

Allegany College of Maryland
BOARD OF TRUSTEES

April 19, 2021

PUBLIC SESSION
MINUTES

On Monday, April 19, 2021, at 4 pm the Board of Trustees met virtually 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, Ms. Michele Martz, Mr. Jim Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP David Jones	VP Christina Kilduff	VP Kurt Hoffman
Scott Harrah	Melinda Duckworth	Dr. Renee Conner
Clorinda Calhoun	Arthur Priadkin	Chandler Sagal
Wendy Knopsnider	Kara Riley	Bobbie Cameron

Board Chairman Leonard began the meeting by introducing and welcoming Ms. Michele Martz as the newly appointed ACM Board of Trustee.

Approval of Minutes

Following a motion and second by Ms. Belt and Ms. Buck, respectively, the Trustees approved the three sets of minutes for both the March 15, public and executive sessions, as well as the March 31, special public session meeting.

Chairman's Update

Mr. Leonard reviewed the calendar of events. The next meeting on May 10 will begin at 3 pm with a Board Finance Committee meeting prior to the monthly 4 pm Board of Trustees public session meeting. He also noted that as the semester is winding down, the ACM staff and faculty have done remarkable work during the pandemic. He congratulated everyone for a job well done.

President's Update

ACM COVID-19 Vaccination Clinic

The Allegany County Health Department worked with the College to provide a COVID-19 vaccination clinic. All employees who decided to receive the vaccine received the second dose on Friday, April 16, 2021. Special thanks to David Jones and Cheryl Nelson who worked closely with the Allegany County Health Department and UPMC Western Maryland to provide support for the vaccination clinics and testing sites as well as for arranging the clinic for ACM employees.

COVID-19 Command Team

The work of COVID-19 Command Team continues to carefully track cases. Since August 17, 2020, when the College began tracking cases, there have been 553 reports of close contact/exposure and 136 confirmed positive cases. Last week (April 15, 2021) there were 3 confirmed positive cases and 16 reports of close contact or exposure.

Telework Policy

All offices are open; however, leadership will continue to encourage teleworking where possible through June 6, 2021, when the temporary telework policy put into effect last March will end. A permanent telework policy is in development and will be presented to the Board for approval in the near future. Dr. Bambara plans to have this policy effective August 1, 2021.

HB 73 State and Local Government and Public Institutions of Higher Education –Teleworking passed in the 2021 legislative session and requires community colleges to have a telework policy.

Federal Relief Funds – Coronavirus Response and Relief Supplemental Appropriations ACT (CRRSAA)
ACM received notice of a supplemental award of \$3.23 million. Of this amount, \$747,082 was awarded to students. President's staff is currently prioritizing plans for the expenditure of the remaining \$2,276,587 for additional expenses due to the pandemic. A third round of funding is anticipated through the Higher Education Emergency Relief Fund (HEERF) in the amount of \$5.2 million with \$2.6 million as the estimated portion for student grants.

Commencement

A virtual spring commencement will be held on Saturday, May 15, 2021 at 1 p.m. The platform party will be taped in advance on Friday, May 14, 2021 at 9:00 a.m. in the College Center Theatre.

County Budget Presentation

The ACM FY22 budget was presented to the County on April 8, 2021. The College requested flat funding from FY21.

State Budget

In the last days of the legislative session, the Budget Reconciliation and Financing Act (BRFA) was rescinded for Maryland Community Colleges and ACM will now receive an increase of 20.9% over FY21 in the amount of \$1,084,061.

Maryland Association of Community Colleges (MACC) News

Executive Director Search

The search closed on March 15, 2021. The committee has completed its work and will make a recommendation to the Board of Directors on May 5 at 1:00 p.m. The Board Chairperson and President of each College make up the Board of Directors.

MACC Strategic Plan

A new plan is in development and will be brought to the Board of Directors for approval at the June meeting.

A link to the MACC 2021 Legislative Report was sent to the Trustees this afternoon. Highlights of the report include:

- State Aid to Community Colleges
- FY22 Capital Budget (for ACM, remaining allocation for the Tech Building)
- Facilities Renewal Grant was restored and ACM will be reimbursed for the FY20 allocation that was rescinded and funded for the FY22 grant. Both grants are for approximately \$500,000.

- Community Colleges—Collective Bargaining bill passed and will be effective September 1, 2022 for large community colleges. For small community colleges, the effective date is September 1, 2023 to begin the process, September 1, 2024 to include wages. MACC held an orientation session for presidents this past Friday and will be assisting with additional training.
- Other bills of note include the Telework Policy (already covered), Transfer with Success Act, Universal FASFA Filing, and Broadband Enhancements.

