FIRST THINGS FIRST

A Welcome Guide for New Employees of Allegany College of Maryland
Allegany College of Maryland welcomes you as a member of our team. We are an institution committed to achieving excellence. We believe strongly that the achievement of the institution’s goals is dependent upon maintaining the excellence of our employees and the supportive environment that ACM provides for them.

Beginning a new job can be an overwhelming experience, new responsibilities, new people, new policies and procedures. This booklet serves as an overview of the items to which you will need to attend during your first days on the job. Use this booklet as a “checklist” to ensure that you pay adequate attention to these areas. Some jobs may require more in-depth training or orientation in specific areas. Your individual supervisor and/or welcome host can provide additional guidance tailored to your specific setting. This booklet is simply meant to provide a generalized overview of college procedures and services that may seem new and overwhelming at first.

More complete information is available about each topic, and you will be directed to the location of that information in the narrative of this booklet. In addition, this publication outlines some of the services and amenities available to you as an employee of ACM. Learning to access those services and take advantage of our many benefits will help you make a successful and productive adjustment to ACM. Welcome!
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If You’re New to the Area . . .

The local Chamber of Commerce maintains visitor packets of information related to the locale. Hotel and restaurant information can be obtained by visiting www.mdmountainside.com.

Our Many Locations . . . We’re Much More than One Campus!

ACM was founded in 1961 to provide low-cost, high quality higher education for the residents of the area. Beginning in modest facilities in the former Carver School on Frederick Street in Cumberland, we now stretch over campus locations in Maryland and Pennsylvania and serve over 3,000 credit students and 14,000 continuing education registrations each year.

In addition to our two primary locations – the Cumberland and Bedford County (Everett) campuses — the College also operates the Culinaire Café and offers hospitality programs at the Gateway Center in downtown Cumberland. The Nursing Program is also offered in Oakland, Maryland in cooperation with the Garrett County Memorial Hospital.

Moreover, there are credit and continuing education programs at the Bedford County Technical Center and continuing education programs at the Somerset County Technology Center. CE programs through the Workforce Development and Training unit of our Center for Continuing Education and Workforce Development.

See pages 18-20 for maps of the ACM campuses.

Our Overall Organization . . . the Who’s Who of ACM

Approximately 500 full and part-time employees work at ACM. Employees fall into one of the following employee groups: Administrator, Faculty, Professional and Administrative Support Staff, and Associate Support Staff. Administrators compose the President’s Staff while the other three groups have organized associations that advance the general welfare of employees within that category. Staff may join these associations to learn how College policy and developments affect them. Members are elected on an annual basis to represent the employee groups.

The College is governed by a seven-member Board of Trustees. The President of the College is the chief executive officer of the institution.

All other employees fall under one of the following divisions, President, Instructional Affairs, Finance/Administration, or Advancement/Community Relations.

An organizational chart of the College can be obtained by contacting the HR Generalists at ext. 5158. In addition, a comprehensive listing of college committees and task forces is published each year and is posted in the Public Folders (under All College Folder/Committees-Task Forces/Committee-Taskforce List).
Our Vision
We will be the college of choice that transforms lives, strengthens communities, and makes learners the center of everything we do.

Our Mission
Allegany College of Maryland is a lifelong learning community dedicated to excellence in education and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society. We are committed to engaging students in rich and challenging learning opportunities within a small college atmosphere that is known for its personal touch.

Our Values

Quality: We improve through assessment.
Integrity: We promote honesty and trust.
Respect: We foster dignity and worth.
Opportunity: We provide innovative choices.
Wellness: We promote healthy lifestyles.

Our Goals, Annual Initiatives, and Strategic Plan
A complete listing of the College's nine stated goals appears on our website allegany.edu. In addition, the annual initiatives and strategic plan can also be found under the “Our ACM” tab. You will naturally become engaged in these goals, initiatives, and priorities as you accomplish your daily tasks. Please take a moment to review the documents at your earliest convenience.

The Alphabet Soup of Academia
Academic settings are often rife with acronyms. ACM is no exception. Following is a brief list of acronyms you will need to know readily. Others will likely crop up in your individual job setting. Since many employees have long-term careers at the College, they may forget that new people do not recognize our often-used abbreviations. When unclear about a new term or abbreviation, just ask!

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Where to Find Information Online

Public Folders, College Website, Corkboard, & Blackboard

These terms refer to the electronic location of many ACM documents and information. Once you are assigned an ACM e-mail account, login, and password you can access online information. Public folders can be accessed from inside your e-mail account. Many college documents and reports as well as requests for services forms can be found there. In addition, the college website is available to everyone at www.allegany.edu.

The college portal offers access to many areas of information and can be accessed at https://portal.allegany.edu where you will be given a prompt to login using your college assigned login and password. The opening page of the portal is the Instructional Affairs (IA) calendar. Under the quick links tab you can access Academic Calendar, Blackboard, Café Menu, Corkboard (serves as the college bulletin board), Events Calendar, IT Help Desk, Job Openings, Security Information, Sports Calendar, and the faculty and staff Training and Workshop calendar. Other tabs offerings are My TeamSites, Info Systems, Technology Hub, Committees, and Employees where WebAdvisor resides. Under WebAdvisor you can find a lot of valuable employee information.

