

Allegany College of Maryland  
BOARD OF TRUSTEES

April 20, 2020

PUBLIC SESSION

The Board of Trustees met remotely Monday, April 20, 2020, at 4 pm 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. James Pyles, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP David Jones	VP Christina Kilduff	VP Kurt Hoffman
Melinda Duckworth	Scott Harrah	John Bone
Clorinda Calhoun	Nicole Frost	Arthur Priadkin
Sandi Foreman	Wendy Knopsnider	Bobbie Cameron

**Approval of Minutes**

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

**Chairman's Update**

Mr. Leonard welcomed everyone and hopes everyone is staying safe. He asked Trustees Ronan and Pyles to provide updates from their perspectives on the local COVID-19 pandemic. For UPMC Western Maryland Mr. Ronan noted that numerous sites are coming on line now to screen patients quicker. Two floors have been converted into a COVID-19 unit. The unit has beds and ventilators. This unit puts pressure on staff to care for the patients one on one. Mr. Ronan said they are looking at emergency services, moving away from waiting for elective procedures and treatment, and are considering a soft opening next week.

As the Director of the Allegany County Department of Emergency Services, Mr. Pyles thanked UPMC Western Maryland, the Allegany County Health Department (ACHD), and ACM for their cooperative efforts during the pandemic. Detailed information on the positive cases in Allegany County is compiled by the ACHD and then provided to Mr. Pyles. The most up-to-date COVID-19 information is immediately available on the Emergency Services Facebook page. He reported his department is seeing an increase in heart attacks and overdoses.

Governor Hogan formed statewide strike teams to provide support to nursing home facilities. The teams are composed of members of the National Guard, representatives of local and state health departments, and EMS clinicians, as well as doctors and nurses from local hospital systems. Three types of teams include:

- Testing Teams, to identify those in close contact with a confirmed case, and collect and send out specimens for the fastest test available;

- Assistance Teams, to quickly assess the situation on-site, determine equipment and supply needs, and triage residents; and
- Clinical Teams, which will include doctors, nurse practitioners, and registered nurses from major hospital systems, tasked with providing on-site medical triage and stabilizing residents.

With an increase in positive cases at a local nursing home recently, Mr. Pyles made a request for Gov. Hogan's Strike Team. The team suggested to test everyone, the nursing home residents and employees. The team arrived on scene a few hours later, masked and gloved, to immediately determine the status of the situation. The tests indicated 21 were positive, some symptomatic and some not. It was announced that Gov. Hogan received 500,000 COVID-19 test kits from South Korea today.

Mr. Leonard thanked Mr. Ronan and Mr. Pyles for all their efforts.

### **President's Updates**

COVID 19 Update – Dr. Bambara reported that the ACM leadership is making decisions daily based on current information. Some of the key decisions included the following:

- On March 13, Spring Break was extended until March 22.
- We worked with legal counsel to determine whether or not to allow housing students to return. Fewer than 20 chose to return. As of today, only 10 remain.
- At this time, the leadership team began meeting daily to determine next steps.
- Online delivery of all courses began March 23.
- On March 23 we limited access to campuses and other locations to essential employees only.
- On March 25 we notified employees that the campuses would remain open only to essential employees until at least April 12. Employees would continue to get paid through that date regardless if they could perform the job duties from home.
- On March 30 Governor Hogan announced the Stay-at-Home Order at which time ACM announced that the status of ACM will remain until the Governor's orders were lifted.
- On April 6 we announced that employees will get paid through at least May 15 that marks the end of the semester. We also announced that the planned pay increases would be on hold until we have confidence of our financial resources from the county, the state and summer and fall enrollments.
- All of our events have been canceled.
- Dr. Bambara has been sending weekly communications to both employees and students and she will continue to share with the Trustees.

CARES Funding – President Trump signed into law on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which includes an Education Stabilization Fund. ACM leadership has been tasked by the U.S. Department of Education to award emergency funds to our Title IV students to help with expenses related to the disruption of campus operations due to the coronavirus outbreak.

The College has submitted our application through grants.gov and were notified of our award. However, the College has not received the funding as legislation and award clarification continue to be developed. Last week ACM received notification of our CARES funding allocation which is \$1,494,165. Half or \$747,083 is the minimum allocation to be Awarded for Emergency Financial Aid. Our staff are actively working on our plan to get this relief money to eligible students as quickly as possible. Once we receive final guidelines and our distribution plan is approved, checks will be mailed to students.

Maryland Council of Community College Presidents Meeting (MCCCP) – The MCCCP met this past Friday. The COVID-19 response was the central topic of conversation. Most colleges are responding in a similar fashion. David Baime, Senior Vice President for Government Relations at the American Association of Community Colleges, provided an overview of the CARES Act.

Also discussed was the possibility of cuts to the funding that is currently in the FY2021 budget. MACC provided figures should our budgets be cut by 5, 10, 15, 20 and 25 percent, which is the maximum the governor can cut our allocations.

MHEC has asked that we submit expenses incurred because of the COVID-19 virus. MACC will coordinate so that we are thorough and consistent in the categories that we submit.

Dr. Bambara shared that where there are obstacles, we are learning and realizing some amazing opportunities. Phi Theta Kappa is one organization doing this. Both the regional and international conventions held virtual events. Dr. Bambara attended the regional closing event and both the opening and closing sessions of the PTK Catalyst, the international convention. The ACM Chapter received the following awards:

Regional Awards:

Kara Merkel - Hall of Honor Chapter Officer

JeanClaude Ndango - Hall of Honor Chapter Officer and Distinguished Chapter Officer

Omicron Pi Officer Team - Distinguished Officer Team

Rachel Mickle – Elected Middle States Maryland/DC President for 2020-2021

Melody Gaschler- 5 Star Advisor

Erin Yokum - 5 Star Advisor

Distinguished College Project

HIA Theme 1 Award

Middle States Distinguished Chapter

International Awards:

Distinguished Officer Team

Top 100 Chapter

Congratulations to both Melody and Erin for their leadership of this outstanding group of students.

Middle States Commission on Higher Education (MSCHE) – Dr. Bambara was scheduled to Chair a MSCHE evaluation team at SUNY Adirondack April 5-8. After much uncertainty, MSCHE determined that a virtual visit could be held. With several evaluators from New Jersey, her assigned team quickly fell apart with the heavy concentration of COVID-19 cases in that state. Two weeks before the visit Dr. Bambara had no one to evaluate Standard V, Educational Effectiveness Assessment. She reached out to Scott Harrah in a panic and he agreed to assist. She very quickly got MSCHE approval for him to join the team and he was a tremendous help in making the evaluation successful. Of the evaluators remaining, several were very experienced and two were actually MSCHE commissioners. The team experimented with a variety of technology platforms and decided to conduct the visit using Zoom. Dr. Bambara will complete the work on June 1 when she will present the findings to a committee of the Commission.

Dr. Bambara was asked to chair a team next year at Luzerne County Community College located in the Scranton-Wilkes Barre area. She will have the preliminary visit in October and the evaluation team visit in March of 2021.

President's Evaluation Process – Dr. Bambara's 360 evaluation is currently in process. The document will be sent to Trustees in your May meeting packets with a timeline to return your evaluations. The process will be completed at the June meeting.

ACCESS ACM Magazine –Dr. Bambara showed a copy of the spring 2020 ACCESS ACM Magazine. Trustees should receive their copy in the mail this week! Congratulations to David Jones and his team for this outstanding publication.

Reader Commentary – The reader commentary Dr. Bambara shared with the Trustees last week ran in today's newspaper.

Facilities – A lot of great things are going on with campus facilities despite the current disruption. The President asked Christina to share a facilities update.

### **Financial Update**

Ms. Kilduff indicated the leadership was looking to use the FY2021 additional state monies for employee raises; however, ACM's funding sources may be reduced with the potential for salary increases occurring mid-year if funding sources come through. College leadership announced there will be no furloughs and that ACM would pay employees through at least May 15.

The Business Office staff is working with students to help make payment plans easier by not requiring late fees. Guidelines are being established for the Whistleblower Policy.

Efforts are underway to speed up funding on Phase 2 of the Technologies Building renovations in order to complete the project in possibly 18 months instead of 24 months. The Welcome Center is near completion. The College Center landscaping is being done. The ADA lift is almost complete in the College Center. The lift equipment should arrive soon with the project ahead of schedule. Athletic fields are close to being finished. Work has begun on site preparation for the WCI Building.

