

Allegany College of Maryland
BOARD OF TRUSTEES

September 16, 2019

PUBLIC SESSION

The Board of Trustees met Monday, September 16, 2019, at 4:15 pm in the Board Room. Members present included Mr. Kim Leonard (Chair), Ms. Jane Belt (Vice Chair) Ms. Mirjhana Buck, Ms. Linda Buckel, Ms. Joyce Lapp, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP Kurt Hoffman	VP David Jones	VP Christina Kilduff
Scott Harrah	Melinda Duckworth	John Bone
Sharon Yoder	Nicole Frost	Arthur Priadkin
Sandi Foreman	Wendy Knopsnider	Chandler Sagal
Tommie Reams	Bobbie Cameron	

Approval of Minutes

The Trustees approved the August 12, 2019, minutes on a motion and second by Ms. Belt and Ms. Buck, respectively.

Chairman's Update

Mr. Leonard reviewed the upcoming events, noting the Cumberland commencement ceremony December 13. He also extended his appreciation to everyone for their kind words and prayers over the past few weeks.

President's Updates

Fall 2019

ACM is currently beginning week five with a smooth start to the fall 2019 semester. Dr. Bambara is pleased to report all available rooms in housing are occupied.

Fall Enrollment – Enrollment is trending level with a one percent increase in headcount and a one percent decrease in FTE. Early college enrollments are still being added.

Online enrollment is up approximately 25 percent primarily due to the Online LPN to RN Nursing program.

In 2018-19, ACM conferred 586 associates degrees and certificates (97 certificates, 489 associate degrees) to 512 individual students.

Allegany County and out-of-state enrollments are relatively stable. The largest decreases are seen with in-state and out-of-county numbers, primarily from Prince George's County (down 41 percent) and Montgomery County (down 37 percent).

Enrollments were compared by presidents attending the Education Committee of The Greater Cumberland Committee. Everyone agreed that flat enrollment is the new normal with Garrett and Potomac State reporting comparable situations to ACM.

Maryland Opioid Operation Command Center Grant – The Maryland Opioid Operation Command Center awarded the College a prevention and education grant in the amount of \$443,274.92 for *Tackling the Opioid Epidemic: From Crisis to Opportunity* project. The project will utilize the Center for Mind/Body Medicine’s evidence-based model of group support and self-care skills to deal with stress, trauma, and chronic mental health/health issues.

This grant directly addresses the Maryland Opioid Operational Command Center’s mission to mobilize all available resources for effective prevention, treatment, and recovery “before it’s too late”. The program will help turn the tide in the opioid crisis by addressing three critical gaps in current Prevention and Education as well as the Treatment and Recovery initiatives: addressing at scale the physiological and psychological root causes of addiction, introducing non-pharmacological approaches to address pain, chronic illness (physical and mental), and building a community-wide support system.

The grant will fund educational events, trainings and mentorships through the ACM Center for Continuing Education and Workforce Development for more than 2,000 individuals in Allegany County and across the state. Cherie Snyder will serve as the Project Director and Kathy Condor will serve as the Program and Community Coordinator to coordinate and operationalize the training through the Center for Continuing Education and Workforce Development.

Board Member Orientation – On August 23, Jane Belt, Kurt Hoffman, David Jones and Dr. Bambara met with new trustee, Mirjhana Buck, for an orientation luncheon. Mirjhana was provided with Board of Trustee documents such as membership list, bylaws, state ethics law requirements and website links. Dr. Bambara provided an overview to Accreditation Governing Boards and Expectations as well as funding sources. Dr. Hoffman provided an overview of instructional and student affairs while Mr. Jones provided an overview of advancement, community relations and foundations.

ACPS Partnerships

- Dr. Hoffman and Dr. Bambara are scheduled to have lunch with Mr. Blank and Dr. Kalbaugh tomorrow to talk about ACM/ACPS partnerships and future opportunities.
- A new High School Science Program will come to ACM on September 25, 26, and 30. The program coordinated by ACPS and the Evergreen Foundation will provide learning opportunities for students using the ACM Cumberland Campus. Students will have an opportunity to learn about select ACM programs and services. This year, only students from Fort Hill High School will attend. The vision is to extend the program to all ACPS Biology students in the future.
- The third cohort of P-TECH begins this fall. Two students in the first cohort are tracking to complete their AAS degree in cybersecurity at the same time as they complete their high school diplomas. Tomorrow evening, ACM will celebrate the new P-TECH cohort with a dinner at the Culinaire Café.

Planet P-TECH

August 19-21, 2019, Dr. Bambara attended the first P-TECH summit sponsored by IBM and American Airlines. Representatives from P-TECH schools across the globe attended with 20 countries represented. The main themes addressed included The Future of Work (65 percent of jobs in 2035 do not exist today), The Future of Technology, Transforming Life Trajectories, Tenets of P-TECH (six design principles) and Student Outcomes and The Power of Global P-Tech Networking. A favorite session was presented on “Life-long Curiosity and Play” by John Cohn, IBM scientist and inventor. A favorite quote of the conference, “You don’t stop playing because you get old, you get old because you stop playing.”