“Blackboard” is a web-based course management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

Information Technology (IT)

Getting Connected and Requesting Help

IT offers assistance for all of your technology needs. Your supervisor will request that an e-mail account be established for you.

Technology troubleshooting is available through the Faculty/Staff Helpdesk. The Help Desk has been established to provide immediate assistance for faculty, staff, and students seeking help with Blackboard, Student Email services, and wireless Internet access. You can visit the T2B computer lab (located in the Technologies building at the Cumberland campus) from 7:30 a.m. until 10:00 p.m. Monday through Thursday, Friday 7:30 a.m. until 5:00 p.m., and Saturdays from 10:00 a.m. until 6:00 p.m. You can create help desk tickets 24 hours a day, 7 days a week by logging into your account at help.allegany.edu.

You can contact the Help Desk using our Technology Help Line. The Technology Help Line can be reached in the following ways:

- By dialing HELP extension (4357) from any on-campus phone
- By dialing 301-784-5000 ext. 4357 from any off-campus phone
  Bedford County Campus (814) 652-9528, ext. 5000 and then ext. 4357
- Via e-mail by writing to helpdesk@allegany.edu

Wireless connectivity is available at the following ACM locations: Cumberland Campus, Gateway Center, Bedford County Campus. Simply connect your laptop or personal wireless device to the “ACM” wireless network and login using your ACM username and password. College owned laptops can be brought to Information Technology for advanced wireless network configuration (must have valid ACM inventory tags attached). For more information, please visit www.allegany.edu/wireless.
A Note about Calendars

The academic year begins with each fall semester and includes the subsequent spring semester, and summer sessions. An academic calendar is published every spring for the upcoming academic year, which includes the dates classes begin and end, as well as dates the college is closed. The fiscal year runs from July 1—June 30. Other calendars are also published throughout the year by various college divisions and can be found on the portal, in college publications, on the college website, and in the Public Folders.

Links of Interest

ACM Website:
http://www.allegany.edu

ACM Portal:
https://portal.allegany.edu

Blackboard:
http://blackboard.allegany.edu “Anywhere” Access to ACM’s on-line learning platform

Corkboard:
http://corkboard.allegany.edu ACM community forums

Helpdesk:
http://helpdesk.allegany.edu Submit helpdesk tickets and view self-help resources

Webmail:
https://owa.allegany.edu/owa “Anywhere” access to college email

eSAFE:
http://www.allegany.edu/esafe ACM’s emergency text messaging and e-mail notification system

Weather:
http://www.allegany.edu/weather Information on inclement weather announcements regarding all campuses and the status of classes

Human Resources:
http://www.allegany.edu/hr/collegehrmanual Location of Human Resources’ All-College Manual

Institutional Research:
http://www.allegany.edu/IR Location of ACM’s enrollment data and reports

Training sessions are offered on many of the above resources throughout the year. Consult the “ACM Happenings” section of Corkboard for a complete listing.
Employee Email Use

College email systems and their uses are governed by College policy as well as federal, state and local laws. Individuals who inappropriately or illegally use college email systems and resources may be subject to all applicable college and legal penalties for such misuse.

Access to and use of the College’s email systems are privileges granted solely to Allegany College of Maryland faculty, staff, and those with special accounts. These privileges can be modified, limited, extended, or revoked at the discretion of the college with or without prior warning or consent.

College email systems are designated as official business communications tools. Alternate uses may be restricted or prohibited at the discretion of the College, especially when these uses conflict with or interfere with academic and administrative functions.

Although use of College email systems for personal messaging is not prohibited, users acknowledge that all communications sent to or from college email accounts become the property of Allegany College of Maryland.

Users of College email systems must adhere to policies and governance as established in the Allegany College of Maryland Technology Resources Policy and in the Employee Email Use Policy. Both policies are available in the All-College Manual which can be found at www.allegany.edu/hr/collegehrmanual.

Accreditation: Our Assurance of Quality

Allegany College of Maryland is accredited by the Commission on Higher Education, Middle States Association of Colleges and Secondary Schools and approved by the Maryland Higher Education Commission (MHEC).

The Pennsylvania Department of Education (PDE) has granted authorization to Allegany College of Maryland campuses in Bedford county and to the academic programs they offer.

Every ten years, the College undergoes a Self-Study as part of its reaccrediting process and a Periodic Review Report at the five-year mark between each accreditation.

Also, many academic programs—particularly our allied health programs—undergo third party accreditations.

Accreditation is both a status and a process. As a status, accreditation provides public notification that an institution or program meets standards of quality set forth by an accrediting agency. As a process, accreditation reflects the fact that the institution or program is committed to self-study and external review by one’s peers in seeking not only to meet standards but to continuously seek ways in which to enhance the quality of education and training provided.
Family Educational Rights and Privacy Act (FERPA)

What to Say or Not To Say

Within the College community, only those members individually or collectively acting in a student’s educational interest are allowed access to student education records. The law provides that the institution will maintain the confidentiality of student education records.

