

Allegany College of Maryland
BOARD OF TRUSTEES

December 14, 2020

PUBLIC SESSION
MINUTES

On Monday, December 14, 2020, 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. Barry Ronan, 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	Wendy Knopsnider
Marianne Shedlock	Bobbie Cameron	

Approval of Minutes

The Trustees approved the November 16, 2020, minutes on a motion and second by Ms. Belt and Ms. Buck, respectively.

Chairman's Update

Mr. Leonard thanked Mr. Ronan for everything he has done during his service as an ACM Board of Trustee and noted this is Mr. Ronan's last board meeting at ACM. He is somebody who cannot be replaced. Mr. Ronan appreciated the friendships he developed with the other trustees. Mr. Leonard and the Trustees plan to honor Mr. Ronan for his service at a later date. Mr. Leonard encouraged everyone to stay safe.

President's Update

Appreciation for Mr. Ronan's service to the College

Dr. Bambara thanked Mr. Ronan for his wisdom, vision and guidance that has been invaluable to the staff and me. She thanked him for being a great friend to the College and one who will be greatly missed.

ACM 2020 Top Online LPN to RN Program

For the second year in a row, ACM has received the #1 ranking as the 2020 Top Online LPN to RN Program in the nation. In July of 2019 we were notified of our first-place ranking. There are five LPN to RN programs nationwide. They are North Dakota State University, Sampson Community College in North Carolina, University of Arkansas and Western Kentucky University. The ranking is conducted by registerednursing.org and is based on a number of factors including NCLEX-RN pass rates, program attributes, tuition costs, etc. The rankings and methodology can be found at

<https://www.registerednursing.org/lpn-to-rn/>

COVID-19 Command Team

Dr. Bambara reported that as ACM winds down the semester, the work of the COVID-19 Command Team has slowed down considerably. In addition to weekly reports that Team Lead Korey Layman sends, ACM has done some additional messaging to the College community reminding them of the important safety protocols. Dr. Bambara emailed a detailed message to the College community on Friday, Melinda

Duckworth also sent a message to employees outlining reporting procedures over the holiday. Dr. Hoffman has done the same for students. The reports as of December 10, 2020 are:

Date	10/27	11/5	11/12	11/20	12/3	12/10	Totals since 8/17
Reports	27	48	90	31	22	10	425
Positive	2	9	14	16	10	5	96

Beginning December 14, 2020, the Library is closed to the public and will remain closed through the first week of January to allow for time to reassess. If needed the Library may be closed until the week classes begin.

Spring 2021 Registration and Enrollment

Spring registration began November 2, 2020. The comparative enrollment numbers to date are:

	2019SP	2020SP	2021SP	2021 vs 2020	2021 vs 2019
Headcount	1402	1462	1157	-20.9%	-17.5%
Credits	15251	15806	11541	-27.0%	-24.3%

Dr. Bambara reported that news trending across the nation is that enrollment at both two- and four-year institutions is down from last year. The good news is that ACM has three weeks for students to register after the holiday break. It will be all hands-on deck to recapture enrollment from those students who attended in the fall. Advertising for the spring semester began October 27, 2020 and will continue into January 2021. Promotions include digital static/video/radio, billboards, newspapers, local radio, and television.

Pennsylvania News

The Bedford County Campus Advancement Office continues to work with ACM Early College staff, Computer Technology staff, and IT employers to develop and launch the P-Tech Pennsylvania Program for the 2021-2022 academic year. A one-year Cybersecurity Certificate program will be offered to PA early college students.

The Pennsylvania FY2020-2021 State budget has been finalized and the Southern Tier Education Council will receive \$550,000 for Pennsylvania tuition subsidy.

The Maryland Opioid Operation Command Center OCCC Grant

The project continues to move forward with extensive training anticipated during the spring of 2021.

Virtual All-College Meeting

The All-College Meeting will be held virtually on Thursday, December 17, 2020, at 10 a.m. A meeting link will be sent to those wishing to attend.