OCR Compliance/Financial Aid Audits

On September 27, 2019, the Office of Civil Rights will visit the campus to conduct a compliance audit prompted by our participation in Perkins Funding. Dr. Bill Rocks is leading the team with finishing details being completed at this time.

MSCHE

Mr. Harrah is working on the mid-cycle review which is due September 30. Dr. Bambara will receive the self-study for SUNY Adirondack this week to begin preparations for her preliminary evaluation team visit in October.

Policy on Student Concerns: Athletic Programs & Activities

Following a motion by Ms. Lapp, second by Ms. Belt, the Trustees approved the Maryland Senate Bill 798 mandated policy requiring all higher education institutions to adopt and implement a policy to ensure that students have a safe means to voice concerns or complaints with the institutions athletic programs. The policy applies to any ACM student enrolled in any course which offers college credit at any campus or instructional site of ACM. This policy does not apply to students taking exclusively online or distance learning courses, or early college students.

Students may contact any Athletic Department staff member to submit a concern or complaint about athletic programs or activities. Reports can also be made to the senior administration (President, Senior Vice President of Instructional and Student Affairs, Vice President of Advancement and Community Relations, Vice President of Finance and Administration, Dean of Arts and Sciences, Dean of Career Education, Dean of Student & Legal Affairs, Dean of Education Services) of the College as well as two confidential reporters. Those reporters will be clearly identified to students, and confidential reporters will not be expected to reveal the source of the student report.

Student concerns will be promptly reviewed and necessary action taken by the Athletic Department in consultation with other College Officials as needed. Reports will be maintained within the Athletic Department with a summary of the action taken. Non-Athletic concerns that are received shall be promptly forwarded to the appropriate College Official(s) for action.

It is prohibited for any retaliatory and discriminatory response be made against any student who raises a concern under this policy.

FY2019 Grant Report

Mr. Jones distributed a copy of the FY19 Grant Report, which provided a snapshot of the year. He reviewed the goal and provided an overview of funded grants. He also recognized the faculty and staff who contribute to the success of the grant development and management process. Mr. Jones reported that grant funding in FY19 was \$2,456,217, and shared that there has been a significant increase in the level of grant funds, as documented in the report. He reported that grant funding has seen an increase of approximately 12.5 percent over last year, 85 percent from ten years ago and a 237 percent increase from twenty years ago. He shared that grant funding has supported a variety of institutional needs including faculty development, technology, software, infrastructure, program development and expansion, and other college needs.

Approval of FY19 Auxiliary Funds Transfer

On a motion and second by Ms. Buck and Ms. Lapp, respectively, the Trustees approved Ms. Kilduff's request for the transfer of Auxiliary Bookstore Funds in the amount of \$146,018.04 to the Auxiliary Food Service Fund to cover the deficit in that fund, and to bring the balance of the fund back to zero.

Approval of FY20 Fund Balance Designations

The Trustees approved Ms. Kilduff's recommendations, on a motion by Ms. Belt and a second by Ms. Lapp, to retain \$3,346,262 in FY20 College Unrestricted fund as specific designations. The approved purchases and projects. This approval also authorizes the Finance Office to retain \$45,677 in the College Unrestricted Fund as non-designated fund balance as well as the proposed list of FY20 Athletic Facility Special Projects that are being funded from \$2 of the Student Fee. Current FY20 project estimates total approximately \$144,000.

Financial/Administrative Update

Ms. Kilduff distributed updates for her areas and briefly highlighted some of the items.

- Work is in process to establish a third-party fraud and abuse hotline for the college community.
- The architect and engineers are working on construction documents for the WCI Building with hopes to begin construction later this fall or winter. Funding for the WCI project is through a discretionary fund that has different guidelines.
- The roof on the Bedford County Campus in Everett needs repaired or replaced within the next year or so. Commonwealth of Pennsylvania has designated \$300K for Bedford County Campus physical plant infrastructure, thanks to the efforts of Bedford County Representative Jesse Topper.

Performance Accountability Report (PAR)

Mr. Harrah reviewed the PAR. The 2018 accountability report notes student characteristics (not benchmarked), as well as the following goals of access, success, and innovation. On a motion from Ms. Belt and a second by Ms. Buck, the Trustees approved the Performance Accountability Report for submission to the Maryland Higher Education Commission.

On a motion by Ms. Belt and second by Ms. Buck, the Trustees went into Executive Session at 5:10 p.m. to discuss personnel [Article § 3-305(b) (1)], property developed for public use [Article § 3-305(b) (3)], and bidding or proposal process, [Article § 3-305(b) (14)], 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.

At 5:30 p.m. the Trustees returned to Public Session to take action on the faculty appointment following a motion and second by Ms. Lapp and Ms. Belt, respectively.

Faculty Appointment

On a motion by Ms. Buck and second by Ms. Belt, the Trustees appointed Aimee Younkin for the tenure-track position of Associate Professor for the Online LPN to RN Lead Faculty, as presented by Dr. Hoffman.

The Trustees adjourned the meeting at 5:31 p.m.

Respectfully submitted,

Kim Leonard
Chair

Cynthia Bambara
Secretary/Treasurer