

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES

August 20, 2018

4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, August 20, 2018, at 4 p.m. in the Board Room. Members present included Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Ms. Joyce Lapp, Ms. Linda Buckel, 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), Ms. 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), Mr. Nick Taylor (Coordinator of Web Services and Professional/Administrative Support Staff Association Chair), Ms. Nicole Frost (Administrative Associate to the Sr. VP of Instructional and Student Affairs), Ms. Shea Bonarigo (Administrative Associate to the Dean of Continuing Education and Workforce Development and Associate Support Staff Association Chair), Ms. Sandi Foreman (Administrative Associate to the VP of Advancement and Community Relations/Executive Director of the Allegany College of Maryland Foundation and Associate Support Staff Association Vice Chair), Mr. John Jastrzembki (Division Chair of Sciences and Tree Campus USA Tree Care Plan Committee), Dr. Ron Jenkins (Associate Professor of English and Faculty Editor of *Expressions*), April Higson (Administrative Associate , Athletics and Physical Education Department and 2018-19 Associate Support Staff Status Committee Chair), and Mrs. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

Approval of Minutes

Following a motion by Ms. Belt and a second by Mr. Ronan, the Trustees approved the minutes of the regular monthly meeting from July 16 as well as the special public session meetings held July 17, and August 14, 2018.

Chairman's Update

Mr. Leonard reported that he and College Administration had a very positive meeting with the Allegany County Commissioners at their August 9, 2018 work session to discuss the facilities needs of the College. He encouraged the Trustees to attend All College Meetings other and events as they occur. Mr. Leonard also reminded the Board of the upcoming events noted on the agenda.

President's Update

Dr. Bambara noted that this is the first day of classes and all is going smoothly.

Enrollment

Dr. Bambara stated that at this time, enrollment numbers are not firm, as there is a lot of activity still occurring. There will likely be a decrease over last year in campus enrollments. She will send a report when final enrollments are firm.

Summer Graduates

Dr. Bambara thanked the Trustees who attended last week's special meeting to approve the graduates. There are 103 graduates with 110 degree and certificate awards. This is an increase over last summer where there were 87 graduates and 96 degree and certificate awards. Additional graduates in the LPN to RN and the Practical Nursing Programs and the new Massage Therapy Certificate Program contributed to an increase in the number of graduates compared to last year.

The Physical Therapist Assistants held their graduation award ceremony this past Friday afternoon. The class of 16 who entered the program graduated. The Occupational Therapy Assistants held their graduation award ceremony this past Saturday evening. There were 16 students who entered the program and 16 who graduated.

ACPS Ribbon Cutting Today

Dr. Hoffman, Tom Striplin and Dr. Bambara attended the ribbon cutting and dedication of the new Allegany High School earlier this morning. Trustee Jane Belt also attended. The new facility is stunning with state of the art technology, flexible learning spaces, a double gymnasium, and extraordinary lighting.

Commissioners Meetings

This past month, Kim Leonard, Dr. Hoffman, Christina Kilduff, David Jones and Dr. Bambara met with the Allegany County Commissioners to discuss funding of the Technology Building and other facility needs. During this meeting with the Commissioners, the President and her staff emphasized the need for the Tech Building renovations to be state-of-the art and focused on the teaching-learning component considering the partnership with IBM for the New Collar Jobs and the economic development piece.

On August 14, 2018, David Jones, Leah Pepple, Dr. Hoffman, several Bedford foundation and advisory board members, former and current students and Dr. Bambara met with the Bedford County Commissioners requesting consideration of former funds used for the bond that funded the building be redirected to a Commissioners' Promise Scholarship and sustainability funds for the campus.

Maryland Council of Community College Presidents (MCCCP) Retreat

Dr. Bambara attended the MCCCP annual retreat at Howard Community College on August 2-3, 2018. Featured speakers included Senator Edward Kasemeyer, District 12, and Delegate Frank Turner, District 13. Both expressed strong support for Maryland's Community Colleges.

Speakers also included Maryland Higher Education Commission (MHEC) Secretary James Fielder. He spoke about the MHEC Strategic Plan that focuses on three areas: access, success and innovation. He discussed the MHEC SmartSAVE website that provides a one-stop shop for state scholarships, grants and loan assistance repayment programs.

Kirwan Commission Update

Dr. Brit Kirwan provided an update on the work of the Kirwan Commission. He explained the five policy areas of the report that include:

1. Early childhood education beginning at age 4.
2. Investment in schools serving high poverty and international populations.
3. Rethink K-12 curriculum—what does college and career ready mean?
4. Re-conceptualizing teachers as a profession.
5. Accountability

Secretary Kelly Schultz spoke about workforce development initiatives, specifically EARN Maryland and registered apprenticeship programs. She mentioned ACM as one of the eight community colleges leading the EARN initiatives.

