

Allegany College of Maryland
BOARD OF TRUSTEES

May 10, 2021

EXECUTIVE SESSION

On Monday, May 10, 2021 at 3 pm, the Board of Trustees Finance Committee met virtually to review the FY2022 preliminary budget prior to the final budget being presented for board approval during their next public session meeting June 21. Those in attendance were Mr. Kim Leonard (Chair), Ms. Jane Belt (Vice Chair), Ms. Linda Buckel, Ms. Michele Martz, Mr. Jim Pyles (by phone), Dr. Cynthia Bambara (President and Secretary/Treasurer), VPs Christina Kilduff, David Jones, and Kurt Hoffman, as well as Mr. Scott Harrah, Ms. Melinda Duckworth, Ms. Cathy Zirk, and Ms. Bobbie Cameron. At 3:40 pm, the executive session meeting adjourned.

PUBLIC SESSION
MINUTES

On Monday, May 10, 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. Linda Buckel, Ms. Michele Martz, Mr. Jim Pyles (by phone), Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP David Jones	VP Christina Kilduff	VP Kurt Hoffman
Scott Harrah	Melinda Duckworth	Clorinda Calhoun
Ron Krug	Marianne Shedlock	Arthur Priadkin
Chandler Sagal	Wendy Knopsnider	Kara Riley
Bobbie Cameron		

Approval of Minutes

Following a motion and second by Ms. Belt and Ms. Buckel, respectively, the Trustees approved the April 19, 2021, meeting minutes.

Chairman's Update

Mr. Leonard reviewed the list of upcoming events and noted the recent ACM Foundation meeting was held with a combination of phone, Zoom, and in-person options. Mr. Leonard plans to continue meeting virtually during the summer. 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

Week Ahead Activities

As you can see from the upcoming events, this week's activities are jam packed. Professional Development Day, Wednesday, May 12. If you would like links to participate in any of the meetings, please let Bobbie know and we will get them to you.

Commencement

There will be a virtual spring commencement on Saturday, May 15, 2021. The platform party will be taped in advance on Friday, May 14, 2021 at 9:00 a.m. in the College theatre.

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 were 578 reports of close contact/exposure and 142 confirmed positive cases. Last week (May 6, 2021) there were 3 confirmed positive cases and 8 reports of close contact or exposure.

ACM COVID-19 Vaccination Clinic

The Allegany County Health Department worked with the College to provide a COVID-19 vaccination clinic. All employees who chose to receive the vaccine through this clinic are now fully vaccinated. Special thanks to David Jones and Cheryl Nelson who have 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.

Telework Policy

All offices are open, and most employees vaccinated, the temporary telework policy put into effect last March will end on June 6. A permanent telework policy is in development and will be presented to the Board for approval in June. The plan is to have this policy effective August 1, 2021. HB73 State and Local Government and Public Institutions of Higher Education –Teleworking passed in this legislative session and requires community colleges to have a telework policy.

Maryland Association of Community Colleges (MACC) News

Executive Director Search

The search has concluded and Dr. Brad Phillips has been selected as the next executive director. Dr. Phillips has served MACC for the past 13 years as Director of Institutional Research, Director of Policy Analysis and Research and most recently as Deputy Executive Director. His achievements during his tenure at MACC have been outstanding. His prior experience includes eight years at the Maryland Higher Education Commission working with policy and programs.

Dr. Phillips holds a Doctorate of Education from the University of Pennsylvania, a Master of Liberal Studies from Georgetown University and a Bachelor of Arts from Southern Adventist University.

MACC Strategic Plan

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

Secretary Green Visit

Robert Green, Secretary of Public Safety and Correctional Services visited the new Western Region Correctional Training Center this past Thursday. He was most complimentary of ACM efforts to provide a state-of-the-art facility for training. Special thanks to Becky Ruppert for her work with this training program.

EARN Maryland Program

Governor Hogan Announces Over \$6.5 Million For 33 Strategic Industry Partnerships Through EARN Maryland Program. More Than 2,300 Marylanders Will Receive Job Training Through State's Nationally-Recognized Workforce Initiative. ACM received the largest award of all 33 partnerships at \$566,000. The awards ranged from 92,000 upwards with most between 150,000 and 300,000. Kudos to Autumn Becker and the IT Center of Excellence for the excellent work occurring in this partnership.

Grants and Advancement News

The Bedford County Regional Education Foundation provided \$329,126.06 in scholarship, tuition assistance, early college tuition and book funding, and emergency book funding during the 2020-2021 academic year. This funding assisted more than 430 students. In addition, the Foundation provided \$159,523.52 in support of Bedford County Campus early college program expenses during the same time period.

Recently submitted a \$250,000 proposal for Community Project Funding (formally the federal earmark process) to support the ACM Theatre upgrade. ACM has been made aware that this project has moved to the final level with recommended funding.

