

Allegany College of Maryland

BOARD OF TRUSTEES

MINUTES

March 20, 2017

4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, March 20, 2017, at 4:00 p.m. in the Board Room. Members present included Mr. Kim Leonard (Chair), Mrs. Jane Belt (Vice Chair), Mrs. Joyce Lapp, Mr. Jack McMullen, Mr. Jim Ortiz, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Also in attendance were Dr. Kurt Hoffman (Senior VP of Instructional and Student Affairs), Mr. David Jones (VP of Advancement and Community Relations and Executive Director of the Allegany College of Maryland Foundation), Mrs. Christina Kilduff (VP of Finance and Administration), Mr. Scott Harrah (Associate Dean of Institutional Effectiveness, Research and Planning), Mrs. Melinda Duckworth (Director of Human Resources), Mr. John Bone (Assistant Professor of Multimedia Technology and Faculty Senate Vice Chair), Ms. Kathy Condor (Director of CE Health and Human Services and Professional/ Administrative Support Staff Association Vice Chair), Ms. April Higson (Administrative Assistant for Athletics and Physical Education Department and Associate Support Staff Association Chair), Mrs. Martha Steele (Assistant Registration Specialist and Associate Support Staff Association Vice Chair), Dr. Audie Klingler (ACM Foundation Chair), Ms. Lisa Readd (Human Services Second Year Student and Capstone Project Member), and Mrs. Bobbie Cameron (Executive Assistant to the President).

Human Service Class and Bridges to Opportunity Poverty Simulation Invitation

Ms. Lisa Readd explained the Capstone Project and invited the Trustees to attend the Poverty Simulation on March 30. The goal of the project is to not only raise awareness of the obstacles students face with lack of resources as well as funds and to create change through assessment and policy development to address the situation. Ms. Readd described the obstacles she has faced in her personal story. She loves attending here because ACM cares about students. Because of the great support she experienced, she has an excellent GPA and plans to stay at ACM another year to work toward earning her BS in Behavioral Sciences through the 3+1 cooperative program between ACM and Saint Francis University. Not all students have the support of others, according to Ms. Readd, but her project is to make people aware of the obstacles. She distributed registration forms, encouraged everyone to attend for the Poverty Simulation, and thanked the Trustees for allowing her to speak with them.

Approval of Minutes

The Trustees approved the minutes of the February 20, 2017, meeting following a motion from Mr. Ortiz and a second from Mrs. Belt.

Chairman's Update

Mr. Leonard reviewed the upcoming events. The House Ways and Means Committee hearing is scheduled for on the regional tuition rate bill is tomorrow. Senator Edwards is sponsoring the bill and is testifying on

behalf of ACM, Garrett College, and Hagerstown Community College. The Board Finance Committee will meet April 4 regarding the compensation study recommendations. Cumberland Campus open house and the Bedford County Regional Education Foundation Fundraiser are April 8. The ACM Foundation reception is April 11. Mr. Leonard asked the Trustees to consider which commencement ceremony they plan to attend.

President's Update

Coca-Cola Community College Academic Team Gold Scholar – Dr. Bambara congratulated the ACM student nominee, Michael Kerns, who has been selected as the 2017 Coca-Cola Community College Academic Team Gold Scholar and will receive a \$1,500 scholarship. Selection as a Coca-Cola Gold Scholar is based on scores the student earned in the All-USA Community College Academic Team competition. Michael was among 1,800 applicants. This program is sponsored by the Coca-Cola Scholars Foundation and is administered by Phi Theta Kappa Honor Society. Phi Theta Kappa will recognize the 2017 Coca-Cola Community College Academic Team Scholars on stage at PTK Catalyst, Phi Theta Kappa's Annual Convention, April 6-8 in Nashville, TN.

2nd Annual State "It's Hygienic" Competition – ACM's Dental Hygiene Department took first place this past weekend the 2nd Annual State "It's Hygienic" Competition. This daylong event was held at Howard Community College March 17 and is a quiz-bowl type event where a team of 5 sophomore students competed against 7 other teams representing every hygiene school (both two-year community colleges and four-year universities) in the State of Maryland! Special thanks to Cathy Wakefield and Tamica Fertig for their dedication to the students.

