

Allegany College of Maryland
BOARD OF TRUSTEES
MINUTES
April 16, 2018
4 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, April 16, 2018, at 4 p.m. in the Board Room. Members present included Mr. Kim Leonard, Mrs. Jane Belt (Vice Chair), Mrs. Joyce Lapp, Mr. Jack McMullen, Mr. Jim Ortiz, Mr. Jim Pyles, 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), Dr. Kurt Hoffman (Sr. VP of Instructional and Student Affairs), 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), Mrs. Shea Bonarigo (Administrative Assistant to the Dean of Continuing Education and Workforce Development and Associate Support Staff Association Vice Chair), Ms. Melody Gaschler (Assistant Professor of Music, and Phi Theta Kappa, Honors and Alpha Sigma Lambda Advisor), Phi Theta Kappa members Michael Kerns, Syully Koroh, Cecilia Bonar, Talita Mirfin, and Naomi Lowery, and Mrs. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

Approval of Minutes

The Trustees approved the minutes of the March 12, 2018, meeting as presented on a motion by Mr. Ortiz and a second by Mrs. Belt.

Chairman's Update

Mr. Leonard said the Trustees thoughts and prayers are with the Ronan family with the recent loss of Mr. Ronan's son-in law. Mr. Leonard reviewed dates of the upcoming events. Dates of the commencement ceremonies were reviewed and the Trustees indicated their attendance plans.

President's Update

County Budget – the Allegany County Commissioners recently announced flat funding for fiscal year 2019. Dr. Bambara's Executive Team is developing strategies to balance the FY19 budget.

2018 MACC Legislative Committee Report

- Over 3000 bills were introduced in the 2018 Maryland General Assembly
- MACC forwarded approximately 200 of these bills to the MACC Legislative Committee for review and recommended action.
- Testimony was presented on over 70 bills that had a potential impact on our institutions and the students we serve.

- Two major victories for our colleges are the creation of a Facilities Renewal Grant (HB 403/SB 595) and the establishment of Maryland Community College Promise Scholarships (HB 16). Both of these await the Governor's signature.

The MACC Legislative Report is divided into three parts, Operating Budget; Capital Budget and Bill Summary. Highlights include the following:

Operating Budget

- An increase of \$5.3 million for the 15 Cade-funded institutions, a 2.3% increase of FY2018. ACM's increase is \$88,130.
- Community College Supplemental Grant Allocations to Control Tuition Increases to 2% or less. This was introduced last year at \$4M. This year's allocation is half at \$2M. ACM's share is \$32,575.

Capital Budget

- Restored the \$80M appropriation to Maryland's community colleges next year. ACM's Tech Building design and renovations are in this budget.

Bill Summary

- SB317/HB16—Near Completers—Maryland Promise Bill
 - Requires Governor to included \$15M annually beginning in 2020 for scholarships
 - Limits tuition increases to 4% for the next 3 years
- Facilities Renewal Grant
 - \$4M that provides 500K every other year to 16 community colleges for improvements, repairs, and deferred maintenance projects at community colleges. These grants are in addition to and may not supplant the Community Colleges Facilities Grant program.

Bedford County Regional Education Foundation (BCREF) Spellbinding Spectacular Fundraiser – The BCREF held another successful fundraiser on April 7 with proceeds of \$13,203.32. Many thanks to those of you who attended or served as sponsors. Special thanks to Leah Pepple and the Bedford County Campus Staff for their extraordinary efforts in organizing the event.

Cumberland Open House - All hands were on deck this past Saturday for the annual open house and the weather could not have been any better! The successful event had 150 prospective students and a total of more than 400 visitors on campus.

MSCHE Visit

Last week Dr. Bambara had the opportunity to lead a team of seven MSCHE evaluators at Rowan College in Gloucester County (RCGC) in New Jersey. While experiencing a wonderful professional development at this very innovative institution, she also garnered some out-of-the box ideas during the visit.

The Greater Cumberland Committee (TGCC) Regional President's Luncheon – This past Friday, TGCC organized the third regional president's luncheon. The meeting was held at Eastern West Virginia Community and Technical College. There was good discussion of general opportunities and challenges and conversations about the possibilities of shared services and opportunities. FSU President Dr. Ron Nowaczyk and Dr. Bambara traveled together and talked about opportunities for both institutions. Dr. Bambara was able to share with him some of the innovations at RCGC and Rowan University. Conversations will continue to see if some ideas are feasible for our partnership.

Electronic Score Board Dedication - A ceremony was held last Thursday to dedicate the new electronic score board for the baseball fields. Weimer Automotive Group, ACT 1st Federal Credit Union and Tom Keyser were honored at the dedication. The scoreboard will be installed later this spring.

