

Allegany College of Maryland  
BOARD OF TRUSTEES

October 16, 2023

**PUBLIC SESSION MINUTES**

Thomas Welcome Center  
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, October 16, 2023, at 4 p.m. in the Thomas Welcome Center Iris Eustace Halmos Community Room.

Board Members in attendance included: Mr. Kim Leonard, Ms. Jane Belt, Ms. Mirjhana Buck, Mr. Eugene Frazier, Ms. Linda Buckel, Ms. Michele Martz, Mr. Jim Pyles (via phone), and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Kurt Hoffman	John Bone	Cathy Zirk
Christina Kilduff	Lisa Humbertson	Brandon Robinette
Shea Bonarigo	Melanie Chapman	Becky Ruppert
Liz Rockwell	Dione Clark Trub	Jennifer Light
Courtney Jensen	Bill Rocks	Colton Bender
Colten Pishko	Angela Pishko	Lori Spence, recorder

**Adopt the September 18, 2023 Minutes**

Mr. Leonard called the meeting to order at 4 p.m. On a motion from Ms. Belt and a second from Mr. Frazier, respectively, the Trustees adopted the September 16, 2023 minutes as presented.

**Chairman's Update**

Mr. Leonard reviewed the meeting calendar. Ms. Belt will attend the Maryland Association of Community Colleges Board of Directors meeting on October 27, 2023. The Zimmer Theatre rededication will be attended by Ms. Belt, Mr. Frazier, Mr. Pyles and Ms. Buck.

**President's Update**

Dr. Bambara presented the following:

Spring Enrollment

Spring enrollment opens November 6, 2023.

NCLEX Pass Rate

The first-time pass rate for nursing students exceeds the national average of 80% by 14.7%. The Cumberland Campus students averaged a score of 93.3%, the Bedford County Camps students all scored 100%, the online LPN to RN students averaged a pass rate of 95%. The College average is 94.7%.

### Intersession Update

The intersession that was planned for December into January is being postponed. Dr. Hoffman stated the pause is needed to work through solutions to the challenges with online classes between semesters.

### Recruiting Events 2024-2025

College recruiters have begun visiting high schools and attending college fairs. The recruitment territory includes Maryland, Pennsylvania, West Virginia and Virginia with recruiters and career coaches visiting 100 high schools this academic year. Ten to fifteen school groups will visit the campuses this fall. The Bedford County Campus open house is set for Saturday, November 4 from 10 a.m. -12 p.m. The Cumberland Campus fall open house will take place Friday, November 17, 2023. LPN to RN virtual information sessions will be held October 24, 2023 and November 14, 2023 at 6:30 p.m.

### New ACM Videos

A new general brand awareness video is in development. The video will be completed by the end of October and will be available for anyone to use as part of a professional presentation, new business development, or recruitment presentation. Several shorter videos will also be produced for advertisements.

### ACCESS ACM Magazine

The next edition of ACCESS ACM is scheduled to be published in early November. The next edition is "Dual Identities" with a major focus on ACM athletics. Dr. Bambara's dual identity as a new grandparent will also be featured.

### Regional Community College Partnership/Allied Health Round Table

Representatives from Garrett College, Potomac State College, Eastern West Virginia Community and Technical College and ACM met in July to discuss ways in which to collaborate on health programs. In August an agreement was signed by the four colleges and a guaranteed admission agreement to begin with Garrett's paramedic program was signed last week. The plan is to eventually add other programs such as ACM's medical laboratory technology and Potomac State College's surgical technology. A meeting with local healthcare CEO's is scheduled for October 31, 2023, to identify additional needs.

### AmeriCorps National Civilian Community Corp (NCCC)

Evergreen Heritage Center and ACM hosted a group of AmeriCorps National Civilian Community Corp (NCCC) participants from September 14 - October 9, 2023. Members were between the ages of 19 and 26. Of the participants, some are college graduates, some are in college taking a gap year, and several are recent high school graduates. Several projects were completed by the group. They established a trail extension on the Evergreen property and distributed food to low-income families from the Frostburg United Methodist Church. While at ACM, participants studied campus sustainability and provided recommendations for a campus-wide sustainability action plan.

### Community Colleges of the Appalachia Fall Conference (CCA)

ACM, Potomac State College, and Eastern West Virginia Community and Technical College will co-host the CCA fall conference on October 18 - 20, 2023. The conference will be held in Keyser, WV October 19 - 20, 2023. ACM will host a pre-conference day on October 1, 2023 that will include a tour of Western Maryland Works, lunch and tour at the Culinaire Cafe, and a tour of the Cumberland Campus. Five members of the faculty and staff will present sessions at the conference.

### Middle States Chair Visit to Williamson College of the Trades Team Work

Dr. Bambara recently completed a preliminary MSCHE chair's visit to Williamson College of the Trades. The college is a private school with the mission "to prepare young men to be respected leaders and productive members of society." The college serves approximately 250 male students. The students bear no cost for their annual tuition, room and board. All expenses are covered by the Williamson scholarship and applicable government grants. The programs of study are limited to six trades areas: carpentry, electrical, landscape construction and management, machine tool technology, masonry, and power plant technology. Dr. Bambara will be leading a full evaluation team in April of 2024.

### Grants Update

ACM submitted a \$900,000 SEED grant to upgrade campus restrooms and sidewalks. An announcement is expected in the next few months.

The College will be preparing and submitting three FY24 ARC applications over the next few months for the following projects:

a. Dental Hygiene Enhancement Project

*This grant supports the purchase of new equipment for the Dental Hygiene Clinic including new dental chairs, sensors, digital radiography system and STATIM.*

b. Robotic Welding Training at Western Maryland Work

*This request would allow ACM to purchase the necessary robotic welder training equipment to begin offering essential workforce training in Robotic Welding.*

c. Workforce Development Computer Training Lab Enhancement

*This grant will upgrade the Nursing, Medical Assistant and CE/Workforce Development Computer Labs and related equipment.*

ACM is partnering with the Community Colleges of Appalachia & American Association of Community Colleges to pursue two ARC ARISE Grants:

The Workforce/Enrollment Opportunity grant seeks to connect job seekers with meaningful careers through existing educational pathways at local 2-year colleges. If received, the grant will provide outreach services and coaching support for participating individuals, with a total funding amount of over \$2 million for the grant duration. This initiative aims to support workforce development and enrollment in Appalachian community colleges.

The Cyber ACCESS Grant focuses on cybersecurity training in community colleges. Each college is designated approximately \$180,000 in funding to support 36 students over three years, which translates to approximately \$5,000 per student.

ACM Culture of Care and ACM Resilience Institute submitted a grant to the Maryland Department of Health Coordinated Community Supports Partnership. This grant proposal aims to introduce Mind-Body Skills training to students in the public school system with the objective of improving learning outcomes through evidence-based mind-body techniques.

## Foundation Updates

In FY23, the ACM Foundation realized significant growth with \$2,539,036 in revenue/contributions, which represents an increase of 26% from the previous year as well as \$1,651,216 in scholarship support provided, which represents an increase of 31% from the previous year. Total ACM Foundation assets are approximately \$25 million.

In FY23, \$378,125 was provided by the Bedford Foundation to assist 536 students with \$135,086 provide to support the early college program. The Bedford Campus facility improvement projects (paving, painting, carpeting, fire alarm and security updates) and nursing and science equipment includes an investment of over \$1,200,000.

## **Engineering-Automated Manufacturing Technology and NIMS Certification**

Jennifer Light provided a brief overview of the program which is designed to prepare students with the opportunity for knowledge and hands-on experiences crucial to advanced and automated manufacturing processes. Through the integration of mathematics, robotics, metallurgy, manual tooling skills, programmable machinery applications, computer-assisted machining techniques and additive manufacturing, students can acquire the critical skills leading to successful employment. Ms. Light introduced two current students, Colten Pishko an ACPS senior in his second year of the program, and Colton Bender also a second-year ACM student. Both students are enrolled in the Engineering -Automated Manufacturing Technology AAS program at the Western Maryland Works. They spoke about their experience in the program and described the NIMS certification process.

## **Continuing Education Budget Report**

Ms. Becky Ruppert provided the Year End Report for Continuing Education (CE) for 2022-2023. The 31 employees are located in the CE building on the Cumberland Campus, the Western Regional Corrections Training Center, the Gateway Center, Western Maryland Works, and the Bedford County Technology Center in Bedford, PA. She provided a detailed overview of the many programs and services offered to the community.

## **Fund Balance Designation - Action Item**

Christina Kilduff provided information on the FY24 fund balance designations. The reports were reviewed with the Board in September. Some minor adjustments were made but the designations did not change. On a first from Ms. Martz and a second from Ms. Belt, the Trustees approved the fund balance designation.

## **EXECUTIVE SESSION**

At 4:58 p.m., following a motion by Ms. Belt and a second by Ms. Buck, the Board of Trustees convened to Executive Session to discuss personnel items, covered under the items [Article § 3-305(b) (1), and to comply with a statutory requirement [Article 3-305 (b) (13)] that prevents public disclosure 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 5:15 p.m. the trustee returned to public session to approved the following personnel recommendations:

Thomas McInroy, Director of Western Maryland Works  
Johnna Whetstone, Intake Specialist, Work Experience Program (WEX)  
David Lancaster, Director of Security and Public Safety  
Corey McKenzie, Assistant Director of Security and Public Safety

Following a motion from Ms. Martz and a second from Ms. Belt the Trustees approved the four personnel appointments.

The meeting adjourned at 5:20 pm.

Respectfully submitted,



Kim Leonard  
Board Chairman



Cynthia Bambara  
Secretary /Treasurer