Grants and Advancement News

- ACM recently submitted a \$250,000 proposal for Community Project Funding (formally the federal earmark process) to support the ACM College Center Theatre upgrade.
- A SEED Facilities grant (State of Maryland) was submitted for a \$250,000 grant proposal to revitalize the Zimmer Theatre through the addition of new lighting, technology and physical infrastructure enhancements. Dr. Bambara and David Jones are very encouraged about funding based on a recent virtual call/tour. Award notice is anticipated within the next three months.
- The IT Center of Excellence (Maryland EARN Program) was awarded a \$566,000 grant to support incumbent training, internships, PTECH, small business development, and project management.
- The Recovery Now (MHEC) grant was awarded in the amount of \$218,155 to provide equipment and supplies to support Western Maryland Works.
- The GEER 2 (MHEC) grant was awarded in the amount of \$187,887 to CE/Workforce Development primarily for Career and Employer Solutions, Adult Basic Education, and Health and Human Services.
- A FY2021 MSDE Innovation grant to support an Advanced Manufacturing AAS degree in partnership with ACPS with an engineering articulation option and the opportunity to transfer to FSU was submitted and funded in the amount of \$88,246.
- ACM submitted the FY2022 ARC pre-application concept proposals to support the ACM Theatre enhancement and to support STEM education.
- A Report of the FY2021 Cumberland Foundation Contributions and Scholarships (July 1, 2020 – March 31, 2021):
 - Total Contributions/Revenue: \$2,632,693 (endowed, not endowed, investment income)
 - Note: This represents an increase of 833% from the same timeframe last year.

Total Scholarships/Expenses: \$1,004,854

Middle States Commission for Higher Education (MSCHE) Self-Study Update

Mr. Harrah provided an update on the Middle States Self-Study process. The steering committee meets the first week of every month with the committee members as they organize the process to move the ACM self-study forward. Using the avenue of research, the self-study design document will be reviewed by the MSCHE liaison for his approval. The respective teams are ready to begin the research and gather

information. Mr. Leonard asked what the Trustees can do. Mr. Harrah stated he welcomes the Trustees involvement. He indicated that during the spring or late fall of 2022, the Trustees will be provided with a more detailed draft of the self-study document for their review.

Approval of Revised Family Educational Rights & Privacy Act (FERPA) Policy

Dr. Conner presented the revised FERPA Policy, a federal law enforced by the US Department of Education with guidelines related to the privacy of student information. The policy statement indicates specifically that Allegany College of Maryland, its employees, persons working on behalf of the institution will comply with the federal Family Education Rights and Privacy Act, and the College will implement reasonable methods to protect student educational records. Non-compliance with FERPA jeopardizes a college's financial aid funding and exposes the institution and the individual to liability.

The policy outlines the scope of the policy, definitions, disclosures that are required, permitted, not permitted, and accidental, the student's rights, the institutional requirements and permissions, procedures, other provisions, administration of the policy, and changes. Discussion followed. Students have the opportunity to opt out requiring notification before disclosure or release. Dr. Conner attended a FERPA overview webinar and can share the link with college employees. The Trustees approved the revised federally mandated policy following a motion and second by Ms. Belt and Ms. Buck, respectively.

Advanced Manufacturing 3-D Printer Equipment Project Bid Recommendation

Mr. Jones presented information on the bid recommendation to acquire 3D printing technology to support workforce development training at ACM. Funding for this project is provided by grants through the Maryland State Department of Education and the Maryland Higher Education Commission. ACM's planning team recommends approval of the bid from Amtek Company in the amount of \$169,109 for an SF370-PKG-WEDu F370 3D Printer EDU Package – CF Enabled and J55-EDU-PKG Stratasys J55 Educational Bundle. On a motion by Ms. Buck and second by Ms. Martz, the Trustees approved the bid recommendation as presented.

Program Viability Update

Dr. Hoffman provided the Trustees with a program viability/sustainability report. In 2016, Instructional and Student Affairs (ISA) created a process of review for academic programs. This procedural guide included criteria for establishing new programs and criteria for review of existing programs. Program viability/sustainability is a process that reviews the annual health of a program that incorporates a number of metrics. The fiscal health of a program focuses on program enrollment trends mapped against program costs and revenues. ISA also evaluates and reviews other program metrics such as faculty evaluations, overall GPA of students in the program/courses, and student success trends in programs now part of the program review process.