No one outside the institution shall have access to, nor will the institution disclose, any information from students’ education records without the written consent of the student except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, or to persons in an emergency in order to protect the health or safety of students or other persons.

Complete information about FERPA guidelines can be accessed in the college catalog or the online catalog at www.allegany.edu/creditcatalog (type in keyword “FERPA”).

New staff are also encouraged to contact the Director of Admissions and Registration at ext. 5199 who coordinates the inspection and review procedures for student education records.

Freedom Of Information Act (FOIA)

Coordinating the Release of Information

While FERPA laws prevent the release of student records, there are times when it is appropriate for the College to release other types of information. The release of information must be carefully coordinated.

Allegany College of Maryland welcomes inquiries for information from any person, group, organization, business, or entity.

This Act identifies what constitutes public records, who has access to them, under what circumstances a public entity must provide access to the records, and under what circumstances a public entity may deny access to the records.

Allegany College of Maryland will provide the requested information (or means of access to the requested information) where such disclosure is mandated by law, does not violate other laws, is properly made, and is capable of being disclosed.

Any College employee who receives a request shall promptly forward the request to the FOIA officer. Applicants are encouraged to use Allegany College of Maryland’s FOIA request form whenever possible; if the request is submitted in another written format, the FOIA officer shall complete the FOIA request form and attach the original submission to the FOIA form.

New staff are encouraged to contact the College’s Freedom of Information Act Office at ext. 5206 for additional information.
Benefits Applicable to College Employees

The College offers a generous benefit package of which the entire list can be found at www.allegany.edu/hr/collegehrmanual in the All-College Manual. A brief description of the benefits most often asked about are listed below:

1. Health, Dental, & Vision Insurance
Available if applicable to position. Individual and family plans (for full-time employees, spouses, and eligible dependents) are available. The College funds a portion of the premium based on the plan selected.

2. Long-term Disability (Income Projection Insurance)
Effective after four months; payment equal to 2/3 salary; College pays 100% percent of premium.

3. Life Insurance
Term life insurance available at employee expense.

4. Retirement
The Maryland State Retirement and Pension System is mandatory and contributory for all full-time employees. Faculty, Administrators and Professional staff have the option of opting out of the Maryland System and selecting the Optional Retirement Plan. The Optional Retirement Programs for Maryland’s public institutions of higher education include TIAA-CREF and Fidelity. Employees electing this option must possess a minimum of a bachelor’s degree.

5. Supplemental Retirement Annuities
SRAs are available to both full-time and part-time employees. SRAs are tax-sheltered plans that supplement your main retirement plan and are fully funded by the employee.

The Human Resources Office is responsible for orienting new staff to the benefits available and is located in the College Center Building. Human Resources phone extensions are: ext. 5230; Director of Human Resources; ext. 5159 HR Administrative Assistant/Benefits Coordinator; ext 5231 HR Associate and ext. 5158 HR Generalist. The office is open Monday-Friday from 8:00 am to 4:00 pm.

Other benefits available are worker’s comp, tuition reimbursement for undergraduate and graduate coursework, vacation leave, sick leave, maternity leave, family medical leave, bereavement leave and others that can be found at www.allegany.edu/hr/collegehrmanual in the All-College Manual.

Principles of Conduct for All ACM Employees

ACM employees are bound to follow a code of conduct which can be found on the web at www.allegany.edu/hr/collegehrmanual or in the All-College Manual, section 02.018.01.
Payroll Dates and Direct Deposit Option

The College pays employees on the 10th and 25th of each month. If these dates fall on a weekend, then the pay will be distributed on the Friday before the weekend. Pay dates are paid for time worked (pay period) as follows:

- Pay period of 1st to the 15th of the month: Paid on the 25th of that month
- Pay period of 16th to the end of the month: Paid on the 10th of the following month

Part-time employees will electronically submit their time thru WebAdvisor. Full-time employees will submit leave time thru WebAdvisor. Access to WebAdvisor requires a user ID and password. This information is conveyed to the employee by Human Resources. An employee must electronically submit their time to their supervisor no later than three (3) days after the end of a pay period (listed above).

Instructions on the use of WebAdvisor are available by the employee’s supervisor or the payroll department.

For those not enrolling in Direct Deposit, payroll checks are distributed to campus mail boxes or will be mailed thru USPS to off-campus employees.

Direct Deposit of pay is available and recommended. An employee may choose up to three (3) banks for direct deposit. Forms are available thru the Payroll Office or Human Resources. Direct Deposit pay advices are available for viewing and/or printing in a self-service format on WebAdvisor.

For additional information, please contact the Payroll Officer at ext. 5439.

Payroll Deduction

Various payroll deduction options are available through participating area credit unions for ACM employees. Examples of such deductions include Christmas Club, Summer Savings Accounts, and loan payments. Authorization cards are available in the Payroll Office (CC-181). Deductions continue as long as the employee remains at ACM or until written notification discontinues the deduction. Deductions become effective for the pay period after the authorization card is received by the Payroll Office.

In addition, the Allegany County Teachers Federal Credit Union offers an ATM in the College Center of the Cumberland campus for the convenience of students and staff.
Security, eSAFE, & Emergency Procedures

Allegany College of Maryland is committed to ensuring a safe environment for students, faculty, staff and visitors. The College’s Security Department located at the Cumberland Campus has primary responsibility for serving the safety and security needs of the college community. Campus buildings and facilities are patrolled and inspected regularly to ensure a safe and comfortable academic environment. The Security Department realizes that security is also an individual responsibility and strives to educate the college community about personal and public safety.

In order to maintain a safe environment for students to learn, for faculty to teach and for administration and staff to work, the Security Department or security representative is available twenty-four hours a day, seven days a week at the Cumberland Campus by calling 5555 from on campus or 301-784-5555 from off campus or by cell phone. This number can be called for emergencies or assistance on the Cumberland Campus at any time. Clearly marked EMERGENCY telephones are located in each classroom building at the Cumberland Campus, the College Center, Gymnasium, Dr. Donald L. Alexander Library and on the track at the rear entrance to the Gymnasium. The EMERGENCY telephones provide direct access to the Security Department (5555) or Emergency Services (911). Emergency Services (police, fire, ambulance, etc.) is always available at any college location by calling 911. The Director of Security is located on the Cumberland Campus in the College Center.

In addition, employees and students may register for eSAFE (electronically sending announcements for emergencies) which automatically sends notification of emergencies or weather-related closings to registered cell phones (via text messaging) or to email addresses. To sign up, visit www.allegany.edu/esafe. The eSAFE registry is purged every August. Those wanting to continue receiving notifications must re-enroll every August. A reminder notification is sent in July by the eSAFE system of the need to re-enroll in August.

A flip chart of the College’s emergency procedures is available from the Security Office.

Reporting Policy on Days of Inclement Weather

When classes are delayed or cancelled due to inclement weather, all faculty, full-time or part-time, and regular hourly staff should abide by the public announcement unless otherwise specified.

Notifications are made through eSAFE, the homepage of the College’s website, radio stations, television stations, and audio recording by dialing 301-784-5000 (Cumberland Campus), or 814-652-9528 (Bedford County Campus).

Whenever probable that a delay or cancellation is necessary, a decision will be made the evening before. Evening announcements will be transmitted to media outlets at approximately 8:30 p.m. Announcements for daytime classes will be transmitted to media outlets at approximately 5:15 a.m., and by 2:00 p.m. for classes beginning 4:00 p.m. or later.

When a delay is in effect, every reasonable effort should be made by each staff member to make the necessary travel arrangements to arrive on campus at the opening time within the bounds of safety. (Liberal leave, through use of employee-initiated vacation time, can be utilized when the employee cannot comply with this policy.) This same policy should be announced and followed by your students. Remember some students travel a distance to attend our college. Weather conditions vary across the tri-state region. Faculty using interactive Distance Learning should refer to the instructions provided in the Distance Learning faculty training session on how to handle course interruptions during inclement weather.

Employees should park their vehicles in any parking lot that has been cleared of snow or areas designated by the physical plant crew for staff parking. Precautions need to be taken on inclement weather days including wearing appropriate shoes, and walking and driving slowly around campus. Please remind your students to take the same precautions.
The complete reporting policy with listing of all media stations for public announcement is circulated by the Public Relations Office every October via e-mail. A full listing of media stations can be found online at www.allegany.edu/weather.

**Obtaining a Parking Permit**

Parking reserved for employees is plentiful and indicated by “Staff Parking” signs.

A parking permit tag is necessary. Parking permit applications are available in Human Resources office and will be distributed to new employees. Applications should be completed and submitted to the Business Office in the College Center. Parking permits should be hung on your rear-view mirror.

Handicapped parking is for use only by persons with authorized handicapped tags/stickers.

**Obtaining a Long-Distance Calling Code**

Every newly hired faculty or staff member who is required to place long-distance calls as part of his or her job duties will be issued a code to which those charges will be attributed. Please contact the Director of Fiscal Affairs at ext. 5225 or to obtain a code.

Payment for personal long-distance calls can be made to the Business Office on an honor system.

Persons leaving College employment will have their codes disabled.

**Obtaining Keys**

Each member of the Allegany College staff will be given a key to his/her assigned office after the completion of the proper form. The form is located in the Public Folders (under All Public Folders/All College Folders/Forms/Physical Plant).

Keys to other offices or building key(s) will not be given to members of the Allegany College staff unless such a request is presented in writing to the Director of Physical Plant and approved by the staff member’s VP and/or the President.

Keys are never to be duplicated!

Keys are never to be loaned to another person.

Loss of keys should be reported immediately to Physical Plant Director, at ext. 5261. All keys remain the property of Allegany College of Maryland and must be returned upon completion of official duties.
Obtaining a Photo ID, Employee Nametag, & Business Cards

Allegany College of Maryland Employee name tags are available, by request, to the Human Resources Office.

Photo IDs can be scheduled by contacting the Student Life Office at ext. 5205. Photos will be taken in room CC-41, the Diversity Center, on the ground floor of the College Center building on the Cumberland campus.