A SEED Facilities grant (State of Maryland) was submitted. A \$250,000 grant proposal will be used to revitalize the Zimmer Theater through the addition of new lighting, technology and physical infrastructure enhancements. ACM is very encouraged about funding based on a recent virtual call/tour. The award notice is anticipated within next three months.

The Meaning of Community Video

Slowing the spread of COVID-19 requires true community collaboration – neighbors looking out for neighbors. ACM students and staff stepped up to provide invaluable support to the Allegany County Health Department (ACHD) and UPMC Western Maryland over the last year. Hear directly from our nursing faculty, current students, and ACHD and UPMC Western Maryland leadership in this short [video](#). The three neighbors can all take pride in these efforts.

President's Evaluation

Dr. Bambara asked the Trustees to please complete and return her annual evaluation by Friday, May 21.

Approval of Graduates

Registrar Marianne Shedlock presented the preliminary list of Spring 2021 graduates. A total of 311 applicants applied for 393 degrees and certificates for 142 Associate of Applied Science degrees, 11 Associate of Arts degrees, 177 Associate of Science degrees, and 63 Certificates. The Trustees approved the preliminary list of graduates, pending final grades, following a motion by Ms. Belt and second by Ms. Martz.

FY2022 Pay Scales

Ms. Duckworth provided background information on the compensation study that ACM completed in 2017-18 with Evergreen Solutions, LLC. The compensation study indicated that while ACM has a well-defined compensation structure, staff and faculty pay ranges are considerably behind the market. Beginning for FY2018, ACM began implementing strategies recommended from the compensation study.

The adjustment to the pay scales for FY2022 will allow for progression of the compensation study, the increase to Maryland minimum wage for 1/1/2022, and an increase to the salary threshold on 1/1/2021 for exempt positions. On a motion and second by Ms. Belt and Mr. Pyles, respectively, the Trustees approved the updated FY2022 Pay Scales.

Allied Health Building Roof Project Bid Recommendation

To avoid a conflict of interest Ms. Belt recused herself from the discussion and vote on this agenda item. Ms. Kilduff recommended that the Board approve selection of the low bidder, Hite Roofing for the base bid number one (KEE roof system) with a bid of \$595,600. All the bidders were vetted and certified by Tremco, Inc., who will inspect the final product to make sure that it meets required project specifications. It is recommended that the Board also allow the College to move forward with the necessary contract to have

this work done this summer. On a motion and second by Mr. Pyles and Ms. Martz, respectively, the Trustees approved the \$595,600 bid from Hite Roofing for the Allied Health Building Roof Project. Following the discussion and vote, Ms. Belt returned to the meeting.

Makerspace Memo of Understanding & Equipment Inventory

VPs Kilduff and Hoffman informed the Trustees on the memo of understanding between the Allegany County Commissioners and ACM for a 10-year agreement. Allegany County Commissioners own the building. While there will be no charge for rent, ACM will pay utility costs and consumables with the County covering all major repairs. The facility allows more floor space for increased instruction in welding, industrial maintenance, robotics, and machining. The public may use the space for things such as woodworking and welding, workforce development and creating an advanced manufacturing engineering (industry standard) in SIMS and CADS. ACM has equipment at the Makerspace that may provide an opportunity to integrate high school students from the Tech Center. A curriculum for advanced manufacturing engineering students is being developed and will be presented to the Board for approval in the future. Mr. Leonard asked about the Western Maryland Trades being interested in this training as well as the former Verso employees. On a motion by Ms. Belt and a second by Ms. Martz, the Trustees approved the Makerspace Memo of Understanding with the Allegany County Commissioners.

Following a motion and second by Ms. Belt and Ms. Martz, respectively, the Trustees approved the Memo of Understanding between the Allegany County Commissioners and ACM for the Makerspace in LaVale.

On a motion by Ms. Belt and a second by Ms. Martz, the Trustees went into Executive Session at 5 pm to discuss personnel items under [Article § 3-305(b) (1)], 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 5:13 pm, following a motion by Ms. Belt and second by Mr. Pyles, the Trustees returned to Public Session to act on the Professional Staff Changes/Recommendations.

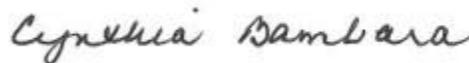
On a motion by Mr. Pyles, and a second by Ms. Belt, the Trustees approved Ms. Kilduff's recommendations for staffing changes to include moving Ms. Linda Miller to the position of Director of the Business Office; Ms. Cathy Zirk will become the Director of Accounting, and Mr. Brandon Robinette will assume the position of Budget Coordinator.

The meeting adjourned at 5:36 p.m.

Respectfully submitted,



Mr. Kim B. Leonard
Chairman



Dr. Cynthia Bambara
Secretary/Treasurer