

Allegany College of Maryland
BOARD OF TRUSTEES

February 14, 2022

PUBLIC SESSION
MINUTES

The Allegany College of Maryland Board of Trustees met virtually on Monday, February 14, 2022, at 4 pm. Board members in attendance included Mr. Kim Leonard (Chair, remotely), Ms. Jane Belt (Vice Chair), Ms. Mirjhana Buck, Ms. Linda Buckel, Ms. Joyce Lapp, Ms. Michele Martz, Mr. James Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

VP Kurt Hoffman	VP David Jones	VP Christina Kilduff
Scott Harrah	Melinda Duckworth	Connie Clifton
Ron Krug	Chandler Sagal	Debby Hardinger
Kara Riley	Bobbie Cameron	

Mr. Leonard called the meeting to order at 4pm

Adopt the Minutes

Following a motion and second by Ms. Belt and Ms. Buckel, respectively, the Trustees adopted the January 10, 2022, minutes as presented.

Chairman's Update

Mr. Leonard reviewed the calendar of upcoming events with the Trustees, noting the All-College meeting that was held January 11 at 9 am via Zoom. He commended Dr. Bambara for doing a great job managing the COVID-19 pandemic at the College.

President's Update

Spring 2022 Enrollment

Spring semester began January 12, 2022. As of last Thursday, February 10, 2022, there were 2,181 students enrolled. This includes 649 early college students. Overall, this is a 1.6% decline in headcount and 5.7% decline in FTE compared to last year at this time.

County Commissioners/County Officials Meeting

On Friday, February 4, 2022, Mr. Leonard, Mrs. Belt, Dr. Hoffman, Mr. Jones, Mrs. Kilduff and Dr. Bambara met with the County Commission President Jake Shade, County Administrator Jason Bennett and Director of Public Works Adam Patterson for a luncheon meeting. The ACM leadership was able to thank them for their support of the numerous county-supported capital projects that were completed over the last two years, provide updates on academic and workforce programs and describe future facility needs (theatre and pool). The meeting was very productive.

Pool Update

VP Kilduff will have an update on the pool later on the agenda.

Maryland Council of Community College Presidents (MCCCP)

MCCCP will meet on February 18. The MACC legislative committee meets every Monday afternoon to review relevant legislation. Dr. Bambara will alert the Board of any particular bills where their support is needed.

The MACC Trustee Leadership Conference has been postponed until April 28 from 3 until 6:30 p.m. at Anne Arundel Community College. There will be a virtual option. The conference will include a Gubernatorial Forum of the 2022 candidates. More information will be provided as it becomes available.

COVID-19 Command Team

The work of the COVID-19 Command Team continues to carefully track cases. Totals have been reset for spring 2022. Since January 3, 2022, there were 226 reports of close contact or exposure and 93 confirmed positive cases. Because of the overwhelming workload on faculty and staff intake specialists, a team of four part-time, temporary staff were hired to take on this work. Unfortunately, we are down to two at this time and are looking to fill the vacancy.

ACM to Follow OSHA's Guidance

Last month the Board of Trustees approved a COVID-19 Vaccine, Testing and Face Covering Policy required by OSHA effective January 10, 2022, pending Supreme Court action. On January 26 the Supreme Court ruled that OSHA had exceeded its authority and therefore, the policy is no longer required.

Foundation and Grants Update

The Bedford County Regional Education Foundation will hold their "Generosity for Generations" dinner fundraiser on May 20, 2022, at the Clearidge Event Center.

Allegany College of Maryland was awarded a Maryland State Department of Education (MSDE) Innovation Grant for approximately \$100,000 that will allow the Automotive Technology Program to purchase a new Tesla (electric vehicle) as well as other equipment. The Tesla will arrive by June 2022.

NSPII (Nurse Support Program II) Doubling the Nursing Evening Program. A total of \$749,215 is being requested. Funding news is expected by June 2022. The funding would double the capacity of the evening nursing program in Allegany County to create an opportunity for an additional 30 RN qualified nurses every year (90 new graduates after year four).

NSPII Maryland LPN to RN Online Nursing Cohort. A total of \$676,684 is requested. Funding news expected by June 2022. Funding would institute a Maryland Resident LPN to RN Cohort annually for an additional 60 RN qualified nurses every year in years 2-4 (180 new graduates after year four).

NSPII Hybrid Weekend Nursing Program Feasibility Planning Grant. \$24,874 requested. Funding news expected by June 2022. Funding would help to review the feasibility of adding a hybrid weekend program to enhance the availability and accessibility of nursing education in Maryland.

MSDE grant to fund the purchase of a new diesel truck was approved in the amount of approximately \$50,000. Quotes are being obtained and the truck will arrive later this spring.

MSDE grant to develop the A.A.S in Engineering – Automated Manufacturing Technology curriculum was approved in the amount of approximately \$100,000. An RFP for this service has been developed with approval of vendor likely in March 2022.

FY2022 Foundation Year to date revenue and scholarships for the Cumberland Foundation follow:

Contributions/Revenue	FY22 to date	FY21 to date
	\$2,663,193	\$2,444,530

This represents an increase of 8.7% from the same timeframe last year.

Photo ID Policy

Dr. Renee Conner explained that as part of the enterprise risk management efforts undertaken by the college to mitigate identified risks, college leadership realized the need to identify students and former students who have been banned from campus. The Committee developed the policy, reviewed it and the document was passed by the All-College Assembly. Campus issued photo IDs will be required of all credit students – early college students, certain Continuing Education students – will be required to display or present their photo IDs to authorities. In fall 2021 the policy was approved by the ACM employees at the January 2022 All-College Assembly meeting. Following a motion and second by Ms. Lapp and Ms. Buck, respectively, the Trustees approved the Photo ID Policy as presented.

J4 College Center Theatre Design Concept and Budget

Ms. Kilduff presented information on the conceptual design for the renovations to the Allegany College of Maryland's College Center Theatre. The revised base conceptual design incorporates a broad scope encompassing theatrical, structural, and aesthetic renovations based on current costs and expected volatility in budget figures. The base conceptual design includes eight additions or alternates that will be priced by bidders.

ACM staff worked with J4 staff to consider proposed equipment with an initial budget over \$1M. Mr. Jones is working to obtain grants and is working with the theatre designer to come up with a proposal. The team working on the project is requesting Board of Trustees approval to request bids using the budgets. On a motion and second by Ms. Belt and Martz, respectively, the Trustees preliminarily approved the staff to move forward with the project.

Facilities Master Plan Update Letter & Project List

Ms. Kilduff explained that the Maryland Higher Education Commission requires ACM to submit the vision and mission for the Facilities Master Plan. There are not many changes. Mr. Leonard asked if the swimming pool needs to be part of the plan; however, the pool is on the list as part of the information to support renewal monies from the State of Maryland. The plan was more long term considering the pool leak.

Acceptance of Single Audit Report (Federal Funds) for FY2021

Ms. Kilduff noted the Office of Management and Budget just completed the acceptance of the FY2021 ACM audit reports from Turnbull Hoover & Kahl that included the Audit of Federal Funds (Single Audit). Mr. Turnbull noted it was a clean report with no deficiencies detected. Following a motion by Ms. Belt and second by Ms. Martz, the Trustees accepted the Single Audit Report of Federal Funds for FY2021.

Budget Advisory Committee Revised Bylaws

Ms. Kilduff presented the revised bylaws of the Budget Advisory Committee to include additional members who are chairs and vice chairs of the constituency groups that were approved during an All College Assembly. The Trustees approved the revised Budget Advisory Committee Bylaws following a motion and second by Ms. Belt and Mr. Pyles, respectively.

ACM Pool Update

Mrs. Kilduff described the situation with the ACM swimming pool that the liner is a leak issue with additional issues because of humidity. The ACM leadership looked at repairing and addressing the \$600K repair cost estimates as well as to change the use of the pool. The current Fitness Center needs expanded space that will cost \$240K. The leadership asked the Western Maryland Delegation about the possibility of another alternative to make a smaller pool area and expand the Fitness Center. The pool would still require utility costs, design and mechanical equipment. The pool will still have utility costs, and require design work and mechanical equipment. The ability to move forward may depend on contributions from the State of Maryland. No significant changes were made to the pool since the early 1970s. Dr. Hoffman noted the physical plant staff in the Gym have kept the equipment going to the point where they cannot really service it on a shoe-string budget. Mr. Leonard said County Commissioner President Jake Shade suggested that it is a community asset and needs to be a community pool.

Transfer of HEERF Funds to Operating Budget & Housing

Ms. Kilduff is requesting the Board to approve the transfer of FY22 HEERF institutional grant funds totaling \$1,024,209 from Fund 12 (Grant Fund) to Fund 11 (Operating Fund), as well as the transfer of \$324,000 in institutional HEERF funds from the College to Allegany Housing, LLC, to subsidize lost housing contract revenue. The Trustees approved the transfer of \$324,000 in institutional HEERF Funds from Fund 12 to Fund 11 following a motion and second by Mr. Pyles and Ms. Buckel, respectively.

EXECUTIVE SESSION

On a motion by Ms. Belt and second by Ms. Martz at 4:51 pm, the Board of Trustees will convene to Executive Session to discuss personnel items, covered under [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.

Dr. Hoffman presented the full-time, temporary faculty appointment of Breanna Brown for a SIM Lab Coordinator in the Nursing Program. Ms. Brown is in the process of continuing her education to earn her degree.

Following motion by Ms. Belt and second by Mr. Pyles at 5:40 pm, the Trustees returned to Public Session to act on the personnel appointment discussed in Executive Session.

On a motion and second by Ms. Martz and Ms. Belt, respectively, the Trustees approved the Nursing Program appointment of Breanna Brown for the full-time, temporary faculty position as the SIM Lab Coordinator in Nursing.

With no further business, the Trustees adjourned the meeting at 5:41 pm.

Respectfully submitted,



Mr. Kim B. Leonard
Board of Trustees Chairman



Dr. Cynthia S. Bambara
Secretary/Treasurer