The cost of the initial ID is free; a fee is charged for replacement IDs. Employee IDs must be turned in to Human Resources at end of employment.

Employees who need business cards can request them through ACM’s Publishing and Printing Services department. A standard template is followed, and one box of 300 cards is printed per order. The request form is located in Public Folders (under All College Folder/Desktop Publishing/Forms.) Complete the form and email it to publications@allegany.edu to start the process.

Purchase Orders/Check Requests

A document outlining purchasing procedures is available from the Finance Office at ext. 5222 or can be found in Public Folders (under All College Folder/Forms/Finance Dept). Many purchases, such as those for books, computer hardware or software, and learning resources for the Library must be coordinated with other offices. Please consult the purchasing procedures for complete information. Keep in mind that coordinating purchasing decisions with other offices often results in cost savings and greater efficiency for the College.

If you are a new secretary for a department and/or a budget manager, you will need to schedule training for the Datatel system (system used to generate purchasing requests) in order to be assigned a password. Contact the Fiscal Control Office at ext. 5222 to schedule a brief orientation of the Datatel system.

If you are not a secretary and/or a budget manager, you will need to contact the department secretary prior to making purchases or check requests.

Funds for each purchase must be designated in the department’s budget. Budgets are written in the fall of each year for the following fiscal year. The Finance Department sends notification of the schedule for writing budgets. Any purchases which deviate from the approved budget must have proper approval. Consult the Finance Department for further information.

All purchases exceeding $25,000 must go through a bid process. All furniture and equipment purchases exceeding $500 must be coordinated with the Director of Fiscal Affairs. All purchases using grant funds must also be first approved through the Finance Department.

Upon receipt of any merchandise purchased with College or grant funds, the recipient is responsible for checking thoroughly the shipment to verify that the order is correct and received in good condition. You must accept goods through the Datatel system for payment and then send any invoices or delivery documentation to the Finance Office in a timely manner so that payment can be processed.
Requesting a College Vehicle through the Transportation Department

To request a car to attend off-campus meetings or to travel to the Pennsylvania campuses, complete a “Request for Transportation” form. This form can be found in the Public Folders (under All College Folder/Forms/Transportation).

Upon completing the request form, take it to your secretary or director for the appropriate signatures. The completed form must be submitted to Transportation for scheduling.

Note: Employees must first complete the prior paperwork through HR to verify they are an insured driver before they can drive a college vehicle.

Travel Reimbursement (Business-Related Expenses)

The College offers reimbursement for business-related travel expenses. Employees are expected to exercise prudent responsibility when committing College funds and keep expenses to a minimum. Travel costs are defined as expenses for transportation, lodging, meals, and related items incurred by the employee traveling on business for Allegany College of Maryland.

Travel must be business-related, budgeted, and pre-approved by the department head and Vice President. A copy of the agenda outlining dates and times of the conference must be attached to the reimbursement request. Please reference Public Folders (under All College Folder/Forms/Finance Department) for additional details.

Reimbursement requests are processed through the Fiscal Control Office, located in the College Center Building on the Cumberland Campus and is open Monday-Friday from 8:00 am to 4:00 pm (8:30 am to 4:30 pm September-May).

The complete guidelines for travel can be found in the Public Folders (under All College Folder/Forms/Finance).

Tobacco Use Policy

No person shall use tobacco, tobacco product(s), and/or tobacco substitute(s) on any property owned, operated, or managed by Allegany College of Maryland including – but not limited to – buildings, parking lots, vehicles, and fields/lawns. This policy applies to all forms of tobacco, tobacco products, tobacco substitutes, and tobacco delivery devices – regardless of whether the delivery device is being used with tobacco or nicotine.

The only exceptions to this policy are (a) smoking/tobacco cessation products such as nicotine patches, gum, physician-prescribed medications, or similar approved product and (b) exceptions expressly permitted by the College President or designee.

Library Services

Library facilities are located at both campuses and are maintained by a well-trained staff that is prepared to assist students and College personnel with their learning and information needs. The Cumberland Campus library, named for its third president, Dr. Donald L. Alexander, is the College’s main library.

Library cards, needed to borrow materials, are free. Stop by the any one of our libraries to obtain a card. Library resources include a collection of 58,000 print volumes; a periodicals collection of 150; a large selection of non-print materials such as DVDs, videotapes, CDs, cassettes, slides, and filmstrips; and a selective U.S. Government Documents Depository.
To aid students and faculty in research, the College subscribes to over 25 online databases of journal articles and other electronic resources. Most of the Library’s databases may be accessed from off campus by all faculty, staff, and students. In support of the College’s information literacy program, general and course specific classes are offered to teach students the efficient and appropriate use of different resources and materials.

Visit the College’s website at www.allegany.edu/library to view the online library as well as for a listing of library hours, services, and resources at each campus.

**Wellness Center, Gym, and Athletic Facilities/Wellness Committee**

ACM encourages healthy lifestyles for all employees and staff.

The Wellness Center, pool, Gymnasium/Physical Education Building resources, and other outdoor athletic facilities located on any of our campuses are available for faculty and staff use. A schedule of available hours for use of these facilities will be distributed via e-mail at the beginning of each semester.

