

Allegany College of Maryland
BOARD OF TRUSTEES

September 20, 2021
PUBLIC SESSION
MINUTES

The Allegany College of Maryland Board of Trustees met virtually on Monday, September 20, 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	VP Christina Kilduff
Melinda Duckworth	Scott Harrah	Renee Conner
Stacey Rohrbaugh	Dione Clark-Trub	Chandler Sagal
Kara Riley	Bobbie Cameron	

Chairman Kim Leonard called the meeting to order at 4 pm.

Adoption of the Minutes

Following a motion and second by Ms. Belt and Ms. Martz, respectively, the Trustees adopted the minutes as presented for both the August 16, and August 30, 2021 meetings.

Chairman's Updates

Mr. Leonard reviewed the calendar of upcoming events.

President's Remarks

Fall 2021 Semester

Classes began Monday, August 23, 2021.

Fall 2021 Enrollment

As of the first week of class, fall enrollment is down from fall 2020 4.7% in headcount, 9.4% in credits. When compared to fall of 2019 headcount is down 7.7%; credits are down 13.9%. The online LPN to RN program enrollments are strong, but there is continued concern for the under 20 age group and is now 18% down from last year at this time. The total fall in enrollment is approximately 2500. Across the state, community colleges are seeing a decline in headcount and credits ranging from 1% to 12%.

COVID-19 Command Team

The work of COVID-19 Command Team continues to carefully track cases. The team reset totals at the start of the fall 2021 semester. From the period of September 10, 2021 to September 16, 2021, the team received 41 reports of close contact or exposure and 8 confirmed positive cases. Since August 23, 2021, the team received 108 reports of close contact or exposure which have been reviewed by the Command Team. There have been 24 confirmed positive cases.

ACM COVID-19 Vaccination Incentives

Dr. Bambara announced a vaccination incentive for ACM employees on Monday, September 20, 2021. Those vaccinated can upload a copy of their vaccination card by November 12, 2021 and receive \$100 in their December 10 paycheck. Additionally, there will be five random drawings from the uploaded cards for \$1000 each. ACM hopes this will provide leadership a more accurate percentage of employees vaccinated

to inform policy and operational decisions. ACM has issued 455 bookstore gift cards to vaccinated students. There are 699 students who have registered for the lottery for a chance to win \$500.

Continued COVID-19 Safety Protocols

On August 16, 2021 ACM returned to an indoor mask mandate until further notice given the increase in positivity rates in the Allegany and neighboring counties. The Command Team reviews all requests for group facility usage to be certain spacing and protocols are in place. ACM will continue to follow other strategies to mitigate the spread of COVID-19 and variants. While the College does not have a vaccine mandate, ACM did require vaccines for resident students.

Hell's Kitchen

Kiya Wilhelm was a contestant on Season 20 of Hell's Kitchen. She ranked 3rd in the competition. She is a graduate of the ACM Culinary Arts Program and currently serves as an adjunct faculty in the baking track.

Ribbon Cutting Events

ACM held two ribbon cutting events on Thursday, August 26, 2021. Lt. Governor Boyd Rutherford presented proclamations to ACM at both events. The events were held for the Western Region Correctional Training Center and the Technology Building. Dr. Bambara thanked the Trustees who were able to attend.

ACM Pool Issues

As Dr. Bambara mentioned at the August meeting, during the pandemic, the pool was drained and closed. In July of this year, it was reopened. A leak of one gallon of water per minute was discovered. ACM engaged a consultant to assess the extent of the damage and provide a cost estimate to restore the facility. In addition to the leak, the equipment that supports the pool is beyond end of life. Once the assessment and cost estimate are complete, a recommendation will be developed for the Board to consider.

Maryland Council of Community College Presidents (MCCCP)

The MCCCP met on September 17, 2021. The presidents spent a good portion of the meeting discussing return to school protocols, vaccination incentives and mandates, instructional delivery methods, etc. As mentioned previously, fall enrollments were also a topic of discussion.

Performance Accountability Report (PAR)

Mr. Harrah presented the PAR results for this year that are similar to the results reported in the past few years. This is a benchmarking year. COVID-19 has impacted this report also. He explained what the benchmarks mean and noted the highlights. Future discussions as to how ACM returns to regular operations and developing a plan to get there will make ACM grow and move forward on this report. Following a motion and second by Ms. Lapp and Ms. Martz, respectively, the Trustees approved the Performance Accountability Report for submission.