FY18 Budget Submission to the Allegany County Commissioners – Mrs. Jane Belt, Ms. Kilduff, and Dr. Bambara presented the FY18 budget request to the Allegany County Commissioners March 9.

ACM Foundation Update

Dr. Audie Klingler, President of the Allegany College of Maryland Foundation, and David Jones, Vice President of Advancement and Community Relations & Executive Director of the Allegany College of Maryland Foundation, provided a Foundation report. They distributed a copy of the annual report and discussed the Foundation's mission, purpose, and goals. Dr. Klingler also recognized the 20 Board members and the six Emeritus Board Members and thanked them for their service and commitment to the College. In providing the financial details, Mr. Jones indicated that net assets were nearly \$13,000,000 at the end of last year and \$1,016,102 was given in scholarship support. He further provided quotes from students and how the ACM Foundation directly supports the institutional priority of student access and success as well as a goal of ACM to provide financial access to students. Dr. Klingler also reviewed the different scholarships and other funds that have been established to benefit Allegany College of Maryland. Mr. Jones provided summary statistics on a benchmarking initiative that has been completed for all Maryland community colleges and their affiliated foundations. As part of the Foundation's annual benchmarking initiative, information from Allegany College of Maryland related to net assets, contributions, endowment, and scholarship support is compared to all other Maryland Community Colleges. In summary, Allegany County has the lowest median household income in the State. He shared that the ACM Foundation's net assets are second only to Montgomery College. Full-time equivalent comparisons were reviewed; as a result, Allegany College of Maryland has the highest contributions per FTE, the highest net assets per FTE, the highest endowment per FTE, and the highest scholarships per FTE, as compared to every other community college.

Appointment Process Procedure Adoption for Board Policy Manual

According to the Annotated Code of Maryland the Board of Trustees has the power of appointment, promotion and dismissal for the following positions: administrators and full-time faculty, including temporary full-time faculty. The main revisions to the process approved by the Trustees include:

- Administrators are classified as associate dean positions and higher.
- Vacancies are determined by the department supervisor, division chair, or program director, in consultation with the Vice President and the President.
- The President will seek Board approval for appointment prior to the start date.
- The official salary letter will include two (instead of three) copies of the contract for the candidate to sign (one for the College record and one for the candidate).
- Appointments, promotions, and dismissals made by the President for professional support staff, associate support staff, part-time faculty, and advisory committee members will be presented as information items to the Board of Trustees at their next meeting.

Following a motion by Mr. Ortiz and a second by Mrs. Belt, the Trustees approved the appointment process.

Technologies Building Renderings and Plaza/Fountain Area Project Update

Technologies Building Renderings – VP Kilduff presented the architectural renderings of the Technologies Building. Phase One renovations will include a new lobby and atrium for the T-shaped structure, Americans with Disabilities Act compliance, roof and window replacements and a new heating and cooling system that will convert to natural gas from heating oil. Phase One has a \$4.6M cost estimate with a state request of \$3.2M and a county request of \$1.4M. Mrs. Kilduff has communicated to both the state and the county regarding increases to the project total due to energy efficiency standards. Advertising for construction bids is planned for early this summer with work to begin in early fall on the first phase. Phase Two renovations will address the interior space to make the classrooms creative learning environments and will start in FY19.

Plaza/Foundation Area Project – The inoperable reflecting pools and fountains, flagstone courtyard, and trees and shrubs have been removed during spring break. The trees and shrubs were transplanted elsewhere on campus. The flagstone will be repurposed and the concrete materials will be used in the Physical Plant area. The sculpture has been relocated to an area near the Library. The plaza area has been backfilled and compacted to allow the ground to settle prior to the project completion in the next year. ACM collaborated with county government to remove the impervious surfaces through extension of a Chesapeake and Atlantic Coastal Bays Trust Fund project which also restored approximately 800 linear feet of Evitts Creek adjacent to the campus.