The Athletic Department schedules facilities inside and outside (community track/athletic fields) the Gymnasium/Physical Education Building on the Cumberland Campus for classes, intramurals, varsity team and community use each semester. These schedules are available in the Athletic Department located in the Gymnasium, room G-166, or by calling ext. 5265.

In addition, a College Wellness Committee made up of employees from all campuses plans various activities and incentives each year centered on wellness themes and topics. Notification of such events is sent via e-mail.

**ACM Cafeteria**

The Cafeteria is managed by Metz Culinary Management and their hours of operation is 7:30 a.m. – 2:30 p.m.

**Culinaire Café at the Gateway Center**

The Culinaire Café, located in the downtown Cumberland Gateway Center, is part of Allegany College of Maryland’s School of Hospitality, Tourism, and Culinary Arts. It is a unique opportunity for students to operate and manage a business while earning college credit. Students are involved in all facets of the business, including menu development, marketing, purchasing, cost controls, and scheduling. The Café is open to the public when the college is in session, Tuesday through Friday from 11:30 a.m. - 1:30 p.m.

**Publishing & Printing Services**

The College offers desktop publishing/graphic design and duplicating services to College departments needing publications for instructional and administrative purposes. The Desktop Publishing offices are located in the Advancement building, AC-17 and AC-18. The Print Shop is located on the ground floor of the College Center in room CC-49. The hours of operation are Monday – Friday, 8:00 a.m.-4:30 p.m.

Brochures detailing the services offered and the requirements for submitting job requests can be found in Public Folders (under All College Folders/Desktop Publishing/Forms/Policies and under All College Folders/Forms/Print Shop/Policies.) Requests for color ink must be scheduled through the Director of Publishing and Printing Services in the Advancement Office (AC-17) All color ink documents must go through Desktop Publishing; the request form is located in Public Folders (under All College Folder/Desktop Publishing/Forms.) Complete the form and email it to publications@allegany.edu to start the process.
All requests for black ink can be submitted directly to Print Shop, and most jobs can be finished within a two day time frame. Large, more complex jobs may require more time. Work can be picked up in the Print Shop or placed in employee mailboxes if needed after hours of operation.

Print requests can be submitted to the Print Shop using hardcopy originals or by sending a completed electronic print request form, along with document(s) to be duplicated, to the printshop@allegany.edu email account. The electronic print request form can be found in Public Folders (under All College Folder/ Forms/Print Shop/Print Request). Hardcopies can be placed into the slot to the left of the Print Shop door when the Print Shop is closed. The print request form requires the department name, account number, job specifications, and signature. Your signature acknowledges that the material is not copyrighted or that it meets fair use guidelines. All originals must be in good condition, clean, and legible.

Costs to duplicate documents using the Print Shop’s equipment are cheaper than anywhere else on campus. Please use the centralized printing service whenever possible to meet all your duplicating needs. Rush jobs are accepted.

Photocopier machines are available for faculty and staff use in various buildings. Access codes can be obtained from the department’s secretary. Copiers should be used for college business only. Campus copiers are to be used for less than 10 pages. If more than 10 pages are to be copied, please submit the request to the Print Shop to be printed.

New employees are also encouraged to contact the Director at ext. 5155 to schedule a brief orientation of the services and/or contact the Print Shop staff at ext. 5295 or 5232 to get answers to your questions.

**Mailroom Services**

The Mailroom (CC-36) is located on the ground floor of the College Center and can be reached at ext. 5333. Hours of operation are from 8:00 a.m. until 4:30 p.m., Monday through Friday. However, it is necessary to close the Mailroom for brief periods of time to pick up mail from the Post Office, deliver mail on campus or go to receiving for package deliveries. There is a mail drop slot to the right of the mailroom door for both on and off campus mail. There is also a drop slot on the first floor of the College Center located across from the elevator.

The Mailroom sells individual stamps and books of stamps. They do not sell envelopes but they can be purchased at the campus store. The Mailroom is not responsible for personal mail that is lost or damaged by the US Postal Service or any other carrier.

**Bookstore/Campus Store**

The Campus Store/College Bookstore carries a large variety of merchandise and offers many services. Discounts are available for faculty and staff.

The College Bookstore is connected to the Advancement Building on the Cumberland Campus and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. September through May and 8:00 a.m. to 4:00 p.m. during summer months.

All full-time faculty need to contact the Bookstore manager immediately upon hire to order a cap/gown for commencement exercises and to order textbooks and course materials.

All personnel wanting to make department purchases at the Bookstore will need to know the name and account number to be charged.

