems it necessary after consultation with the President's Staff.
5. Expect any employee who can work remotely during a forced closure to work. And, require them to take sick, personal or vacation leave if they cannot work for any reason.
6. Pay all employees during a complete closure up to a month (if it comes to that), including temporary staff and work-study students, even if they cannot work remotely, except part-time instructors who cannot work will be expected to complete their coursework after the college reopens.
7. Temporarily authorize the president to make emergency decisions that contradict established Board policies as outlined in the College Policy and Procedures Manual, if she deems it necessary for continuity of operations or for the safety of students and employees during the term of the State of Emergency declaration by either the Governor of Maryland or President of the United States.

Appalachian Regional Commission (ARC) Federal Co-chair Visit to Western Maryland Works

On June 16, ACM proudly hosted Gayle Manchin, federal co-chair of the Appalachian Regional Commission, at the Western Maryland Works Makerspace. (ARC has been instrumental in growing our Career and Employers Solutions programs at the site.) Manchin's visit was profiled in the [Times-News](#). Many thanks to our workforce development participants and our incredible team of instructors and administrators at the Makerspace.

Other News

The June 28 Open House is full with prospective students. The next summer Open House is scheduled for July 26. Individual tours and information sessions are being held throughout the summer for prospective students.

The Allegany County Commissioners and Tri-County Council approved the ACM ARC grant pre-application for STEM education in the amount of \$67,600.

The Allegany County Commissioners prioritized two ACM Project Open Space proposals for the following projects:

- Fitness Center New Equipment (\$75,000; \$67,500 from Open Space with ACM providing the 10% match of \$7,500).
- Baseball Field Phase I Enhancement (\$209,339; \$188,000 from Open Space with ACM providing the 10% match of \$21,339).

The Allegany County Commissioners provided formal support and approval of the Allegany County Opportunity Scholarship Program from 2/1/21 through 6/30/22.

Maryland Association of Community Colleges (MACC) Board of Directors

The MACC Board of Directors will meet virtually at 2 p.m. on Wednesday, June 23, 2021. This will end Dr. Bambara's two-year term as Vice President of the Board and Chair of the Maryland Council of Community College Presidents. She will continue to serve on the MACC Executive Committee as an ex-officio member for the next two years.

MACC Strategic Plan

A new MACC strategic plan has been developed and will be brought to the Board of Directors on Wednesday, June 23, for approval. The plan has four core competencies which are:

1. Protect the Value of the Associate Degree, increase affordable access to the Baccalaureate, and Seamless Transfer;
2. Building the New Workforce for Maryland;
3. Protect Affordability for the State's Well-Being; and
4. Building the Digital Divide, Digital Equity, Digital Accessibility Through Strategic and Innovative Technology Solutions.

Each Core Competency includes key strategies by MACC and performance outcomes. Once approved, the Trustees will receive a copy.

Higher Education Emergency Relief Funds (HEERF III)

Allegany College of Maryland has received \$2.7 million to provide aid to students through the third round of funding from the American Rescue Act. Letters announcing the aid went to approximately 5,500 students who attended ACM over the past year. Fall awards of \$1,000 are provided to students who demonstrate the adverse impact that the pandemic has had on their lives. Students living in campus housing are allotted an additional \$1,500 award for the fall 2021 and spring 2022 semesters.

Facilities Video

Dr. Bambara concluded her remarks with a video highlighting the numerous facilities improvements that were made over the past 18 months. <https://www.youtube.com/watch?v=Z1fQM7oBqy4>

ACM Self-Study Design Document

Scott Harrah presented the Self-Study Design document to the Trustees and explained the document is used to establish what ACM's final document will look like so that everyone understands what is required. Dr. Bambara, Jenna Gallion, and Mr. Harrah attended a training session where they received feedback on what the design document should include. The three met with Dr. Sean McKittrick, ACM's MSCHE (Middle States Commission on Higher Education) liaison, who provided the Design Document. Mr. Harrah asked the Trustees to review it.

MSCHE wants to know who we are. The Institutional Priorities to be addressed in the self-study include:

1. to evaluate the application and utilization of the institution's mission in decision making and institutional operations.
2. to determine the College's capacity for and assessment of technological implementation and innovations.
3. to examine institutional assessment practices across institutional units, programs, and operations and the extent to which they are appropriate and align with decision making and budgeting.

Also, the document needs to include how COVID-19 impacted ACM and its operations. Hopefully, COVID is a footnote in the report for 2023; however, actions taken to manage the pandemic need incorporated into all of the work groups. Research questions were derived by the workgroups with chairs and vice-chairs included. Mr. Harrah and Ms. Gallion reviewed the standard research questions which should help direct what the board expects from self-study.

