

Allegany College of Maryland
BOARD OF TRUSTEES

August 16, 2021
PUBLIC SESSION
MINUTES

The Allegany College of Maryland Board of Trustees met virtually on Monday, August 16, 2021, at 4 pm. Board members in attendance included Mr. Kim Leonard (Chair, remotely), Ms. Jane Belt (Acting Chair/ 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).

Others in attendance included:

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

Approval of Minutes

Following a motion and second by Mr. Leonard and Ms. Buck, respectively, the Trustees approved the minutes from the July 19, 2021 meeting.

Vice Chair's Update

Ms. Belt welcomed everyone to the meeting and reviewed the list of upcoming events.

President's Update

Fall 2021 Semester

Dr. Bambara announced that fall classes begin Monday, August 23, 2021.

Fall 2021 Enrollment

Fall enrollment continues to be a challenge. The last few weeks, headcount remained flat compared to last year but significantly less than fall of 2019 (-13.2%). Credits are -5.5% from last year and -18% from 2019. The online LPN to RN program enrollments are strong, but there is continued concern for the under 20 age group which is now -17% from last year at this time.

All College Assembly

The All College Assembly is scheduled for Thursday, August 19, 2021, where ACM will welcome back our faculty and staff for the Fall 2021 All College Assembly. Dr. Bambara invited the Trustees to attend the event.

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 602 reports of close contact/exposure and 148 confirmed positive cases. Last week (August 12, 2021) ACM had one confirmed positive case and no reports of close contact or exposure.

ACM COVID-19 Vaccination Clinic

The Allegany County Health Department is working with ACM to provide additional vaccination clinics for students and unvaccinated employees as the College opens for the fall semester. The clinics are scheduled for August 18 and August 25 in the Thomas Welcome Center. ACM will provide a \$100

bookstore voucher for students who take advantage of the August clinics. The employees who chose to receive the vaccine last spring are now fully vaccinated thanks to a special clinic provided by the Allegany County Health Department.

Continued COVID-19 Safety Protocols

ACM returned to an indoor mask mandate until further notice given the increase in positivity rates in Allegany County and the neighboring counties. ACM will continue to follow other strategies to mitigate the spread of COVID-19 and variants:

- All should maintain social distancing of at least 3 feet in crowded indoor and outdoor settings;
 - Vaccination for COVID-19 is highly recommended; and
 - Continue all recommended hygiene strategies.
- As always, ACM will continue to monitor community and College transmission and adjust accordingly.

ACM Workforce Training and Theatre Enhancement Project

On Thursday, August 19, 2021, Congressman Trone will be visiting the College Center Theatre to tour and better understand the project. He has made this a top priority to fund a portion of the renovation from federal Community Project Funds.

Ribbon Cutting Ceremony

ACM is planning two ribbon cutting events on Thursday, August 26th. Lt. Governor Boyd Rutherford will also be in attendance for both events. Local elected officials have been invited to attend. The times are:

4:30 pm: Ribbon cutting for the Western Region Correctional Training Center

4:50 pm: Ribbon cutting for the Technology Building.

If you are able to attend, please contact the office so that you can be properly recognized.

ACM Pool Issues

Dr. Bambara provided an explanation of the current pool issues. 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 is engaging a consultant to assess the extent of the damage and provide a cost estimate to restore the facility. ACM is aware that in addition to the leak, equipment that supports the pool is beyond end of life. Once the assessment and costs are determined, the President's Staff will develop a recommendation for the Board to consider.

Maryland Council of Community College Presidents (MCCCCP)

The MCCCCP held their annual retreat at Wor-Wic Community College August 2nd and 3rd. The agenda included guidance from the law firm of Kollman and Saucier on the implementation of collective bargaining and implications of the Governor's veto. Other presentations included implementation of the Kirwan Commission recommendations by Rachel Hise, Principle Policy Analyst for the Maryland Department of Legislative Services. In addition, MCCCCP discussed the strategies for implementation of the Maryland Association of Community Colleges (MACC) 2022-2025 Strategic Plan that was approved by the MACC Board of Directors on June 23, 2021. A copy of the plan is included for the Trustees in your meeting packet.