New staff are encouraged to contact the Bookstore at ext. 5348 for any questions or additional information.
Background and Purpose

Allegany College of Maryland is committed to providing a healthy and safe community for learning and engagement for all students, employees, and guests. It is the responsibility of every person to ensure his/her actions do not compromise the health and safety of any person or the campus community. Allegany College of Maryland takes discrimination, sexual misconduct, gender discrimination, and all forms of exploitation, harassment, and relationship violence seriously. This policy is designed to promote the prevention of such misconduct, to protect the well-being of the Allegany College of Maryland community, to stop reported misconduct, and to respond to any allegation of such misconduct with fundamental fairness. This policy incorporates both the civil rights and due process models for managing and investigating the forms of misconduct to which the policy applies. The College will adopt and follow procedures to fully implement this policy and to comply with federal and state laws and regulations including Title IX of the Education Amendments of 1972 as amended (“Title IX”), Title VII of the Civil Rights Act of 1964 (“Title VII” - employment discrimination based on sex including sexual harassment in the workplace), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) which includes the Violence Against Women Act (“VAWA”). For purposes of this policy and related procedures, Title IX shall be the term to capture all these laws which implicate sexual misconduct and sex discrimination.

POLICY

I. Non-Discrimination Statement

The College complies with applicable non-discrimination state and federal laws including Title IX as well as regulations prohibiting discrimination against any individual or group of individuals subject to legal protections. (See the College’s general non-discrimination policy.) Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Sexual harassment and sexual misconduct are forms of sex discrimination under Title IX.

II. Prohibition of Sexual Misconduct, Sex Discrimination, and Retaliation

Allegany College of Maryland prohibits all forms of sexual misconduct and sex discrimination which includes but is not limited to sexual violence, sexual harassment, gender-based harassment, dating violence, domestic violence, sexual exploitation, sexual intimidation, and stalking. Sexual misconduct is a form of sex discrimination prohibited by state and federal laws. These acts may also constitute crimes which could be reported to local law enforcement. College also prohibits retaliation in any form against a complainant, respondent, witness, investigator, or any other person associate with a report. The College complies with applicable state and federal laws including the Clery Act as well as related regulations. Nothing in this policy shall be construed to permit other behaviors expressly prohibited by the Code of Student Conduct or Employment policies.

III. Institutional Obligations

The College will take steps to prevent the occurrence of sexual misconduct and sex discrimination. If sexual misconduct and/or sex discrimination occurs, the College – upon receiving notice – shall take immediate, appropriate steps to end the misconduct and/or discrimination, to prevent its recurrence, and to remedy its effects. The College shall encourage any crime to be reported to the appropriate law enforcement agency; the College shall cooperate with criminal investigations to the greatest extent permitted by law; and the College shall comply with all Clery mandated data collection and reporting requirements. The College’s institutional response to sexual misconduct and/or sex discrimination shall be independent of any law enforcement and/or court action. All College employees are required to report any sexual misconduct and/or sex discrimination in accordance with the policy provision specified below.
IV. Procedures
Allegany College of Maryland shall adopt comprehensive procedures to implement this policy. Such procedures shall include but are not limited to the following elements: definitions of terms (particularly any terms by federal and/or state authorities), how to file a complaint, responsible employees, the role of law enforcement/crime reporting, interim measures, confidentiality, notifications of parties, prompt and fair preliminary inquiry and investigation practices, prohibited investigation activities, timelines, possible remedies, possible resolutions/consequences, resources, and record-keeping.

V. Title IX Coordinator
Allegany College of Maryland’s Title IX Coordinator is responsible for the College’s compliance with federal and state laws and/or regulations related to Title IX and the Clery Act as enacted in this policy and accompanying procedures. The Title IX Coordinator shall be the Vice President of Student & Legal Affairs whose name and contact information shall be included in accompanying Procedures as well as publications and educational/training materials for students, faculty, and staff. The College may identify additional College employees to function as Title IX officers or team members to assist with the implementation of this policy and to conduct investigations as needed; contact information for these employees will also be published in appropriate materials. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator, and complaints that the College has discriminated on the basis of gender may be made to the Office for Civil Rights.

VI. Education and Training
Allegany College of Maryland shall provide ongoing prevention and awareness education to students, faculty, staff, and other relevant parties. This education shall be designed to inform the campus community about what constitutes sexual misconduct and sex discrimination, how to reduce the occurrence of sexual misconduct and sex discrimination, safe bystander interventions, consequences of engaging in sexual misconduct and sex discrimination, and how to report sexual misconduct and sex discrimination. The College shall also secure or provide annual training for College employees who are charged with responding to, investigating, and/or adjudicating sexual misconduct and sex discrimination.

VII. Application of the Policy
This policy applies to (1) all Allegany College of Maryland students, faculty, staff, and third parties under the College’s control; (2) any College-owned or College-managed facility or property; (3) any College sponsored, recognized, or approved program, visit, or activity regardless of location; (4) any policy-defined misconduct that impedes equal access to any College program or activity; (5) any policy-defined act of sexual misconduct and sex discrimination that adversely impacts the health, safety, and/or employment of a member of the College community. The College shall provide notice of this policy to students, employees, applicants, and other relevant persons.

Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to the policies listed here. If the application of this policy conflicts with the application of another institutional policy, College will make a good faith effort to comply with all mandates; however, this policy shall take precedence unless otherwise required by law. Related policies: Code of Student Conduct, Personnel/HR policies, Non-Discrimination Policy, Admissions Policy, Safety Risk Policy, FERPA Policy, and First Amendment Policy.