Other topics included:

- Open Educational Resources
- 2019 Legislative Agenda
- National Political Climate
- Civic Learning Engagement—Campus Compact, Democracy Commitment
- General Business Meeting

2018 Expressions Literary Magazine

Dr. Ron Jenkins presented the *2018 Expressions Literary Magazine*. He pointed out the exceptional art, poetry, and writings found in the publication. He referenced the student editor, Megan Ruby, who not only is a great writer but also did outstanding work editing the publication. Mr. Leonard thanked Dr. Jenkins and all involved for their work in putting together another excellent publication.

Associate Support Staff Status Committee Bylaws and In-Class Advancement Handbook

Ms. Shea Bonarigo presented the changes to the Associate Support Staff Status Committee Bylaws. Following a motion by Ms. Belt and a second by Ms. Lapp, the Trustees approved the bylaw changes as presented. The In-Class Advancement Handbook changes were presented as an information item.

Professional/Administrative Support Staff Status Committee Bylaws and In-Class Advancement Handbook

Mr. Nick Taylor presented the changes to the Professional/Administrative Support Staff Status Committee Bylaws for action. The Trustees approved the bylaw changes as presented on a motion from Mr. Ronan and second from Ms. Lapp. The In-Class Advancement Handbook changes were reviewed as an information item.

Community Service Policy

Mr. Taylor presented the proposed Community Service Policy. This has been a pilot initiative for the past two years. The program will expand to include volunteer work for community agencies as well as enrichment experiences for students on-campus. Following a motion and second by Ms. Belt and Mr. Ronan, the Trustees approved changing the Community Service Pilot Initiative to the Community Service Policy with the expanded changes as presented.

Financial/Administrative Update

Ms. Kilduff stated the Transportation Department runs a shuttle to the Gateway Center. The Welcome Center bid came in over budget and the architect and contractor are working together to bring the scope of the project within budget. ACM has removed most of the underground fuel tanks. The plan is to fill in one of the holes with concrete.

Installation of security cameras in Housing is complete. Physical Plant staff installed a new smoke detector in the Humanities Building.

Construction and renovation work continues. Physical Plant, IT, eLets, faculty and staff did what was needed in the Tech Building to help move offices and classrooms back in to the building. Everyone has been working together to be ready for the new school year. The Trustees expressed their gratitude for

everyone's hard work to prepare the campus facilities for our students, faculty, and staff as we begin the new academic year.

CIP Funding/State Funding for WCI Building Requests

Ms. Kilduff outlined several scenarios for Tech Building project 2 funding. To get state monies, the WCI program (CE program) needs to move out of the Tech Building. Considerations for relocating the WCI program are constructing a shell building in the back of the campus or potential space at the Barton Industrial Park for both WCI and the CE Advanced Manufacturing program.

Personnel Appointments

The Trustees approved the appointment of three faculty as presented by Dr. Hoffman. New faculty members are Emily Teets, Skills and Sim Lead Faculty; Karen Baughman, Evening Nursing Faculty; and Amanda Hoover, Medical Assisting and Medical Administrative Assistant Faculty.

FY2018 Allegany County Opportunity Scholarship Update

Mr. Jones provided an overview of this past year's Opportunity Scholarship recipients. He pointed to the brochure showing a collage of recipients—valedictorians, GED recipients, etc. Fast facts about the program are displayed on the inside front cover. He invited the Trustees to join Dr. Bambara, Dr. Klingler and him at a meeting with the County Commissioners in the near future to report on the success of the program.

Easement Request for City of Cumberland Water Line Replacement Project

The City of Cumberland submitted an easement request to ACM to relocate water lines along Willowbrook Road. A portion of the project is located on ACM property. Ms. Kilduff and Mr. John Jastrzembki (on behalf of the Tree Campus Committee) stated that the adjusted drawings the City provided allows the city engineers and the contractor to work around the trees. The City plans to stage the gravel near the entrance of the campus that will not interfere with the front sign. The City also agreed to restore the site to its existing condition. Mr. Jastrzembki recommended placing a silt filter under the gravel. Ms. Belt recused herself to avoid any conflict of interest during the vote. The Trustees approved the easement following a motion and second from Mr. Ronan and Ms. Lapp, respectively.

On a motion by Ms. Belt and a second by Ms. Lapp, the Trustees went into Executive Session at 5:30 p.m. to discuss a contract covered under the Open Meetings Act General Provisions Article § 3-305(b). Those in attendance were Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Ms. Joyce Lapp, Ms. Linda Buckel, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer). Others in attendance included Mr. David Jones, Ms. Christina Kilduff, Dr. Kurt Hoffman, Ms. Melinda Duckworth, Ms. Sherry Buffenmyer, and Ms. Bobbie Cameron.

Following a motion by Ms. Lapp and a second by Ms. Belt, the Trustees adjourned the meeting at 5:55 p.m.

Respectfully submitted,

Kim B. Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer