

Allegany College of Maryland
BOARD OF TRUSTEES

January 10, 2022

PUBLIC SESSION
MINUTES

The Allegany College of Maryland Board of Trustees met virtually on Monday, January 10, 2022, at 4 pm. Board members in attendance included Mr. Kim Leonard (Chair, remotely), Ms. Jane Belt (Vice Chair), Ms. Mirjhana Buck, 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. Buck and Ms. Belt, respectively, the Trustees adopted the December 13 minutes as presented.

Chairman's Update

Mr. Leonard reminded the Trustees of the All College meeting 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 Semester

Dr. Bambara reported that the spring semester begins on Wednesday, January 12, 2022. ACM will operate very similar to fall 2021 with multiple instructional delivery modes and safety protocols including masking in the presence of others at indoor locations.

Spring 2022 Enrollment

Spring enrollment opened on November 1, 2021. As of last Tuesday, January 4, 2022 1402 students were enrolled. This does not include any early college enrollment which will add another 600-700 students. At this time, enrollment is up slightly from last year at the same time, at 2.6%. The Navigate platform is being used in a variety of ways to retain students. For example, emails and texts are being sent to students who have been awarded HEERF funds for spring, but who have not yet registered. However, classes start about a week earlier than last year, and therefore, flat enrollment is projected. Final numbers will be available at the February board meeting.

Fall 2021 Graduation

Allegany College of Maryland recognized 159 graduates from seven states and the District of Columbia at the conclusion of the recent fall 2021 session. They earned a total of 169 associate degrees and certificates through the college's in-person and online programs. To celebrate the graduates, a formal

virtual ceremony was live-streamed on Friday evening, December 17, 2021. In addition, the Commencement Committee planned a very safe, walk-through celebration with multiple stations where graduates wore their regalia, were able to take selfies with their families, were photographed with Dr. Bambara and Dr. Hoffman holding their diploma covers, and pick-up their diplomas and received picture frames as a gift. Special thanks to Dr. Hoffman, Joanna Duvall, and all of the commencement committee who helped to provide a special celebration for the graduates.

Western Maryland Delegation Meeting

On Friday, January 7, 2022, Mr. Leonard, Mrs. Belt, Dr. Hoffman, Mr. Jones, Mrs. Kilduff and Dr. Bambara met with the Western Maryland Delegation for a luncheon meeting. We were able to thank them for their support of the numerous state-funded capital projects that were completed over the last two-years, provide updates on academic and workforce programs and describe future facility needs (theatre). The meeting was very productive.

Pool Update

Late last week ACM received estimates for the pool repairs. The Administration will have a recommendation for the February meeting.

Maryland Council of Community College Presidents (MCCCP)

MCCCP will meet on January 21 in Annapolis. However, with 420 bills recently introduced to the Maryland General Assembly and several hundred more that will be submitted after the start of the session this week, the MACC legislative committee began its review early. Dr. Bambara will alert the Board of any particular bills where support is needed.

The MACC Trustees Leadership Conference which was planned for January 19 at Anne Arundel Community College has been postponed until later in April. 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. Last week 29 reports of close contact or exposure were received by the team of which and 20 were confirmed positive cases. Because of the overwhelming workload on faculty and staff intake specialists, a team of 3 part-time temporary staff were hired to take on this work.

ACM to Follow OSHA's Guidance

Dr. Bambara announced that on today's agenda is the proposed COVID-19 Vaccine, Testing and Face Covering Policy. The institution is required to have an approved policy as of January 10, 2022. Administration is carefully following the courts with respect to a ruling by the Supreme Court anticipated in the near future. ACM will comply with the final decision, and if needed, will ensure that our employees are fully vaccinated or tested weekly for COVID-19 in compliance with [OSHA's guidance for employers](#) with 100 or more employees.

COVID-19 Vaccination, Testing, and Face Covering Policy

Ms. Duckworth explained that a great deal of effort was put forth in developing a temporary standard to comply with the OSHA mandate. ACM is required to have an approved policy by January 10, 2022, for the vaccination verification. By February 9, 2022, employees must comply to be vaccinated or be tested. If the Supreme Court rules on of the mandate, the policy will not be needed. If passed ACM must follow the policy for those institutions with over 100 employees. ACM requires face coverings mandatory in the presence of others along with other safety precautions. Free testing options are available at the fairgrounds

and ACM will contract with a local company to provide rapid tests on campus with a second PCR test if needed. All employees must comply with the policy. Exemptions to testing will be considered for religious reasons. The Trustees wanted to ensure the communication piece was in place for faculty, staff, and students. Following a motion by Ms. Belt, and second by Ms. Martz, the Trustees approved the OSHA mandate unless it is null and void. Ms. Lapp suggested amending the motion to adopting the policy unless the Supreme Court puts a stay or rule on it in some way as a secondary motion. The Trustees approved the secondary motion.

Bedford County Campus HVAC Upgrades Phases II and III Recommendation

Ms. Kilduff presented information on the second and third phases to upgrade the HVAC System. The staff revised the scope of the project with the engineer. The Bedford County Campus Facilities Committee is recommending Marc Services to move forward with the total bid \$580,370 with wiggle room for contingency. The plan is to start the project after the spring semester begins. The Southern Tier Education Council (STEC) funding includes \$300K from last year and \$300K this year. The project is under budget. Following a motion by Ms. Lapp and second by Ms. Martz, the Trustees approved the bid recommendation as presented from Marc Services for the Bedford County Campus HVAC upgrades phases II and III.

Institutional Technology Advisory Committee (ITAC) Bylaws

Dr. Connie Clifton explained this is an oversight and planning committee. The goal is to be transparent as much as possible and document training needs. These bylaws were approved at the All-College Assembly. The Trustees approved the bylaws on a motion and second by Ms. Buck and Ms. Belt, respectively.

Following a motion by Ms. Belt and second by Ms. Martz, the Trustees went into Executive Session at 4:50 pm to discuss personnel items.

EXECUTIVE SESSION

The Board of Trustees will convene 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. If necessary, action may be taken in Public Session as a result of items discussed in Executive Session.

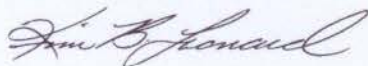
Dr. Hoffman presented the following professional staff and faculty appointments for the Nursing Program.

1. Professional Staff Appointment – Paul E. “Rick” Cooper, MSN, RN, as the Associate Dean of Nursing
2. Faculty Appointment – Aimee Younkin, MSN, RN – Director of Online Nursing Programs, Faculty
3. Faculty Appointment – Sandra Clark, MSN/Ed, RN, LNC, CRNI – Director of On Campus Nursing Programs
4. Faculty Appointment – Renee Douthitt, BSN, RN, Nursing Faculty, Instructor

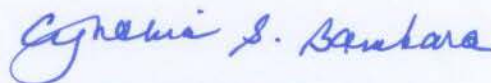
At 5:19 pm the Trustees returned to Public Session to act on the personnel appointments.

With no further business, the Trustees adjourned the meeting at 5:20 pm.

Respectfully submitted,



Mr. Kim B. Leonard
Board of Trustees Chairman



Dr. Cynthia S. Bambara
Secretary/Treasurer