Once the Middle States teams begin conducting interviews with groups in October, Mr. Harrah will inform the Trustees on the development of the self-study document. He asked the Trustees to inform him if they want more information or more frequent updates. Mr. Harrah will give overviews with a more in-depth draft available in March or April. Mr. Leonard asked Mr. Harrah how he selected comparable institutions. Mr. Leonard emphasized how important this activity is to help make us a better institution. Mr. Leonard asked the Trustees to pay attention to this endeavor. Mr. Harrah will brief the Trustees on what to expect during each part of the self-study process.

Fiber Replacement Project

An RFP was advertised and posted for this project. As the project may be funded using Federal Higher Education Emergency Relief (HEERF) funds requiring certain wage minimums, the companies were asked if their bids included union/Davis-Bacon wages for the employees on the project. The additional wage costs if not already included in the original base bid were listed on the action item. Ms. Kilduff presented the proposal for the fiber replacement project and recommended the Board approve the low bidder, Celerity, as the preferred contractor for this project and allow the College staff to enter into a contract with Celerity. College staff checked references for Celerity and the comments were all positive. Final project measurements and actual material costs may have a minor impact on the final project costs of up to \$150,000. Following a motion by Ms. Martz, and second by Ms. Belt, the Trustees approved the recommendation.

Update to Summer Asphalt Project

To avoid any conflict of interest, Ms. Belt recused herself during discussions and action on this agenda item. Ms. Kilduff explained that on February 15, 2021 the Trustees approved a recommendation to award Belt Paving with a contract for asphalt repairs and overlay in lots 7 and 8 on the Cumberland Campus. At that time only \$200,000 had been approved from fund balance to pay for the project which would only cover all of lot 8 and part of lot 7. However, as ACM staff worked on negotiations with Belt Paving, the staff determined it would be financially prudent to do all of lots 7 and 8 at one time to take advantage of the cost savings of \$61,400 if all sections are done at the same time this summer using Sustainability Fees to fund the difference between the fund balance designation of \$200,000 and the total project cost of \$302,900 plus the additional patching work on a \$27.60 per square yard basis (total estimated to be up to \$27,600) to do the full asphalt repair and overlay project for parking lots 7 and 8. On a motion by Ms. Lapp and second by Mr. Pyles, the Trustees approved the updated paving recommendation. Ms. Belt was notified to rejoin the Zoom meeting.

FY2022 Budget, Tuition, and Fees including New Nursing Fee

Ms. Kilduff presented information on the FY2022 operating budget. There will be no increases in student tuition nor mandatory fees. Two administrative fees are being added for the online LPN-RN Nursing program to help offset the additional costs related to creating agreements to assign students in clinical placements at medical facilities in the areas where students live. Staff and faculty develop clinical agreements that must be signed and approved and certificates of insurance are necessary. The online program requires 4 to 5 contracts and 4 to 5 designated preceptorships for each student. This LPN to RN program is ranked #1 in the nation. The Trustees approved the FY2022 Budget in the amount of \$29,786,742 following a motion by Ms. Belt and second by Ms. Martz.

WRCTC Building Cost Summary

Ms. Kilduff informed the Trustees of the construction costs of the recently completed Western Regional Correctional Training Center. The funding sources for this building included \$1.65M in state grant funds, \$856,187.02 in designated College fund balance and plant funds for a total cost of \$2,506,187.02. Allegany County provided in-kind monies for the project manager's and the project inspector's salaries. Ms. Kilduff said this project was a great partnership and very beneficial to the community.

Classroom Furniture Purchase

Ms. Kilduff explained that in order to conduct all in-person classrooms to be more flexible and learner centered, and to allow students to spread out into different classroom configurations as needed to provide appropriate social distancing within the classroom, the College is requesting to purchase new classroom furniture for four classrooms on the Cumberland and Bedford campuses. The purchase will include moveable/flexible and modern student desks and chairs for four classrooms. Three competitive quotes were obtained per the normal college procurement guidelines for purchases between \$10,000 and \$50,000. Ms. Kilduff recommended the Board approve the purchase of classroom desks and chairs from Landis Office Center, Inc. using HEERF grant monies for a total of \$64,006.25, including delivery and setup/installation. On a motion and second by Ms. Lapp and Ms. Belt, respectively, the Trustees approved the recommendation.

Gaumard HAL Advanced Multipurpose Patient Simulator

Allegany College of Maryland wishes to acquire critical Allied Health simulation equipment to support Allied Health training at the college. Funding for this project is provided by the Appalachian Regional Commission with matching funds provided by a Perkins Grant.

Following the January 2019 ACM Board approved procurement guidelines, the following item has been determined a sole source purchase and confirmed by the College's Director of Fiscal Affairs. Since the value exceeds \$50,000, this item is recommended to the Board for formal approval for College and Funder records.

The item being recommended is a Gaumard HAL S3201 Advanced Multipurpose Patient Simulator at a cost of \$63,119 for the purpose of simulation mannequin to be used for Respiratory Therapy student education in specific respiratory emergency scenarios. The Trustees approved the recommendation following a motion by Ms. Martz and second by Ms. Lapp.