Review FY21 Preliminary Financial Results and Draft Fund Balance (FB) Designations

Ms. Kilduff gave the Trustees an overview of both documents in preparation for the Board Finance Committee meeting in October.

Facilities Assessment Services – Theatre Project

The Facilities Master Plan December 2020 edition included the “priority four” planned future renovation of the College Center Theatre. An RFP was sent to various contractors in the theater industry and was also made available on the College website, as well as the e-Maryland Marketplace (eMMA). Four proposals were received via e-mail on Monday, July 26, 2021, and were reviewed with additional vetting.

It is recommended the Board approve selection of J4 Design in the amount of \$68,500 to provide the Facilities Assessment Services that are required on the front-end of ACM's overall Zimmer Theatre Renovation Project. It is also recommended for the Board to allow the College to move forward with an applicable agreement with J4 Design and their team. The Trustees approved the J4 Design proposal recommendation on a motion by Mr. Pyles and second by Ms. Buck.

Approval of College Policies:

a. Non-Discrimination Statement in Technology Resources Policy

Following a motion and second by Ms. Buckel and Ms. Lapp, respectively, the Trustees approved the modification of the non-discrimination statement that is required in the Technology Resources Policy as noted under Policy 1.0 Governance of General Use 1.2.

b. Americans with Disabilities Act (ADA) Policy

Dr. Conner presented the ADA Policy which is a mandated policy that ACM has never had before. The College has always been compliant in practice before it became a policy. This policy states ACM must be compliant for ADA, must have an ADA 504 Coordinator, and create an advisory team whose members have been doing this for years and who will consult, provide feedback, and support each other. The Trustees approved the policy on a motion by Mr. Pyles and second by Ms. Martz.

c. Animals on Campus Policy

Dr. Conner explained that ACM prohibits animals on college owned or managed property unless specifically exempted by law, this policy, or other policies/procedures. For purposes of ADA/504 compliance as well as campus safety, health, and efficient operations, a policy was developed that applies to any property or facility owned or managed by ACM and to all persons who enter such property.

Permitted exemptions are service animals on any ACM property; emotional support animals in Willowbrook Woods which have been approved pursuant to that policy and procedure to request an Emotional Support Animal; fish in Willowbrook Woods; police dogs conducting law enforcement business or as part of an educational program when accompanied by its designated law enforcement handler; animals used in classrooms and teaching environments by or under the supervision of qualified faculty/staff for learning (credit/non-credit); and special requests which have been approved pursuant to Section VIII of the policy. The policy provides a thorough explanation of the standards, policy statement, exemption standards, definitions, permitted and prohibited acts, public etiquette toward animals, special requests, wildlife, procedures, other provisions, administration of policy and changes. Following a motion and second by Ms. Martz, and Ms. Buck, respectively, the Trustees approved the Animals on Campus Policy.

The Trustees went into Executive Session at 5:04 pm, on a motion by Ms. Lapp and second by Ms. Belt 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.

Those in attendance included Trustees Kim Leonard, Jane Belt, Mirjhana Buck, Linda Buckel, Joyce Lapp, Michele Martz, and Jim Pyles. Others in attendance included Dr. Bambara, VPs Kurt Hoffman, David Jones, and Christina Kilduff, as well as staff members Melinda Duckworth, Scott Harrah, and Bobbie Cameron.

At 5:16 pm the Trustees returned to Public Session to act on the faculty and professional staff appointments following a motion by Ms. Belt and second by Ms. Lapp, respectively.

Faculty Appointment

Dr. Hoffman presented the following candidate for faculty appointment:

Courtney Crislip – Sports Information Coordinator – Health and Physical Education Faculty.

Professional and Administrative Support Staff Appointment

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

Luanne Cook – Career and Technical Education (CTE) Recruiter and Retention Specialist.

With no further business, the meeting adjourned at 5:17 pm.

Respectfully submitted,



Mr. Kim B. Leonard
Chairman



Dr. Cynthia Bambara
Secretary/Treasurer