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.

Workforce Readiness Grant Program Overview

Mr. Jones provided an overview of the Workforce Readiness Grant Program, which was implemented through Maryland Senate Bill 515. The purpose of the program is to provide matching grants to Maryland community colleges to improve the community college's technology. As a matching program, community colleges who raised at least \$250,000 in FY20 and 21 will be eligible to receive \$250,000 in State funding. Colleges who raise these funds are eligible to raise an additional \$250,000 in FY22 and FY23 to receive matching funds in FY24. Mr. Jones shared that the majority of Maryland community colleges were not able to raise the funds needed or chose not to participate. Mr. Jones shared that ACM raised \$507,369, which is double the amount needed.

Update on the College Center Theatre Project w/Grant Funding

Ms. Kilduff explained that a request for proposals was advertised in July to solicit proposals for the services of a theater consultant to help create project and equipment specifications for renovation of the College Center Zimmer Theatre. The consultant is expected to do a comprehensive facilities assessment of the theatre space, equipment, and furnishings to develop line item budget estimates for the renovation work and needed equipment, and to generally provide guidance on how to best handle the renovation. The consultant's finished product is to include technical drawings and specifications for the prescriptive work to correct theatre deficiencies, and recommendations for possible vendor contracts for needed rigging, light, and sound equipment.

College staff are currently reviewing the theater consultants' proposals and will select a consultant based on the vendor that is believed to be the best match and partner for ACM's needs while also considering costs. As the proposals received are under \$50,000 threshold, Board approval will not be sought for approval of the theater consultant. However, the Board will be asked to approve bids for RFPs that come in with costs over \$50,000.

Mr. Jones shared that several federal and state grants have been submitted and either approved or tentatively approved to help support this project. This includes an appropriation from Rep. Trone in the amount of approximately \$200,000, Maryland SEED Phase I funds in the amount of \$250,000, and SEED Phase II funds in the amount of \$350,000. Additional grants as well as private and institutional sustainability fee funding will be used to help support this project.

Transfer of Higher Education Emergency Relief Funds (HEERF) to Operating Fund & Allegany Housing, LLC

Ms. Kilduff provided background information on the HEERF grant funds included in the board packets. It is recommended that the Board approve the transfer of FY21 HEERF grant funds totaling \$1,564,896.83 from Fund 12 (Grant Fund) to Fund 11 (Operating Fund), as well as the transfer of \$602,906 in HEERF funds from the College to Allegany Housing, LLC, to subsidize lost housing contract revenue and to discharge ACM student housing debt. The Trustees approved the fund transfers following a motion by Ms. Buck and second by Ms. Buckel.

Year-End Transfer of Sustainability Fee Funds

Ms. Kilduff explained the purpose of the Sustainability Fee Funds the Trustees approved in FY2019 to create a reserve for campus infrastructure repairs and upgrades. The purpose of the fee was to set aside funds outside the general operating budget in order to fund capital projects that do not meet the eligibility criteria or thresholds for larger State and County supported Capital Improvement Plan (CIP) projects. In order to reserve and carry over the funds for this purpose, the funds must be transferred out of the operating fund and into the plant fund.

Ms. Kilduff recommended the Board approve the transfer of FY2021 Sustainability Fee revenues from the General Operating Fund to the Plant Fund for future capital projects. The amounts to transfer include \$105,956.30 for the Main Campus and \$8,602.60 for the Bedford County Campus. The total transfer amount is \$114,558.90. On a motion by Mr. Leonard and second by Mr. Pyles, the Trustees approved the year-end transfer of FY2021 Sustainability Fee Revenues from the General Operating Fund to the Plant Fund.

Approval of College Policies:

a. ACM Signature Authority Policy

Ms. Kilduff explained both college policies being considered are related; however, this policy establishes the requirements for the authority to sign legal contracts or other official documents on behalf of Allegany College of Maryland (the College) and on behalf of the Allegany College of Maryland Board of Trustees (the Board), as permitted by State and Federal law or regulation. ACM accepts electronic signatures (e-signatures) as legally binding and equivalent to handwritten signatures to signify an agreement. Approved and properly conforming e-signatures are legally and equivalent to handwritten (i.e., "wet") signatures. An e-signature is any electronic sound, symbol, or process, which is attached to or logically associated with an agreement or other document, and which is executed or adopted by a person with the intent to sign that agreement or document.