Program viability created four health zones:

Blue Zone – Program health is very strong, indicators of success exceed threshold levels. Program is a model program. (No Action required.)

Green Zone – Program health index is strong, indicators of success meet threshold levels. (No action required.)

Yellow Zone – Program health index is marginal, indicators of success below threshold levels. (Action required – intervention, Program Improvement Plan.)

Red Zone – Program health index is weak, indicators of success fall far below threshold levels. (Action required – Program Improvement Plan, potential program suspension and/or discontinuance.)

ISA created a program viability index known as the Performance Efficiency Ration (PER) which pairs total program credits against program costs and provides an index of the fiscal health of the program. The PER ratio scaled categorizes fiscal health with four set levels:

Indicator	Range	Color Rating
Weak	0 - .29	Red
Marginal	.3 - .54	Yellow
Good	.55 - 1.0	Green
Strong	1.01 – 3.0	Blue

Intervention Strategies include:

- Update curriculum or complete curriculum redesign;
- Professional development training;
- Instructional/pedagogical assistance;
- Marketing and recruitment support;
- Program re-engineering;
- Budget and resource allocation redesign;
- Staffing redesign.

Dr. Hoffman said some of the programs may be losing money; however, the general education courses are high profit courses and help to offset revenue declines. Overall, the programs are still profitable. A discussion followed on the need for radiology technology graduates in the Cumberland area. Dr. Hoffman said Hagerstown Community College (HCC) offers the closest radiology program and suggested partnering with HCC for radiology students to possibly complete their clinical training in Cumberland.

Following a motion by Ms. Lapp and a second by Ms. Martz, the Trustees concluded the Public Session at 5:17 pm and moved into Executive Session to discuss personnel matters [Article § 3-305(b) (1)], covered under the Maryland Open Meetings Act.

The Trustees returned to Public Session at 5:34 pm to act on the personnel items following a motion by Ms. Lapp and second by Ms. Buck, respectively.

Associate Support Staff Association (ASSA) In-Class Advancement Recommendations

Mr. Jones presented information on each of the four ASSA members who are being highly recommended for In-Class Advancement:

- Misty Ballou – advancement to Level II, School of Hospitality and Culinary Arts Administrative Assistant
- Marsha Clauson – advancement to Level II, Business and Economics, Computer Technology, and Multimedia Technology Administrative Associate
- Mary Evans – advancement to Level II, Continuing Education Registration Associate
- Martha Steele – advancement to Level III, Continuing Education Assistant Registration specialist

The Trustees approved the four Associate Support Staff in-class advancements following a motion by Ms. Lapp and second by Ms. Belt.

Professional & Administrative Support Staff Association (PASSA) In-Class Advancement Recommendations

Ms. Kilduff presented information on each of the six PASSA members who are being unanimously recommended to move from Level I to Level II through the In-Class Advancement process:

- Tara DeVore – Director of Pathways for Success
- Scott Harrah – Executive Director of Institutional Effectiveness, Research, and Planning
- Tammy Miller – Instructional Design Coordinator
- Jenna Price – Accounts Payable Manager
- Bill Rocks – Dean of Career Education
- Suzanne Wright – Advising Specialist

Following a motion and second by Ms. Lapp and Ms. Buck, respectively, the Trustees approved the six Professional & Administrative Support Staff in-class advancement recommendations.

Faculty: Tenure & Promotion/Advancement-in-Rank Recommendations

Dr. Hoffman presented information on the unanimously impressive faculty who are being recommended:

Tenure

Marie Perrin-Miller – Director of Forestry

Tenure and Advancement from Assistant Professor to Associate Professor

Annette Clark – Director of Human Service Program

Scott Golub – Criminal Justice Program

Heather Greise – Developmental Education

Promotion/Advancement-in-Rank

Jenna Gallion – Associate Professor to Professor, Division Chair of Arts & Humanities

Dr. Tonya Shepherd – Associate Professor to Professor, Assistant Chair of Arts & Humanities

Dr. Tino Wilfong – Assistant Professor to Associate Professor, English Department and Faculty Editor for Expressions Magazine

On a motion by Ms. Martz and second by Ms. Buckel, the Trustees approved the Faculty Tenure & Promotion/Advancement-in-Rank Recommendations.

The meeting adjourned at 5:36 p.m.

Respectfully submitted,

Mr. Kim B. Leonard
Chairman

Dr. Cynthia Bambara
Secretary/Treasurer