Maryland Collegiate STEM Conference – Faculty in the Science Division including Dr. Wilson Kwok, Dr. Michael Hands, and Mr. Steve Heninger accompanied ACM students Kayla Garland, Cameron Bohrer, Kevin Mancuso, and Michael Nelson to the 4th Annual Maryland Collegiate STEM Conference at Howard Community College.

With approximately 315 participants the students had a wonderful opportunity to showcase not only our college but also the brilliant students here at ACM. Our students had the opportunity to engage in meaningful STEM-related activities and interact with other students, faculty and staff from various community colleges across the state. Three of our students, Ms. Garland, Mr. Bohrer, and Mr. Mancuso also have a rare opportunity to present their research project at a professional conference for the first time.

Rotary 4-Way Speech Contest

For the past seven years, Dr. Bambara has chaired the Cumberland Rotary Club's 4-Way Speech Contest. This past Saturday, the club's winner competed in the Regional Contest in Hancock. Claire Marlowe, an 11th grade student from Allegany High School emerged as the regional winner and will advance to the district competition in May in Hershey, PA.

Phi Theta Kappa Five Star Chapter

PTK Advisor Melody Gaschler and members Cecilia Bonar, Naomi Lowery, Talita Mirfin, Syully Koroh, and Michael Kerns spoke of their experiences at the Middle States 31st Annual Regional Conference in March.

The group received the following group and individual awards:

- Placed 2nd for Honors in Action project on bullying prevention (video available on You Tube or ACM Phi Theta Kappa Facebook page)
- Received 1st place for Honors in Action under rights and responsibilities for the bullying prevention video
- Placed 5th in the region for the Chapter
- Received 5 Star Certificate for work throughout the semester
- Received Distinguished Chapter Award
- Gold Chapter in the Region

Individuals recognized were:

- Michael Kerns elected as Member at Large in the Middle States Region Alumni Association
- Syully Koroh elected Middle States Region, DC/Maryland, President
- Michael Kerns recognized Melody Gaschler for receiving the Distinguished Advisory Award.

The PTK members appreciate the support from the College and the Trustees. This group will attend the PTK International Conference April 18-22 in Kansas City, Missouri. Mr. Leonard thanked Ms. Gaschler for her work and dedication and congratulated her and the students for their accomplishments and recognition at the regional conference.

2018-19 Academic Calendar Revision

On a motion from Mrs. Belt and second from Mr. Ortiz, the Trustees approved the adjustment to the 2018 fall break to avoid issues with science labs and student housing. The request as presented by Dr.

Hoffman is supported by the science faculty and faculty at large for fall break to occur Monday and Tuesday, October 15 and 16 with no classes for faculty and students. Classes will be held as usual the Monday and Tuesday, November 19-20 before Thanksgiving. No classes will be held Wednesday, November 21 to allow for student travel.

New Nursing Academic Fee for SIMS Lab

Dr. Hoffman received a request to expand SIM teaching capabilities with mannequins. As a result, a Nursing academic fee for the SIMS lab of \$125 a semester is being requested to cover the costs to expand the simulations. The Trustees approved the SIMS lab fee of \$125/semester on a motion by Mr. Ortiz and a second by Mrs. Belt.

Faculty Appointment

Following a motion from Mrs. Belt and the second from Mr. McMullen, the Trustees approved the appointment of Dr. Kathleen Thompson from the full-time temporary Biology faculty position to the full-time Biology faculty position as an Associate Professor.

Tennis Court Fencing Bid Recommendation

Based on the recommendation from the Athletic Department and the Finance Department to accept the \$40,940 bid from Upright Fence in Corriganville, MD, to remove/dispose of and to reinstall the tennis court fencing, the Trustees approved the bid following a motion from Mr. Ortiz and a second from Mr. McMullen.

Content Management System

Mr. Jones said the College website serves as the first impression for potential students and the main marketing tool. The College's website has outlived its "shelf life". The four main objectives for redesigning the website include responsive format (mobile friendly), simple and concise navigation, modern look/continuity for branding, and ADA compliancy. A team of staff from Information Technology and Public Relations determined the need for a content management system (CMS). During this time the team conducted research, scheduled demos, and contacted other colleges for vendor references and advice.

The team recommends purchasing OmniUpdate as the new content management system vendor. The initial setup and purchase of the catalog software, plus the first year's license, support and hosting will cost \$73,000. Future years will start at \$28,450 with incremental increases. This includes: OU Campus License (up to 25 users), implementation, annual support, course catalog, production server hosting, system training, and Emergency Alert System (website messaging). The system will adjust to the device being used in a smart functionality and real time updating.