The college community is being asked to determine the new design for the plaza area that will best serve its purpose, which will include congregation space as well as seating for small groups. The plan is to restore the plaza with new landscaping and hardscape, some of which will be repurposed.

Strategic Plan Mid-Year Summary

Mr. Harrah is ensuring that all areas are reviewed, documented, and aligned with the Strategic Priorities and that the areas are progressing appropriately. A large spreadsheet is being developed to communicate the aspects of the process to ensure nothing is overlooked. The document will be provided to the Trustees when completed. The responsibility of the Board of Trustees is to ensure the employees are doing what needs done.

Strategic Priority Two

Melinda Duckworth, Joanna DuVall, Stacey Rohrbaugh, and Dr. Bambara are responsible for Priority 2 – Organizational Development. The three areas of focus are the compensation study with transparency, the fall employee satisfaction survey, and professional development including developing the professional development philosophy of ACM.

Dr. Bambara reviewed the results of the fall employee satisfaction survey noting the improvements compared to last year's survey. Many of the lower rankings dealt with compensation as well as the lack of benefits for part-time employees. Nine new questions were added to last year's (2015) survey to provide more information and data.

Strategic Issue – Security Progress Update

Active shooter trainings have been held with additional trainings to be arranged. ACM has received 13 bids for cameras for the Willowbrook Woods Apartments and for the CE Building from the requests for proposals. ACM is working with the local emergency management for the 911 alarm alert system with fire dialers to automate the response. The emergency procedures document is currently being revised for best responses and will be posted on the wall for easy accessibility in classrooms, hallways, etc. VP Kilduff plans to identify needed resources and to begin using the same language as first responders. Campus safety officers received training to address drug overdoses and have applied for special police commissions. The Finan Center Police/Security Unit is receiving federal authority which allows their police force to assist area agencies during emergencies.

A discussion followed regarding the Trustees concern to maximize safety at ACM. VP Kilduff described the current efforts for an internal/external emergency notification system, security staff involvement with their state-wide affinity group, and additional security trainings are being conducted. The cost estimate is \$40K for the security measures in the CE Building. Mr. Leonard asked for a comprehensive security plan that includes estimates.

Items Approved Electronically by Board of Trustees

Professional Staff Appointments – The Trustees electronically approved the full-time Professional Staff appointments of Mr. Levi Feaster for the Multimedia Production Specialist II position and Ms. Emily Keller for the Residential Services Business Manager/General Accountant.

Allied Health Chiller Purchase – Bids were solicited for the manufacturing and delivery of a packaged air cooled water chiller for the Allied Health Building. Print and website ads requesting bids were published in the Times-News for the required two-week period. Four companies submitted bids on the project. The committee recommended the bid from Aircon Engineering Inc. in the amount of \$84,990 to be purchased for installation in the Allied Health Building. The installation costs will be bid separately. While this is not the low bid, it is comparable to the low bid, and utilizes a local vendor whose work quality is known. The Board approved the original fund balance designation of \$236,300 for this project with \$35,000 of the total project for engineering costs for the chiller design. Installation costs will be covered by the remaining balance

Manufacturing and delivery time on the chiller is up to 10 to 12 weeks, plus a week of installation time. Due to the need to have the equipment ready to install before the spring/summer air conditioning season, an email was sent to the Board of Trustees March 1, 2017, requesting their action on the bid. Even though Mr.

Leonard no longer owns Aircon Engineering, he abstained from voting to avoid any conflict of interest and did not receive the email requesting board action on the bid request. The Trustees approved the bid by majority vote of those polled.

On a motion by Mr. Ortiz and a second by Mrs. Belt, the Trustees went into Executive Session at 5:47 p.m. to discuss personnel, financial, and Board administrative matters covered under the Maryland Open Meetings Act.

The meeting adjourned at 6:12 p.m.

Respectfully submitted,

Kim Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer