

Allegany College of Maryland
BOARD OF TRUSTEES

July 19, 2021
PUBLIC SESSION
MINUTES

On Monday, July 19, 2021, at 3:30 pm the Board of Trustees met virtually for a training session with Middle States Commission for Higher Education (MSCHE) Vice Presidents Dr. Sean McKittrick, Dr. Melissa Hardin and Dr. Terrence Peavey. Board members in attendance included Mr. Kim Leonard (Chair), Ms. Jane Belt (Vice Chair), Ms. Mirjhana Buck, Ms. Linda Buckel, Ms. Joyce Lapp, Ms. Michele Martz, Mr. Jim Pyles (by phone), and Dr. Cynthia Bambara (President and Secretary/Treasurer). Other ACM staff attending were Dr. Kurt Hoffman, Mr. David Jones, Mr. Scott Harrah, Ms. Melinda Duckworth, and Ms. Bobbie Cameron.

Dr. McKittrick reviewed with the Trustees the self-study preparation as part of the MSCHE accreditation process. He also announced that Dr. Terrence Peavey will serve as ACM's MSCHE team chair. The training session concluded at 4:30 pm with the Board of Trustees Public Session beginning at 4:31 pm.

Others in attendance:

VP Kurt Hoffman	VP David Jones	Scott Harrah
Melinda Duckworth	Stacey Rohrbaugh	Dione Clark-Trub
Chandler Sagal	Debby Hardinger	Kara Riley
Marianne Shedlock	Bobbie Cameron	

Approval of Minutes

Following a motion and second by Ms. Belt and Ms. Buckel, respectively, the Trustees approved the minutes from the June 21, 2021 meeting.

Chairman's Update

Mr. Leonard reviewed the list of upcoming events. He stated that the next meeting on August 16 will be hybrid in the newly renovated Technologies Building. Those who are able to come to campus will meet in the conference area of the Technology Building, Room T-121.

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, there have been 598 reports of close contact/exposure and 147 confirmed positive cases. As of July 15, 2021 there were 2 confirmed positive cases and 1 report 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 and unvaccinated employees as we return to the fall semester. The dates are set for August 18th and August 25th in the Thomas Welcome Center. ACM will provide a \$100 bookstore voucher for students who take advantage of the August clinics. All employees who chose to receive the vaccine are now fully vaccinated, thanks to a special clinic provided by the health department last spring.

Continued COVID-19 Safety Protocols

ACM has continued all COVID-19 indoor safety protocols even though the Governor is lifting all required restrictions on July 1. Wearing masks and distancing while indoors will remain in effect until the end of the summer session which concludes on Tuesday, July 27, 2021. After this time, ACM will continue following strategies to mitigate the spread of COVID-19 and the variants:

- Those who are not fully vaccinated should correctly wear a mask indoors and in crowded outdoor settings;
- All should maintain social distancing of at least 3 feet in crowded indoor and outdoor settings;
- Vaccination for COVID-19 is highly recommended;
- Continue all recommended hygiene strategies.

As always, ACM will continue to monitor community and College transmission and adjust accordingly.

Fall 2021 Enrollment

Fall enrollment has been sluggish in July. Enrollment trends had been ahead of last year by a few percentage points; however, the last enrollment report showed it was flat. There is continued concern for the under 20 age group that is now 19% down from last year at this time. When enrollment is compared to Fall 2019, the College is 15% behind in headcount and 22% behind in credits.

Mr. Jones's area continues marketing efforts to promote fall semester registration (weekly social media posts, media releases, website announcements, August Virtual Information Sessions, digital advertising campaign, open houses, etc.).

Enhanced Transfer Agreement—Frostburg State University, Garrett College, ACM

On June 29, 2021, FSU President Dr. Nowaczyk, Garrett College President Dr. Midcap, and Dr. Bambara met to sign an enhanced transfer agreement between the three institutions. This is in support of the THRIVE initiative designed to educate and retain area students locally. The enhanced transfer agreement provides for guaranteed admission to FSU to those students earning an Associate of Arts or Science Degree from one of the two community colleges. The general education requirements completed within those degrees will satisfy the general education requirement at FSU. Transferring students are guaranteed on-campus housing, as well as enhanced transition and advising services. Among other features of the agreement, for students who transferred prior to completing their AA or AAS degree, there is a provision for reverse transfer of credits back to the community college to allow for the student to complete the associate degree. The three institutions are continuing to develop additional features for the agreement such as dual admission, financial support as well as oversight and reporting.