Mr. Jones explained this project did not require the bid process and is within the IT department's budget. He also thanked Nick Taylor and Michael Shockey for their work on this team.

Driver Safety Policy

The Driver Safety Policy was modified in response to recommendations issued by the risk management division of the College's insurance company. While the modifications do not address every specific driver recommendation due to the burden on our employees, the modifications address the key components, incorporate the intent of the recommendations, and utilize a driving record assessment tool which removes subjectivity. The Trustees approved the policy following a motion from Mrs. Belt and a second from Mrs. Lapp.

Strategic Issue – Enrollment Analysis

Mr. Harrah and Mr. Priadkin provided an analysis of the following:

- credit enrollment trends
- demographics
- program groups
- campus locations
- external factors such as
 - unemployment
 - populations by age groups
 - ACPS and PA
 - high school enrollments
 - graduation estimates
 - market share
- state and national comparisons
- national enrollment estimates by sector for public four-year and two-year institutions
- Maryland community college enrollments
- other effects – average credits and deregistration
- semester enrollment curves
- beyond enrollment
 - retention
 - graduation
 - transfer
 - progression
 - core enrollment vs ancillary
 - housing
 - budget

The Trustees went into Executive Session at 5:40 p.m. to discuss personnel, financial, and Board administrative matters covered under the Maryland Open Meetings Act. Action will be taken in Public Session as a result of items discussed in Executive Session.

The Trustees went back into Public Session at 6:20 p.m. to take action on the items discussed in Executive Session following a motion and second by Mrs. Lapp and Mrs. Belt, respectively.

On a motion by Mrs. Belt and a second by Mr. McMullen, the Trustees approved the FY2019 salary scales.

The Trustees approved the In-Class Advancement recommendations for the Associate Support Staff, as presented by Mr. Jones, and the recommendations for Professional Support Staff as presented as presented by Mrs. Kilduff.

Associate Support Staff In-Class Advancement:

Kara Riley, Administrative Assistant to the Dean of Information Technology – Level I to Level II

Jeffrey Martin, Third Shift Custodian, Physical Plant – Level I to Level II

Susan Humbertson, Information Center Supervisor – Level I to Level II

Phyllis Fisher, Human Resources Administrative Assistant/Benefits Coordinator, Level I to Level II

Professional & Administrative Support Staff In-Class Advancements:

Bobbie Cameron, Executive Associate to the President and Board of Trustees, Level I to Level II

Connie Clifton, Dean of Educational Services, Level I to Level II
Sue Gabriel, Payroll Officer, Level I to Level II
Nick Taylor, Coordinator of Web Services, Level I to Level II

Following a motion by Mrs. Belt and Mr. Pyles, the Trustees approved the Tenure and Promotion - Advancement in Rank recommendations as presented.

Faculty Tenure:

Jaime Striplin, Assistant Professor, Nursing Department
Clorinda Calhoun, Assistant Professor, Math Department
Robin Seddon, Associate Professor, Education Department
Richard "Dick" Soderman, Assistant Professor, Computer Technology Department
Melody Gaschler, Assistant Professor, Music Department
Jennifer Thompson, Assistant Professor, Dental Hygiene Department
Brandon Hoover, Assistant Professor, Paralegal/Political Science & Criminal Justice Departments
Tommie Reams, Instructor, Physical Education Department
Tino Wilfong, Assistant Professor, English Department
Deb Swope, Instructor, Hospitality Management Department

Faculty Promotion – Advancement in Rank:

Brandon Hoover, Assistant Professor to Associate Professor, Paralegal/Political Science & Criminal Justice
Cindy Zumbrun, Assistant Professor to Associate Professor, Medical Administrative Assistant/Medical Assistant Department
Michele Barmoy – Assistant Professor to Associate Professor, Biological Sciences Department
Jim House – Assistant Professor to Associate Professor, Computer Technology/Multimedia Technology
John Bone – Assistant Professor to Associate Professor, Multimedia Technology
Sharon Yoder – Associate Professor to Professor, English Department
Tommie Reams – Instructor to Assistant Professor, Physical Education Department

Professor Emeritus

On a motion by Mr. Pyles and a second by Mrs. Belt, the Trustees approved to bestow the honor of Professor Emeritus to Dr. Bettie C. A'Hearn.

The meeting adjourned at 6:25 p.m. on a motion by Mrs. Lapp and a second by Mrs. Belt.

Respectfully submitted,

Kim B. Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer