

Allegany College of Maryland
BOARD OF TRUSTEES

December 12, 2022

PUBLIC SESSION
MINUTES

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met Monday, December 12, 2022, at 4 pm in the Thomas Welcome Center, Iris Eustace Halmos Community Room, in person and via Zoom. Board members in attendance included: Mr. Kim Leonard, Ms. Jane Belt, Ms. Mirjhana Buck, Ms. Linda Buckel, Ms. Michele Martz, Mr. James Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Kurt Hoffman	David Jones	Christina Kilduff
Melinda Duckworth	Scott Harrah	Beth Nightengale
Dione Clark-Trub	John Bone	April Higson
Bobbie Cameron		

Adopt the November 21, 2022 Minutes

Mr. Leonard called the meeting to order at 4 pm. On a motion and second by Mr. Pyles and Ms. Belt, respectively, the Trustees adopted the November 21, 2022, minutes.

Chairman's Updates

Mr. Leonard reviewed the upcoming events for the All-College meeting and holiday celebration, the fall nurse pinning ceremony, and the Cumberland Campus commencement ceremony.

President's Updates

Dr. Bambara reported that spring enrollment began November 7, 2022. Enrollment is slowly catching up to Spring 2022 with credits down by 2.7% and headcount down by 7.2%. She stated that everyone is working very hard to encourage students to enroll before the holiday break.

2022 Outstanding Rural Economic Development Award

ACM's Western Maryland Works was recognized by the Rural Maryland Council for its 2022 Outstanding Rural Economic Development Award. Dr. Bambara, Dr. Hoffman, Jeff Kirk, and Becky Ruppert attended to receive the award.

Transform Mid-Atlantic (TMA) 2022 Awards Program

Dr. Diane McMahon, Allegany College of Maryland; Ms. Jennifer Haydel, Montgomery College; and Mr. Joseph Bubman, Urban Rural Action, are the winners of the

2022 **Civic Engagement Award** for the “Basic Needs Security Collaboration” project, which included high-impact training opportunities and community-centered dialogue that brought students and community organizations together to tackle complex challenges in the region. The TMA 2022 Awards Program recognizes distinguished faculty, administrators, students, and campus-community partnerships. The awards highlight achievements in service-learning, civic leadership, and community engagement that enhance student learning and positively impact communities. An awards ceremony for recipients, their invited guests and campus representatives, will take place on Tuesday, December 13, 2022 from 4-6 pm, on the campus of Hood College in Frederick, Maryland.

Middle States Commission on Higher Education (MSCHE)

Dr. Bambara, Dr. Hoffman, and Jenna Gallion attended the MSCHE Annual Meeting in Philadelphia, PA December 7-9, 2022.

ACM Fall Graduation & Celebrations

The College community will enjoy a holiday celebration on Wednesday, December 14, 2022, following the All-College Meeting that begins at 10 am. The meeting will be held in the College Center Theatre. There will be a virtual option as well. This will be the last event in the theatre before renovations begin December 19, 2022.

ACM will hold the Fall Commencement Ceremony on Friday, December 16, 2022 at 7 pm in the gymnasium.

Mountain Maryland PACE

ACM will be represented at Mountain Maryland PACE January 19-20, 2023. Dr. Bambara and the vice presidents will attend.

Maryland Association of Community Colleges (MACC)

MACC will hold the annual Trustee Leadership Conference and Legislative Reception at the Calvert House, January 23, 2023 beginning at 3 pm. The agenda will include a presentation by Jee Hang Lee, ACCT President and CEO; a Higher Education Legal Update from Rob Duston and Saul Ewing; and Dr. Brad Phillips will review the 2023 MACC Legislative Agenda.

Foundation and Grants News

Additional marketing funds have been received for promotion of ACM’s Nursing and Allied Health programs. Allocation of Institutional Strategy Planning funds will support the development of a new Nursing program promotional video, as well as a digital and print marketing campaign to run throughout the 2023 calendar year. Grant funds received through Maryland State Department of Education will allow for continuation of the allied health marketing campaign. This campaign will conclude in June.

A grant has been submitted through the Rural Maryland Economic Development Fund to expand and enhance nursing by adding a hybrid weekend program and simulation

equipment to benefit Cumberland and Garrett Nursing sites: (\$480,255). The grant has been tentatively approved with final approval expected late 2022 or early 2023.

An MSDE grant in the amount of \$148,191 to support the Occupational Therapy Assistant (OTA) program to create a modern hands-on education in a simulated homecare client setting has been approved.

An ARC grant in the amount of \$100,000 is tentatively approved to support Western Maryland Works. Final approval is expected December 2022 or January 2023.

An ARC grant in the amount of \$100,000 is tentatively approved to support the Social Media and Marketing Program. Final approval is expected December 2022 or January 2023.

Approval of Fall Graduation Candidates

Ms. Beth Nightengale presented to the Trustees the list of the 166 Fall 2022 candidates who will be graduating with 181 degrees and certificates. The Trustees approved the list of Fall 2022 graduation candidates following a motion by Ms. Martz and second by Ms. Buck.

Middle States Commission of Higher Education (MSCHE) Standard II

Scott Harrah provided an overview of MSCHE Standard II, Ethics and Integrity. The standard states that "Ethics and integrity are central, indispensable, and defining hallmarks of effective higher education institutions. In all activities, whether internal or external, an institution must be faithful to its mission." Mr. Harrah reviewed the nine criteria outlined in the standard.