Virtual Nurse Pinning Ceremony

There will be a virtual nurse pinning ceremony this Thursday at 6:00 p.m. A meeting link will be sent to those wishing to attend. A total of 60 nursing students will graduate.

Virtual Graduation

The fall commencement ceremony will be recorded and live-streamed at 7:00 p.m. on Friday, December 18, 2020. If you would like to participate as part of the stage party, please contact the President's Office.

Middle States Commission for Higher Education (MSCHE)

Scott Harrah and Jenna Gallion will co-chair the ACM Self-Study process. Mr. Harrah, Ms. Gallion and Dr. Bambara completed the MSCHE Self-Study Institute last month. Mr. Harrah will have a more detailed update later in the meeting. Mr. Jones completed his participation on an evaluation team for a school in the U.S. Virgin Islands. The visit was held virtually. Dr. Bambara will be chairing a team at Luzerne Community College in Pennsylvania in March. MSCHE has announced that all spring evaluation visits will be virtual.

Maryland Association of Community Colleges (MACC) News

Dr. Sadusky will be retiring as Executive Director at the end of June, 2021. Dr. Bambara is chairing the search committee to seek a successor for the MACC Executive Director's position. The MACC Executive Committee will serve as the search committee for this position.

The next three-year MACC Strategic Plan is underway and Dr. Bambara is a member of the planning committee. On December 3, 2020, the committee led a successful community forum to gather input into the current and future needs.

The MACC Trustee Leadership Conference will be held virtually on January 25, 2021. More details will follow. There will also be a virtual Student Advocacy Day designed to take place during the Legislative Session.

Lighthouse

The confidential reporting hotline is currently being rolled out. The Trustees will receive a flyer with contact numbers. A business card with contact information will be included in your January board packets.

Thank you

Dr. Bambara expressed her appreciation to the Trustees for their continued support. She extended special thanks to all of the faculty, staff and students for the tremendous efforts to maintain continuity of operations. Everyone has gone over and above to deliver instruction and services to students.

Approval of Graduates

Registrar Marianne Shedlock presented the Fall 2020 list of graduation applicants. She reported the preliminary list includes 205 applicants, pending final grades. The Trustees approved the preliminary list of applicants, pending final grades, on a motion by Mr. Ronan and a second by Ms. Belt.

Middle States Self-Study Timeline and Updates

Mr. Harrah informed the Trustees that Dr. Bambara, Ms. Jenna Gallion and Mr. Harrah attended the Middle States Self-Study Institute. The format is different this time with seven working groups, each attached to the seven standards. There are two team leads and between five and seven people for each working group. Ms. Gallion and Mr. Harrah are developing the design document with a working statement of how the self-study will look. This document is to be submitted by the end of the semester with approval by Dr. Sean McKittrick from Middle States. Teams will begin working in the spring of 2021 through the fall of 2022. The report is to be submitted spring of 2023. The visit is to be conducted in April 2023 with a final decision made shortly thereafter. Mr. Leonard asked about participation from the Trustees. Mr. Harrah said updates will be provided during board meetings on an every-other-month basis.

Acceptance of FY2020 College Audit

The Board of Trustees Finance Committee received a favorable audit report presented by Turnbull Hoover and Kahl. On a motion by Ms. Belt, second by Ms. Buck, the Trustees accepted the audit report. Mr.

Leonard thanked Ms. Kilduff and her team for their hard work during the audit. Dr. Bambara noted that Ms. Kilduff and her staff overcame challenges. Mr. Turnbull was also complimentary of the work done by Ms. Kilduff and her team. Mr. Turnbull just received supplementary instructions for reporting CARES Act information.

ACM 10-Year Roof Work Timeline

Ms. Kilduff reviewed the timeline for roof projects with the largest expenditures that are not supplemented by outside funding. Tremco conducted roof scans to determine their conditions. Ms. Kilduff is developing an internal document to help organize roof replacement projects and determine funding sources.