Other News and Updates

- The Sustainable Brewing Certificate was approved by MHEC this past March. Promotional efforts are underway to launch the program this fall.
- The Southern Tier Education Council will receive \$850,000 from the PA Department of Education during FY2021-2022 of which \$550,000 will be used for PA tuition subsidies and \$300,000 will be utilized for Bedford County Campus facility/campus upgrades.
- Grant monies were received in the amount of \$284,538 to support the efforts of the Adult Education and Family Literacy programs.
- The Fiscal Year 2022 Perkins Formula Grant was funded in the amount of \$264,744.
- SEED Facilities Grant (State of Maryland) was submitted. A \$350,000 grant proposal will be used to revitalize the Zimmer Theater through the addition of new lighting, technology and physical infrastructure enhancements. Mr. Jones and Dr. Bambara are very encouraged about funding based on

a recent virtual call/tour. There are a number of other proposals pending approval. The plan is to begin the renovations this fall.

- A \$98,000 grant has been approved from Community Parks and Playgrounds for the Outdoor Sand Volleyball Courts.
- Two Program Open Space Projects have been preliminarily approved (baseball field and fitness center renovation) totaling roughly to \$285,000.

Maryland Council of Community College Presidents (MCCCCP)

The MCCCCP will hold the annual retreat at Wor-Wic Community College August 2nd and 3rd. The agenda includes guidance on the implementation of collective bargaining and implications of the Governor's veto by the Kollman and Saucier law firm, implementation of the Kirwan Commission recommendations by Rachael Hise, Principle Policy Analyst for the Maryland Department of Legislative Services. In addition, MCCCCP will discuss the strategies for implementation of the MACC 2022-2025 Strategic Plan that was approved by the MACC Board of Directors on June 23, 2021. 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;
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. A copy will be included in the August Board Packet.

Approval of Summer Graduates

Registrar Marianne Shedlock presented the list of candidates eligible to graduate for the Summer 2021. The list includes 93 candidates who have successfully completed the requirements for 103 degrees and certificates. Following a motion by Ms. Lapp and second by Ms. Buck, the Trustees approved the list of 103 candidates for Summer 2021 graduation.

Fraud Prevention Awareness Presentation – Board Education

Dr. Bambara reviewed the fraud prevention awareness information with the Trustees. The Trustees may receive a questionnaire from the auditors regarding fraud prevention. ACM has the Lighthouse Hotline to report fraud. The reports are provided to Dr. Bambara as well as the respective vice presidents for their respective departments. The presentation included quiz questions at the end as well as fraud prevention measures.

Nursing Program Advisory Committee (PAC) Update

Dr. Hoffman recommended two changes to the Nursing PAC membership. He requested the Trustees approve Lori Claycomb, RN, to the Nursing PAC. She earned her Associate of Science Degree in Nursing in 2003 from ACM. Upon graduation she was hired as an RN and continues to work as a Nurse Manager for Conemaugh Nason Medical Center in Roaring Spring, PA. Dr. Hoffman also recommended Shelly Snyder, RN, be removed from the Nursing PAC due to her retirement from Conemaugh Nason Medical Center in May of 2021. Ms. Claycomb replaces Ms. Snyder on the Nursing PAC. On a motion from Ms. Lapp and a second from Ms. Buckel, the Trustees approved the Nursing PAC updates.

On a motion and second by Ms. Belt and Ms. Martz, the Trustees went into Executive Session at 5:12 pm to discuss personnel items [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 5:20 pm the Trustees returned to Public Session to act on the faculty appointments following a motion and second by Ms. Lapp and Ms. Belt, respectively.

Dr. Hoffman presented the credentials of the following full-time faculty members being recommended for appointment:

Lori Claycomb – Assistant Professor of Nursing for the Bedford County Campus

Tracie Koontz – Associate Professor of Medical Laboratory Technician and Phlebotomy

Dr. Devon Merrill – Associate Professor of Computer Technology

Danean Mullenax – Full-time Temporary Instructor in Dental Hygiene

Mason Heyne – Full-time Temporary Instructor and Interim Assistant Athletic Director of Student Development and Success.

The Trustees approved the five faculty appointments, as presented, on a motion and second by Ms. Lapp and Ms. Belt, respectively.

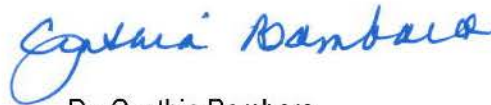
At 5:25 pm the Trustees went back into Executive Session to review the results of both the President's Evaluation and the Board Self-Evaluation.

With no other business, the Trustees adjourned the meeting at 5:32 p.m.

Respectfully submitted,



Mr. Kim B. Leonard
Chairman



Dr. Cynthia Bambara
Secretary/Treasurer