VIII. Policy Changes
Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.

IX. Reporting
Any employee with information about sexual misconduct and sex discrimination shall report it promptly to Title IX Coordinator, Campus Security, other identified Title IX official, and/or the Office of Student & Legal Affairs. Any person with information about sexual misconduct and sex discrimination may report it to any Allegany College of Maryland official who shall promptly forward the report to Title IX Coordinator, Campus Security, other identified Title IX official, and/or the Office of Student & Legal Affairs. The College will assist any person needing assistance to make a report or complaint. The College strongly encourages any person who is a victim of or who witnesses any crime to contact law enforcement or call 911 immediately.
Travel Directions To Our Campus Locations

FROM CUMBERLAND CAMPUS TO CULINAIRE CAFÉ AT GATEWAY CENTER
(approx 5 mins)
1. Take Interstate 68 to either of the Downtown exits (Exits 43C) and follow signs to Cumberland’s Town Center.
2. The building is on Baltimore Street in the middle of the block, northern side, between North Centre and North George streets.

FROM CUMBERLAND TO EVERETT, PENNSYLVANIA
(approx 45 min - 60 min)
1. Exit the Campus and proceed north on Willowbrook Road.
2. Take I-68 east toward Hagerstown.
3. Exit I-68 at Rt 220 north (Bedford Exit).
4. Follow Rt 220 north to the Everett interchange (DO NOT FOLLOW RT 220 BUSINESS).
5. Exit Rt 220 at Rt 30 east - Everett.
6. Follow Rt 30 east to Everett.
7. Exit Rt 30 east at the Everett Business interchange.
8. Continue straight through the town of Everett.
9. At the east end of town you will notice on the left a 7UP sign for a laundromat.
10. Make a left at this sign onto North River Lane (beside the 7UP sign is sign for Allegany College Bedford County Campus)
11. At the top of the hill Everett Area High School is on your left and the Allegany College facility is directly ahead.

FROM CUMBERLAND TO THE BEDFORD COUNTY TECHNICAL CENTER, EVERETT, PENNSYLVANIA
(approx 45 min - 60 min)
1. Follow directions 1 through 5 from “Cumberland to Everett, PA”
2. Follow Rt 30 East to the Pennknoll Road Exit.
3. Make a left at stop sign.
4. School is on the left hand side across from Pennknoll Village.

Non-Discrimination Statement
Allegany College of Maryland does not discriminate against any individual for reasons of race, ethnicity, color, sex, religion or creed, sexual orientation, gender identity or expression, national origin, age, genetic information, familial status, disability or veteran status in the admission and treatment of students, educational programs and activities, scholarship and loan programs, or to terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Allegany College of Maryland complies with applicable state and federal laws and regulations prohibiting discrimination and Maryland prohibits retaliation in any form against any person who reports discrimination or who participates in an investigation.
WILLOWBROOK WOODS
Student Housing Complex

STUDENT HOUSING LEGEND
1 • Student Housing Building
2 • Student Housing Building
3 • Student Housing Building
4 • Student Housing Building
5 • Student Housing Building
A • Club House
B • Parking
C • Gatehouse

LEGEND

A  Automotive Technology
AD  Advancement (Foundation, Public Relations, Marketing)
AH  Allied Health
C  College Center
CE  Continuing Education (Information Center)
CS  Campus Store (Bookstore)

G  Gymnasium (Bob Kirk Arena)
H  Humanities
L  Donald L. Alexander Library
LB  Labyrinth
M  Maintenance
S  Sciences
SG  Storage

T  Technologies
TR  Transportation
WA  Welding & Auto
WT  Workforce Training
1-8  Parking

©  Handicap Parking

Financial Aid, Admissions/Registration, Advising Center, Business and Student Housing Offices are located in the College Center (C).
Ample parking is available, with reserved parking identified for the handicapped.
Bedford County Campus: This 25,000 square-foot building has facilities for a variety of technical training and education. It houses areas for automotive, building trades, metalworking, welding, health technologies, cosmetology, foods/hospitality, and computer use and repair. The Bedford Area and Everett Area School Districts own the Technical Center. The agreement makes the building available to Allegany College of Maryland for credit programs, continuing education, and workforce development in Bedford County. The College’s office of Workforce Development and Training is housed at the technical center. A portion of the 4,800 square-foot training facility completed in 2002 adjacent to the technical center houses an additional computer lab and lab/classroom for the Nursing Program. The Bedford County Technical Center expanded their facility to include science classrooms and labs.
In Closing...

Once again, we say

“Welcome!”

and wish you every success here at Allegany College of Maryland!
ALLEGANY COLLEGE
of MARYLAND
ENGAGE YOUR FUTURE

www.allegany.edu

Cumberland Campus
12401 Willowbrook Road, SE
Cumberland, MD
21502-2596
301-784-5000

Bedford County Campus
18 North River Lane
Everett, PA 15537-1410
814-652-9528

School of Hospitality, Tourism, & Culinary Arts
110-114 Baltimore Street
Cumberland, MD
21502-2596
301-784-5410

Bedford County Technical Center
195 Pennknoll Road
Everett, PA 15537-6946
814-623-2760