A video recently filmed of Dr. Bambara highlighting the progress of projects that are either near completion or in progress on the Cumberland campus will be emailed to the Trustees. Ms. Kilduff said the community can use the ACM track as long as they follow the signs to comply with Gov. Hogan's social distancing mandate.

### **Families First Coronavirus Response Act (FFCRA)**

Ms. Duckworth said in response to the effects of COVID-19 on workers and their families, the Families First Coronavirus Response Act (FFCRA) creates paid leave benefits through the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The law applies to private employers with less than 500 employees and to public agencies. From advice of legal counsel, ACM will be required to comply with the FFCRA as a public agency. It is the policy of ACM to comply with the requirements of FFCRA from April 1, 2020, through December 31, 2020. On a motion by Ms. Belt and second by Ms. Buck, the Trustees approved the policy.

Mr. Leonard thanked Mr. Ronan and Mr. Pyles and ACM employees for their hard work and dedication during the pandemic.

Mr. Ronan acknowledged his appreciation to ACM for the sign thanking all those who are on the front lines. He said the UPMC Western Maryland employees appreciated the sign.

Mr. Leonard wished the best of health to all.

At 4:45 pm the Trustees went into Executive Session to discuss personnel items following a motion by Mr. Ronan and second by Ms. Belt.

On a motion and second by Ms. Buck and Ms. Belt, respectively, at 5 pm the Trustees returned to Public Session to take action on the personnel items.

### **Associate Support Staff In-Class Advancement**

Ms. Kilduff recommended Margie Gacki for advancement to Associate Support Staff Level II status for her position of Administrative Assistant in the Library. On a motion by Ms. Belt and second by Ms. Buck, the Trustees approved the advancement of Margie Gacki to the Associate Support Staff Level II.

### **Professional & Administrative Support Staff In-Class Advancements**

Mr. Jones recommended the following unanimous advancements to Level II:

- Nicole Frost – Executive Associate to the Senior Vice President of Instructional and Student Affairs
- Joshua Getz – Marketing and Alumni Specialist
- Jennifer Lashbaugh – Grant Accountant
- Cathy Zirk – Budget Coordinator

The Trustees approved the in-class advancements to Level II for the four Professional Administrative Support Staff members following a motion by Ms. Buckel and second by Ms. Buck.

### **Faculty Tenure & Promotion, Tenure, Promotion Recommendations**

Dr. Hoffman recommended the following unanimous advancements:

#### Tenure and Promotion – Advancement in Rank

Ashley Dively – Assistant Professor in the Developmental Reading Department. Following a motion and second by Ms. Belt and Mr. Ronan, the Trustees approved the Tenure/Promotion Advancement in Rank.

#### Tenure

Diane McMahon – Assistant Professor in the Sociology (Behavioral Sciences) Department  
Mathew McKenzie – Assistant Professor in the Automotive Technology Department. The Trustees approved Tenure following a motion and second by Ms. Buckel and Ms. Lapp, respectively.

#### Promotion – Advancement in Rank

Will Kwok – Professor in the Science Department. On a motion and second by Ms. Lapp and Ms. Belt respectively, the Trustees approved the Promotion – Advancement in Rank.

Jennifer Thompson – Associate Professor in the Dental Hygiene Department. The Trustees approved the Promotion – Advancement in Rank on a motion by Ms. Buck and second by Ms. Belt.

### **Faculty Appointments**

Stacy Pyles – Based on the recommendation of Dr. Kurt Hoffman, Dr. Bill Rocks, Lisa Rock, and Stacey Rohrbaugh, Dr. Bambara recommended the appointment of Stacy Pyles for the full-time, tenure track instructor position in the Medical Administrative Assistant, Medical Assistant and Phlebotomy/Laboratory Assistant Faculty Departments.

Gilbert Cochrum – Based on the recommendation of Dr. Hoffman, Dr. Bambara is recommending the appointment of Gilbert Cochrum for the full-time, tenure track Assistant Professor position in the English Department.

On a motion from Mr. Ronan and second from Mr. Pyles, the Trustees returned to Public Session at 5:40 pm to take action on the personnel items.

Respectfully submitted,



Kim Leonard  
Board Chair



Cynthia Bambara  
Secretary/Treasurer