Flex Classroom & Audio-Visual Equipment Bids

As an information item, Christina Kilduff reviewed the bids from the six companies that responded to the AV Equipment and Flex Classroom Equipment RFPs. The reviewing committee is recommending bids from Marco Technologies, Landis Office Center, and Horizon Information Services for these equipment needs.

Marco quoted ACM for the Extron equipment that was listed in the AV Equipment RFP. Their quote of \$21,488.92 is for the Extron processor/switcher, HDMI receivers, touch panels, and power injectors are lower than the manufacturer-direct prices. Landis quoted \$8,016.00 for the KI A/V Instruct Desks and monitor arms. The podiums are the same model listed in the RFP and the same price when purchasing the same item in the past from a local and trusted company that is familiar with our classroom needs. Horizon provided a quote of \$28,131.00 for the flex classroom. Horizon has done projects with ACM in the past and is familiar with the specific classrooms and integrations. Because the three bids for the flex classroom components are each under \$50,000, board action was not required.

Bedford County Campus Parking Lot Asphalt Repairs & Overlay Project

A request for proposals was issued and advertised for the Bedford County Campus asphalt repairs and overlay project. The sealed bids were opened on Wednesday,

December 7, 2022 at 1 pm. All of the received bids were within the budgeted amount for the project. Ms. Kilduff recommended that the Board of Trustees approve selection of the total bid (base bid plus add alternate) provided by New Enterprise Stone and Lime in the amount of \$106,110.40. Funding for the Bedford County Campus parking lot project has been acquired through the Commonwealth of Pennsylvania by the Southern Tier Education Council. Facility improvement funding in the amount of \$311,938 has been approved for FY23. Per the MOU signed by the Southern Tier Education Council, the Bedford County Regional Education Foundation, and Allegany College of Maryland, the \$311,938 will be transferred to the Bedford County Regional Education Foundation to pay for parking lot expenses. Additional contingency funds for the project will be covered by the Bedford County Regional Education Foundation, as needed for asphalt oil index adjustments. Following a motion by Mr. Pyles and Ms. Martz respectfully, the Trustees approved the Bedford Campus Parking Lot project.

Remote Work Policy

Ms. Duckworth presented the Remote Work Policy that provides remote work arrangements to employees when it is mutually beneficial to both the employee and the college. The policy defines remote work, indicates the requirements for Remote Work Application & Agreement and outlines the responsibilities of both remote workers and Allegany College of Maryland.

The policy states remote work is defined as a work arrangement where the employee enters into a mutually agreed-upon arrangement with the college to perform their job duties in an approved alternate location, while using technology to connect to the college in performance of their job requirements. Remote work may not be suitable for all employees and/or positions. All remote work arrangements will be evaluated on an ongoing basis and subject to modification or discontinued upon written notice. A remote work arrangement does not change the terms and conditions of employment with the college. Only employees living in Maryland, West Virginia and Pennsylvania are eligible to remote work.

Following a motion by Ms. Martz and second by Ms. Buck, the Trustees approved the Remote Work Policy as presented.

Nepotism and Personal Relationship Policy

ACM Attorney Mike Llewellyn worked with Ms. Duckworth to address this policy. This policy is more than just husband and wife or sister and brother relationships, but it also addresses faculty and student relationships. This policy was shared with the constituency groups for input. Following a motion and second by Ms. Belt and Ms. Martz, respectively, the Trustees approved the Nepotism and Personal Relationship Policy.

EXECUTIVE SESSION

The Board of Trustees will convene to Executive Session to discuss personnel items [Article § 3-305(b) (1)], and to comply with a statutory requirement [Article § 3-305(b) (13)] that prevents public disclosure 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 5:29 pm, following a motion by Mr. Pyles and second by Ms. Belt, the Board of Trustees convened to Executive Session to discuss personnel items covered under [Article § 3-305(b)(1)], covered under the Maryland Open Meetings Act. If necessary, action will be taken in Public Session as a result of items discussed in Executive Session.

On a motion by Ms. Buckel and second by Ms. Belt, the Trustees moved out of executive session into public session at 5:50 pm to take action on the Professor Emeritus nominations and the Employee Holiday Bonuses.

Professor Emeritus Recommendations

Dr. Kurt Hoffman presented the title of Professor Emeritus Recommendations. Department. The Professor Emeritus is the highest accolade Allegany College of Maryland can bestow on a faculty member who has retired. It is not viewed as an automatic designation for years of service, but as an honor earned through meritorious service beyond the norm for the position.

There were three nominations from the nursing department. All met the criteria. The Faculty Status Committee has reviewed and approved the following nominations:

- Debbie Costello
- Fran Leibfreid
- Cindy Neff

Following a motion by Ms. Martz and a second by Mr. Pyles, the Trustees approved the above nursing faculty for Emeritus status:

Employee Holiday Bonus

College leadership recommended that the Board approve the re-designation of up to \$200,000 in grant reserve fund balance to strategic master plan funds to be used for bonuses and applicable compensation expenses to be paid to employees in December.

Following a motion from Ms. Martz and a second from Ms. Belt, the Trustees approved the holiday bonus.

With no further business, the meeting was adjourned.

Respectfully submitted,



Mr. Kim B. Leonard
Board of Trustees Chairman



Dr. Cynthia Bambara
Secretary/Treasure