This policy establishes the requirements for the use of electronic signatures (e-signatures) in lieu of handwritten (i.e., "wet") signatures in connection with execution of documents used to conduct official Allegany College of Maryland (ACM) business. This policy is intended to promote efficiency and security for document approvals and to facilitate the conduct of business between ACM and other parties. The Trustees approved the ACM Signature Authority Policy following a motion and second by Mr. Leonard and Mr. Pyles, respectively.

b. ACM Policy: Use of Electronic Signatures

As permitted by State and Federal law or regulation, ACM accepts electronic signatures (e-signatures) as legally binding and equivalent to handwritten signatures to signify an agreement. Approved and properly conforming electronic signatures are legally binding and equivalent to wet signatures. An e-signature is any electronic sound, symbol, or process, which is attached to or logically associated with an agreement or other document, and which is executed or adopted by a person with the intent to sign that agreement or document.

Students, employees, and third-parties including but not limited to parents, guarantors, vendors or other persons conducting business with ACM, may use electronic signatures to authorize all designated records and transactions, as may be allowed by College policies and procedures.

This policy applies to all uses for official ACM business. This policy is intended to promote efficiency and security for document approvals and to facilitate the conduct of business. Following a motion by Ms. Buckel and second by Mr. Leonard, the Trustees approved the Use of the Electronic Signatures Policy.

ACM/Bedford County Technical Center (BCTC) Updated Facility Usage Agreement

Ms. Kilduff presented the updated facility usage agreement between the BCTC and ACM that is essentially for science and nursing classes offered. ACM will pay a fixed cost per square foot for usage of BCTC for ACM credit courses based upon actual building and maintenance expenses incurred by the BCTC.

The fixed cost per square footage rate for the term of this agreement is \$4.16, subject to renegotiation, that are based on actual building and maintenance expenses incurred by the BCTC. The usable square

footage is 4,822 square feet. The fixed cost for the term of this agreement is \$20,076 annually, payable in two equal installments of \$10,038, payable upon receipt of the BCTC invoice on or about December 15 for the fall semester and June 15 for the spring semester. On a motion by Ms. Martz and a second by Mr. Leonard, the Trustees approved the updated facility usage agreement between the Bedford County Technical Center and ACM.

Following a motion and second by Mr. Leonard and Ms. Martz, the Trustees moved into Executive Session at 4:34 pm to discuss personnel items [Article § 3-305(b) (1)], covered under the Maryland Open Meetings Act. Action may be taken in Public Session as a result of items discussed in Executive Session.

At 4:44 pm the Trustees returned to Public Session to act on the faculty and professional staff appointments following a motion by Ms. Martz and second by Ms. Buckel, respectively.

Faculty Appointments

Dr. Hoffman presented the following candidates for faculty appointments:

Eric D. Carbaugh – Temporary Forestry Faculty Instructor

Jeffrey Hopkins – Temporary Interim Occupational Therapy Assistant Program Director

Rachael Jacovino – Assistant Professor LPN to RN Online Nursing Program Faculty

Heather Singell – Assistant Professor LPN to RN Online Nursing Program and Clinical Coordinator

Jennifer Suter – Associate Professor of Nursing

Professional Staff Appointments

Dr. Hoffman presented the following candidate for professional staff appointment:

Tammy Miller – Director of eLets

Ms. Kilduff presented the following candidate for professional staff appointment:

Karen Renae Holt – Grants Accountant

The Trustees approved the faculty appointments of Eric Carbaugh, Jeffrey Hopkins, Rachael Jacovino, Heather Singell, and Jennifer Suter as well as the professional staff appointments of Tammy Miller and Karen Renae Holt on a motion and second by Ms. Buckel and Mr. Pyles, respectively.

The meeting adjourned at 4:47 pm.

Respectfully submitted,

Jane A. Belt

Ms. Jane A. Belt
Vice Chair (Acting Chair)



Dr. Cynthia Bambara
Secretary/Treasurer