

Allegany College of Maryland  
BOARD OF TRUSTEES

MINUTES

January 15, 2018  
2:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, January 15, 2018 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, Mr. Jim Pyles, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Also in attendance were 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), Mrs. Melinda Duckworth (Director of Human Resources), Mr. Scott Harrah (Associate Dean of Institutional Effectiveness, Research and Planning), Mr. John Bone (Assistant Professor of Multimedia Technology and Faculty Senate Chair), Dr. Donna Brunelli (Professor of Biological Sciences and Faculty Senate Vice Chair), Mrs. Kathy Condor (Director of CE Health and Human Services and Professional/Administrative Support Staff Association Chair), Mr. Nick Taylor (Coordinator of Web Services and Professional/Administrative Support Staff Association Vice Chair), Mrs. Martha Steele (Assistant Registration Specialist and Associate Support Staff Association Chair), Mr. Robert Cuthbertson (Director of Security), and Mrs. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

**Approval of Minutes**

Following a motion by Mr. Ortiz and a second by Mr. McMullen, the Trustees approved the minutes of the December 11, 2017 meeting.

**Chairman's Update**

Mr. Leonard noted the excellent meeting in December Dr. Bambara and he had with the Western Maryland Delegation, the Garrett College president and board chair, and the ACM vice presidents where they covered common issues for the upcoming legislative session as well as specific issues for each institution.

**President's Update**

Lunch with the Delegation - Dr. Bambara also commented on the luncheon with the delegation where the topics included:

- Facilities – Tech Building, WCI Building
- EARN--IT Center for Excellence
- WEX Program
- Regional Tuition Rate Roll-out
- Economic Impact Study
- ACM-FSU BS in Nursing Program
- PTECH
- Grant funded Athletic Fields – softball, tennis

- Donor funded Score Boards and Welcome Center
- Drs. Midcap and Bambara reviewed the MACC Legislative Agenda

#### MACC Trustee Leadership Conference and Legislative Reception

- The event will be held Monday, January 22 from 1-8 p.m. at the Calvert House in Annapolis
- Senator Ben Cardin invited to provide a Maryland Political Forecast, followed by three sessions
  - Higher Education Legal Updates
  - MACC Strategic Plan
  - MACC Legislative Agenda
- 2018 Maryland Gubernatorial Candidates Forum

MACC Legislative News – The Governor’s veto for HB1 – Maryland Healthy Working Families Act (Sick Leave Bill) and SB543 – Admissions Process – Criminal History (Ban the Box) were overridden in the Senate Friday. The MCCCCP Executive Council begins weekly meetings this week to discuss the Legislative Agenda. Summaries will be emailed to the Trustees as updates occur.

Enrollment – Spring 2018 classes begin January 22.

#### **Campus enrollment:**

- Bedford flat at 148 students to date
- Cumberland down 7.1% at 1356 students to date
- Non-traditional enrollment is flat
- Part-time enrollment is up 4.4% with full-time enrollment down 23.8%, primarily due to changes in financial aid regulations. Classes not required in the curriculum are no longer covered by financial aid.

#### **Campus plus Early College:**

- Bedford is up 14.9% with 316 students to date.
- Cumberland is up 5% with 1552 students to date
- Allegany County up 14% (948 students this year vs. 831 last year). Early College almost doubled at Allegany County Public Schools this year.
- Bedford County up 8.7% with early college enrollments included.
- Other counties up are Baltimore City and County up 29.5% (13 students) and Mineral County up 11.9% (10 students).

#### **Bedford Campus Updates**

- Bedford Chamber of Commerce Founders Circle membership provides positive exposure for the ACM Bedford County Campus. Leah Pepple and Dr. Bambara attended the Board of Directors Annual Meeting where the ACM Educational Partnership was showcased.
- Campus Lighting Project – grant funding from Penelec Sustainable Energy Fund and the Community Foundation for the Alleghenies as well as a \$15K fund balance allocation from the College provided funding for a complete lighting overhaul at the campus. All light fixtures are being replaced with LEDs for a substantial savings to the College in addition to a fresh, bright new look at the campus. A lighting ceremony will be held to showcase the new look and thank sponsors.
- Drone Training Course through Continuing Education at the Bedford County Tech Center will begin February 20.

Fall Graduation – 174 individuals completed the requirements for 202 associates degrees and certificates that were awarded at the December 2017 commencement ceremony.

PACE – ACM will be well represented next week at the PACE reception and legislative breakfast.

### **Bedford County Campus Advisory Membership List Updates**

The Trustees approved the updated Bedford County Campus Advisory membership list following a motion by Mrs. Belt and a second by Mr. Ronan.

### **Video Surveillance Policy**

Following a motion by Mr. Ortiz and a second by Mrs. Belt, the Trustees approved the revised Video Surveillance Policy as presented by Mrs. Duckworth.

### **2014-2023 Facilities Master Plan Companion Document**

On a motion from Mrs. Belt and a second from Mr. Ortiz, the Trustees approved the 2014-2023 Facilities Master Plan Companion Document for submission to MHEC as presented by Mrs. Kilduff. The companion document prioritized renewal and expansion projects as follows:

#### Renewal Projects:

Priority 1: Technologies Building  
Priority 2: Roofs  
Priority 3: Water Lines  
Priority 4: Continuing Education Building

#### Expansion Projects:

Priority 1: New Construction – WCI Building  
Priority 2: New Construction – Welcome Center  
Priority 3: New Construction – Softball Field & Related Facilities

### **General Facilities Updates**

The Welcome Center design work is ongoing. There is donor support to redo the outdoor basketball courts. Additional space needs for small group study spaces and open computer labs are being explored. Score boards have been ordered for both the baseball field and the softball field.

### **Revised Vehicle Mileage Reimbursement Policy**

The Trustees approved the revised Vehicle Mileage Reimbursement Policy on a motion by Mr. Ronan and a second by Mr. McMullen. The policy clarifies the employee's base campus and it includes only job-related mileage. Ms. Kilduff is currently evaluating the size of the vehicle fleet and usage considering the reduced scope in Somerset.

### **Strategic Issue – Security Updates**

Mr. Cuthbertson provided the ACM Safety & Security timeline for implementation of new and enhanced security measures. These measures include a notification system, training as well as general safety and security awareness for students and employees. Mr. Robert Cuthbertson and Mr. David Lancaster received gubernatorial commissions and were sworn in by Dawne Lindsey, Allegany County Clerk of the Circuit Court, as special police officers through the Maryland State Police. Mr. Leonard asked about increasing efforts to move the security initiatives forward because the Trustees support making the campus as secure as possible. Mr. Ronan noted the coordinated safety and security efforts and is interested in the campus being the safest place for the College community.

Following a motion by Mrs. Lapp and a second from Mrs. Belt, the Trustees went into Executive Session at 3:05 p.m. to discuss personnel, financial, and Board administrative matters 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.

The Trustees went back into Public Session and adjourned at 3:45 p.m. on a motion by Mr. McMullen and a second by Mrs. Lapp.

Respectfully submitted,

Kim Leonard  
Board Chair

Cynthia Bambara  
Secretary/Treasurer