

Allegany College of Maryland  
BOARD OF TRUSTEES

March 21, 2022

PUBLIC SESSION  
MINUTES

The Allegany College of Maryland Board of Trustees met virtually for a Board Finance Committee meeting at 3 pm so that the staff could update the Trustees on the FY23 preliminary budget. Board members in attendance included Mr. Kim Leonard (Chair, remotely), Ms. Jane Belt (Vice Chair), Ms. Mirjhana Buck, Ms. Linda Buckel, Ms. Michele Martz, and Dr. Cynthia Bambara (President and Secretary/Treasurer). Others in attendance for the Board Finance Committee included Dr. Kurt Hoffman, Mr. David Jones, Ms. Christina Kilduff, Ms. Cathy Zirk, Mr. Brandon Robinette, Mr. Scott Harrah, Ms. Melinda Duckworth, and Ms. Bobbie Cameron.

EXECUTIVE SESSION

At 3:39 pm the Board of Trustees convened 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.

At 4 pm the Trustees went back into Public Session to act on the appointment of Mr. Levi Sisler as the Assistant Professor of Forestry, as presented by Dr. Hoffman. Mr. Sisler received his associate's degree from ACM in 2016, a bachelor's degree in Forest Resource Management in 2018, and a master's degree in Forest Resource Management in 2020. His employment history includes a forest technician for the Maryland DNR Forest Service at Savage River State Forest, a sawfiler forest technician for Summit Forest Resources, a graduate research assistant at WVU, forest technician adjunct faculty at ACM, and an assistant professor of forestry at Paul Smith's College in Paul Smith's, NY. Following a motion and second by Ms. Martz and Ms. Belt, respectively, the Trustees approved the appointment of Mr. Sisler as the Assistant Professor of Forestry. Mr. Leonard took a 5-minute recess to allow time for the respective constituency representatives to join the meeting via Zoom.

PUBLIC SESSION

Mr. Leonard called the meeting to order at 4 pm.

Others in attendance included:

Dr. Kurt Hoffman	David Jones	Christina Kilduff
Melinda Duckworth	Scott Harrah	Stacey Rohrbaugh
Dione Clark-Trub	Chandler Sagal	Debby Hardinger
Kara Riley	Bobbie Cameron	

**Adopt the Minutes**

Following a motion and second from Ms. Belt and Ms. Martz, respectively, the Trustees adopted the minutes of the February 14, 2022 meeting as presented.

## **President's Updates**

### **PTK (Phi Theta Kappa) International Honor Society Awards**

ACM's PTK Chapter recently attended the PTK Middle States Conference and members, officers and the chapter received several awards:

- Rebekah George is a Middle States Region Distinguished Chapter Member (#4) in our Region! She will also be awarded an International Distinguished Member Award!
- Wesley Mason and Donna Morgan are Middle States Region Hall of Honor Chapter Officers.
- Aleena Rock is a Distinguished Regional Officer.
- 5-Star Chapter
- Reach Chapter
- Middle States Region Hot 35 Chapter
- Middle States Region Distinguished Chapter
- Aleena Rock will be awarded an International Regional Officer Award
- Erin Yokum is a Paragon Advisor Award winner
- Melody Gaschler received a Distinguished Advisor Award

Congratulations to all those being honored with awards!

In addition, Human Services student Annette Ritter was named a 2022 Coca-Cola Bronze Scholar. Nationwide, she is one of 50 bronze scholars. She also placed on the First Academic Team. She will be recognized at the All Maryland Community College Academic Team Ceremony in May at Turf Valley. Annette will graduate in May. Both Payton Sharpless and Jacob Wagner placed on the Second Academic Team.

### **Maryland Council of Community College Presidents (MCCCCP)**

MCCCCP met on March 18. Dr. Phillips provided a legislative update. He reported that the operating budget has been funded at the full CADE formula and there is no threat that this will be reduced.

The MACC Trustees Leadership Conference will be held April 28 from 3:00 p.m. until 6:30 p.m. at Anne Arundel Community College. There will be a virtual option. Attorney Robert Dustin of Saul, Ewin, Arnstein, and Lehr, will address legal topics. The conference will include a Gubernatorial Forum of the 2022 candidates. Please plan to attend in person or using the virtual option.

### **COVID-19 Command Team**

The work of COVID-19 Command Team continues to carefully track cases. This past week, ACM had no reports and no close exposures. ACM is now mask-optional. When the Governor lifted the mask mandate for state employees on February 22, 2022, Allegany County was still rated high risk by the CDC and with masks recommended. Two weeks ago, Allegany County was rated medium where masks could be optional. Last week, the county remained at the medium level. Yesterday, when the weekly rating was published, Allegany County was rated low. Before making the call to go mask-optional, the COVID-19 Command Team wanted to be sure the county rating was stable.

### **Bedford County Regional Education Foundation Fundraiser.**

The Bedford County Regional Education Foundation will hold their "Generosity for Generations" dinner fundraiser on Friday evening, May 20, 2022, at the Clearidge Event Center in Clearville, PA. Tickets are available in the President's Office.

## **Work Anniversary**

Today is the first day of Dr. Bambara's 12<sup>th</sup> year at the College. She thanked the Board of Trustees for the wonderful support they have given to her over the years.

## **Fall 2021 Employee Satisfaction Survey**

Dr. Bambara explained that each November ACM conducts an Employee Satisfaction Survey administered in the middle of 2021. She thanked Scott Harrah and Sara Sagal for compiling the information. The primary goal of the survey is to clearly understand and address concerns of the ACM employees. The secondary goal is to move closer to the Great Colleges to Work For survey in order to give ACM benefits that can be used as a helpful tool to recruit faculty and staff.

The response by employee group consisted of 68 faculty, 61 professional/administrative staff, and 50 associate support staff. Of the 54 questions, 49 questions were rated between good to great with 5 questions rated between not so good to good and 80 to 89% rated very good in 14 areas. Themes of qualitative comments were in governance, compensation and benefits, supervisor/department chair relationships, tenure, promotion, hiring, work-life balance and communication.

Trustee Martz commented that UPMC Western Maryland will be conducting their employee survey soon. UPMC shoots for higher employee satisfaction, implemented on how to improve. They created a slide show about 30 things that remind the employees that the employers are listening as a way to improve the employee experience. Supervisors have one-to-one meetings with employees in order to make a difference for the employees.

## **Correction of HEERF Funds Payment to Housing**

Ms. Kilduff requested a correction to the transfer of HEERF funds for COVID mitigation. During the February 14 meeting, the ACM Board of Trustees approved the transfer of FY22 HEERF institutional grant funding in the amount of \$324,000 to Allegany Housing, LLC. The amount was used to subsidize lost housing contract revenue due to limiting apartment occupancy to help mitigate the risk of COVID-19 spread between housing students.

When this amount was calculated, the incorrect number of available rooms was used which resulted in an underestimate of the subsidy owed. The correct number of rooms used for this calculation should have been 228 and application of a 25% subsidy results in a total of \$342,000 for the College to pay Allegany Housing, LLC for the spring semester 2022. The document was corrected and resubmitted for the record. The Trustees approved the correction following a motion and second by Ms. Buckel and Ms. Martz, respectively.

## **Additional FY22 Fund Balance Designations**

Ms. Kilduff is proposing the following designations from the \$1,024,209 in HEERF lost revenue grant funds that were transferred into the operating account in February 2022, plus the \$323,357.51 for the March transfer.

The amounts include:

- \$150,000 – Additional contingency funds to replenish the institutional contingency fund for requested non-budgeted critical projects or expenses as they arise.
- \$81,000 – Pre-designation for 2021 Employee Holiday cash payments made in December.

- \$250,000 – Reserve for higher than expected and budgeted FY22 health claims costs.
  - \$850,000 – Reserve for various critical facility renewal projects on campus. These projects could include the pool repair/conversion, theater renovation, Continuing Education Building HVAC replacements, Allied Health Building air handler replacements, and the College Center roof restoration/replacement project. These funds may be proposed for re-designation depending on other funding received and the most critical college needs determined during the regular annual fund balance designation process.
  - \$ 16,566.51 – Balance to remain undesignated.
- \$1,347,566.51 – Total Additional Designated & Undesignated funds transferred to the Operating Fund.

On a motion by Ms. Belt and second by Ms. Martz, the Trustees approved to transfer the additional proposed fund balance designations totaling \$323,357.51 in HEERF grant revenues from the grant fund into the operating fund. In addition, it is recommended that the Board approve the proposed fund balance designations listed above which total \$1,331,000 and which were or are being transferred into the operating fund from HEERF grant revenues.

**Bid Approval: Curriculum Development & Implementation Project: A.A.S. in Engineering-Automated Manufacturing Technology Program**

Mr. Jones explained that ACM was approved by the Maryland Higher Education Commission to offer a new A.A.S. in Engineering-Automated Manufacturing Technology. The activities to occur at ACM through this initiative are as follows: 1) Develop and offer an Associate of Applied Sciences (A.A.S.) degree in Automated Manufacturing Engineering, a high-demand career field in Western Maryland; 2) Acquire enhanced robotics technology and additional Advanced Manufacturing training equipment to generate student graduates and credentialed individuals to supply the demands of the local workforce; 3) Create a partnership between ACM and the Allegany County Public School system to provide a seamless transition for local secondary students to navigate from a high school CTE program into the A.A.S. program in Automated Manufacturing at ACM; and 4) Enhance the current Western Maryland Works Makerspace to create a premier educational space for students in all ACM Advanced Manufacturing programs.

To support this program, a \$102,900 grant from the Maryland State Department of Education was awarded to ACM to develop a formal curriculum created by subject matter experts.

Four bids were received following a request for proposals. The College's on-campus planning team recommends that the Trustees accept the following bid, which complies with ACM Procurement Policies: Wise Wire of 8 Market Place, Baltimore, MD whose bid is in the amount of \$96,875 and the company addressed all deliverables for curriculum development by July 15. The Trustees approved the bid recommendation following a motion by Ms. Martz and second by Ms. Belt.

With no other business to discuss, the Trustees adjourned the meeting at 5:03 pm.

Respectfully submitted,



Mr. Kim B. Leonard  
Board of Trustees Chairman



Dr. Cynthia S. Bambara  
Secretary/Treasurer