Somerset County Technology Center (SCTC) Lease Renewal

Dr. Hoffman presented the 2021-2022 ACM Somerset Center lease renewal with the Somerset County Technology Center. The SCTC provides internet and phones for ACM. The ACM Somerset Center office is located in the center of the x-shaped SCTC facility. This location provides a good brand recognition for

Tech Center students. With ACM located at SCTC, increased courses have been offered. The rent is \$9,500 per year, payable in monthly installments of \$791.67 a month, beginning on August 1, 2021, and on the first day of each month thereafter. On a motion by Ms. Buckel and second by Ms. Belt, the Trustees approved the lease renewal agreement.

Approval of College Bylaws, Report and Policies

- a. Diversity Report – Dr. Renee Conner presented the Cultural Diversity Report for Academic Year 2020-2021. She thanked a number of ACM employees for their help in providing information included in the report. Due to modified requirements of the report, Dr. Conner noted the four sections required in the report were: Definition of Diversity; Institutional Initiatives; COVID Impact; and Diversity Plan Report. Content of the report was refreshed throughout for student demographics, retention of employees, co-curricular and curricular efforts. A new section was added on hate bias and hate incidents. The Trustees approved the report following a motion and second by Ms. Belt and Ms. Lapp, respectively.
- b. Financial Aid Termination Appeal Committee Bylaws – Dr. Conner requested approval to change the name of the former Student Services Appeal Committee Bylaws to the Financial Aid Termination Appeal Bylaws to more accurately reflect the work of the committee. Appeals go to Dr. Conner or Dr. June Bracken. Following a motion by Ms. Belt and a second by Ms. Buckel, the Trustees approved the revised bylaws.
- c. Telework Policy – Ms. Duckworth explained that ACM will provide a permanent Telework Policy for eligible positions, effective August 1, 2021. This policy will replace the Temporary Telework Policy that was in effect from March 16, 2020, to June 6, 2021. Additionally, the policy will comply with HB73 *State and Local Government and Public Institutions of Higher Education – Teleworking*. On a motion by Ms. Buckel and second by Ms. Belt, the Trustees approved the revised Telework Policy.
- d. Institutional Technology Advisory Committee Bylaws - Dr. Connie Clifton presented the bylaws for the Institutional Technology Advisory Committee. The committee serves as an oversight and planning group on matters of technology and its use at the College. The Committee is an information-sharing and vetting forum that makes recommendations regarding college technology policies, procedures, and standards and prioritizes requested technology projects and capital requests. The Committee is advisory in nature and makes recommendations to the Dean of Information Technology who creates the Technology Plan and recommends policies to the President's Advisory Team. The Trustees approved the bylaws as presented following a motion and second by Ms. Belt and Ms. Martz, respectively.

Curriculum Proposal

Dr. Hoffman presented a curriculum proposal for an applied science degree in Engineering - Automated Manufacturing Technology. Highlights of the proposal include the local region demand requested by public and local manufacturers, the opportunity for students at various levels of entry, and opportunities to develop transfer agreements with partnering institutions, program will be offered at the Western Maryland Works Maker Space Building with courses taught by existing faculty and instructors. Students can achieve stackable credentials, and the employment opportunities are in high demand. The proposal will move to the Maryland Higher Education Commission (MHEC) for final review and approval. On a motion by Ms. Lapp and second by Ms. Belt, the Trustees approved the curriculum proposal in Engineering – Automated Manufacturing Technology for submission to MHEC for approval.

On a motion by Ms. Belt and a second by Ms. Martz, the Trustees went into Executive Session at 5:47 pm to discuss personnel items under [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.

At 5:57 pm, following a motion by Ms. Belt and second by Mr. Pyles, the Trustees returned to Public Session to act on the Professional Staff changes, the Temporary Faculty appointment, and the Professor Emeritus recommendation.

Full-Time Professional Staff Appointments

Sarah Sagal was appointed to the full-time professional staff position as Coordinator of Academic Assessment. Valerie Paape was approved to fill the Foundation Accounting and Budgeting position. The Trustees approved the appointments of Ms. Sagal and Ms. Paape following the motions and seconds by Ms. Lapp and Ms. Belt, respectively.

Full-Time Temporary Faculty Appointment

Catherine Alexandra Grimm, COTA/L, was approved by the Trustees for the appointment as a full-time, temporary Occupational Therapy Assistant faculty member following a motion and second by Ms. Belt and Ms. Martz.

Professor Emeritus

The Science and Forestry Division voted to endorse the nomination, the Faculty Status Committee reviewed and approved the nomination along with Dr. Kurt Hoffman and Dr. Bambara to bestow the highest accolade as Professor Emeritus on John P. Jastrzembski after nearly 25 years of service. On a motion by Ms. Buckel and second by Ms. Martz, the Trustees approved the Professor Emeritus designation for John P. Jastrzembski.

With no other business, the Trustees adjourned the meeting at 6:02 p.m.

Respectfully submitted,



Mr. Kim B. Leonard
Chairman



Dr. Cynthia Bambara
Secretary/Treasurer