Ms. Kilduff said since ACM paid the contractor, she submitted a request to the State of Maryland Department of General Services for reimbursement for the Western Regional Corrections Training Center. Mr. Leonard thanked Ms. Kilduff and her staff for their efforts in completing this project.

Bid Approval for Critical Allied Health Simulation Equipment Project

The Trustees approved the \$81,600 single bid received from Anatomage Inc., to acquire an Anatomage Virtual Anatomy Dissection Table for a critical Allied Health simulation equipment project to support allied health training at ACM. Training, a one-year warranty, and shipping are included in the total price. Funding sources for this project are provided by the Appalachian Regional Commission with matching funds provided by Perkins. The Trustees approved the bid recommendation to purchase the equipment following a motion by Ms. Belt and a second by Mr. Ronan.

FY2020 Allegany Opportunity Scholarship Video

Mr. Jones showed a video that included numerous students who were appreciative of the scholarships they received as well as the benefits expressed by a local employer as a result of the students' training. Students range in age from 18 to 58. Taxpayers see a return of \$1.60 on every dollar invested.

FY2021 Salary Scales Update

Ms. Duckworth reported the salary scales did not change in July because the funding was reduced. Adjustments will be made January 1, 2021, to only the part-time pay scale to slightly above minimum wage. Full-time faculty and staff salary scales were not changed. ACM has a 35-hour workweek.

New salary scales are effective January 1 and will increase by \$0.75 for every step/level due to an increase in the Maryland minimum wage for Salary Scales ST-H (hourly) and ST-NC (staff non-classified).

Other scales were not changed (remain the same as FY20) for Faculty Overload/Part-time Teaching, Faculty Summer Teaching Scales (Title change to "10-month Full-time ACM Faculty"), and Faculty NC Non-Classified.

Sick and Safe Leave Policy Changes

Ms. Duckworth explained the current sick and safe leave policy provides all sick and safe leave hours to full-time employees in full on July 1 of each year. Human Resources will be moving to a new HR/Payroll platform to increase efficiencies in the office. With the current system, employees are using more sick leave than what they have. The new platform uses an accrual system for sick and safe leave. Most of the current employees will not be affected by the new system. Current employees will have to adjust to the new system that takes effect July 1. With the transition to the new payroll system, and in an effort to create efficiencies in the HR office, the revised Sick and Safe Leave policy will move to accruing sick and safe leave hours each pay period during the payroll process as opposed to doing a manual entry and eliminate employees using sick leave they have not earned.

For all new hires, they will begin accruing sick and safe leave starting with their first pay, at 6 hours per pay period after approval of this revised policy. For all current full-time employees, they will begin accruing 6 hours per pay on July 1, 2021. The Trustees approved the revised Sick and Safe Leave Policy (03.06.001) on a motion by Ms. Lapp, and second by Ms. Buckel.

Mr. Leonard thanked everyone for attending, wished them happy holidays, and encouraged everyone to stay safe.

Mr. Ronan gave a brief update on UPMC. ACM students are volunteering for UPMC to help relieve the pressure and free up frontline workers. Mr. Ronan noted the assistance from ACM has been tremendous, considering the pressure and challenges on staff. The assistance from ACM has been invaluable.

The Trustees went into Executive Session at 5:05 pm following a motion and second by Ms. Belt and Mr. Ronan, respectively 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.

On a motion and second by Ms. Belt and Mr. Ronan, the Trustees returned to Public Session at 5:26 pm to act on the personnel items discussed in Executive Session.

Faculty Appointments

Dr. Hoffman presented the credentials of the following faculty:
Cassie Doty, Assistant Professor of Biology, Tenure Track
Michele Cosner, Assistant Professor of Nursing, Tenure Track
Hannah Mullan, Instructor of Nursing, Tenure Track

The Trustees approved the three faculty appointments on a motion and second by Mr. Ronan and Ms. Belt, respectively.

With no other business, the meeting adjourned at 5:29 pm.

Respectfully submitted,



Mr. Kim B. Leonard
Chairman



Dr. Cynthia Bambara
Secretary/Treasurer