

Allegany College of Maryland
BOARD OF TRUSTEES

August 21, 2023

PUBLIC SESSION MINUTES

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, August 21, 2023 at 4 pm 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. James Pyles, Mr. Eugene Frazier, Ms. Linda Buckel, Ms. Michele Martz, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

David Jones	Courtney Jensen	Mo Pratt
April Higson	Shea Bonarigo	Melanie Chapman
Scott Harrah	Kurt Hoffman	Lisa Humbertson
Melinda Duckworth	Dione Clark-Trub	Christina Kilduff
Lori Spence, recorder	Cheryl Nelson, guest speaker	

Adopt the July 17, 2023 Minutes

Mr. Leonard called the meeting to order at 4 pm. On a motion from Ms. Buck and second from Ms. Belt respectively, the Trustees adopted the July 17, 2023 minutes.

Chairman's Update

Mr. Leonard asked Mr. Pyles to comment on the Bedford County campus ribbon cutting ceremony held on August 9, 2023. Mr. Pyles noted that the ribbon cutting celebrated significant improvements that were recently completed at the campus which included new HVAC systems, painting, flooring, and window replacements. The event also celebrated the move of the nursing program from the Bedford County Technical Center to the Bedford County campus. Mr. Pyles applauded Representative Jesse Topper for his tremendous support in obtaining funding for the campus improvements.

President's Update

Dr. Bambara presented the following:

Fall 2023 Semester

Fall semester classes began August 21, 2023.

Fall Enrollment

Enrollment projections for the fall 2023 semester are strong and on target. There is a 2.8% increase in headcount and a 3.4% increase in credits when comparing data from 8/11/22 and 8/10/23.

Continuing Education/Workforce Development Enrollment (CEWD)

Over last year, CEWD enrollment increased by 66.4% in FTE and 63.8% in registrations. CEWD anticipates additional increases as workforce development expands to meet local, post-pandemic demand.

MCCCP Retreat

The MCCCP held a retreat at Montgomery College on July 31-August 1, 2023. The following speakers presented: the Honorable Aruna Miller, Lieutenant Governor of Maryland, who emphasized the importance of community colleges in Maryland, prison education, and mental health needs. She said, "Education is an instrument of freedom."; Dr. Sandra Kurtinitis, President, Community College of Baltimore County (CCBC); and Dr. Juaquin Martinez, CCBC Provost, presented on CCBC's Dual Admission Program. All presidents discussed pursuit of Baccalaureate degrees through Maryland's community colleges.

Business meeting topics included fall enrollments (most all colleges are seeing increases over fall of 2022), collective bargaining activity, capital prioritization, and other routine discussions such as the calendar and the legislative agenda. Other speakers included Rachel Hise, Executive Director of the Accountability Implementation Board for the Blueprint. An interim report on community college student transfer was presented. The report was commissioned by the Maryland State Department of Education. On the second day, the nine affinity groups presented year end reports.

Regional Community College Partnership-Allied Health Round Table

On July 13, 2023 representatives from Garrett College, Potomac State College, Eastern West Virginia Community and Technical College, and Allegany College of Maryland (ACM) met to discuss ways in which to collaborate on health profession programs. The collaboration will begin with Garrett College's paramedic program and eventually add other programs such as ACM's medical laboratory technology program and Potomac State's surgical technology program. The group will convene a meeting with healthcare CEO's to ensure that the four colleges are offering needed programs. There will be an event to sign the overarching agreement on August 28, 2023 at 10 am in the Welcome Center.

NCCC Western Maryland Service Learning

Evergreen Heritage Center, Frostburg State University (FSU) and ACM will host a group of AmeriCorps National Civilian Community Corp (NCCC) participants from September 14 - October 10, 2023. Participants are between the ages of 19 and 26 and several projects are planned for the group. Projects include establishing a trail extension on the Evergreen property, distributing food to low-income families from the Frostburg United Methodist Church, restoring FSU's existing trails and other recreational facilities as well as creating a community garden. At ACM, participants will learn how to develop a campus-wide sustainability action plan and complete various sustainability projects for the campus.

Community College of Appalachia Fall Conference (CCA)

October 18 - 20, 2023 ACM will join Potomac State College and Eastern West Virginia Community and Technical College in cohosting the CCA fall conference. The conference will be held in Keyser October 19 - 20, 2023. ACM will host a pre-conference day on October 18, 2023 that will include a tour of Western Maryland Works, lunch and tour at the Culinaire Café, and tour of the Cumberland Campus.

Photos and video were provided for this portion of the report:

Visit by Secretary Portia Wu

Maryland Department of Labor (DOL) Secretary, Portia Wu and Maryland Employment Advancement Right Now (EARN) Administrator, Mary Keller visited Allegany College of Maryland on August 3, 2023 to discuss the college's new federally funded culinary apprenticeship program and the Western Maryland IT Center of Excellence's EARN grant awards. The Labor Secretary and the Administrator toured the college's Technology Building. A tour of ACM's Western Maryland Works Training Center and Makerspace for Secretary Wu and Maryland Higher Education Commission Secretary, Sanjay Rai will occur at a future date.

Bedford County Campus Ribbon Cutting

A ribbon cutting was held on August 9th as part of the Bedford Campus building improvements as well as the move of the nursing program and simulation equipment to the campus.

Somerset Early College

Somerset Trust Company, the Somerset County Foundation for Higher Education, and Allegany College of Maryland (ACM) are working collaboratively to provide no-cost early college courses for Somerset County high school students for the upcoming 2023-24 academic year. Thanks to monetary support from Somerset Trust Company and the partnership between the Somerset County Foundation for Higher Education and ACM, every public, private, and homeschooled student in the county has the option to enroll in one, no-cost, early college course per fall and spring semester.

Recruitment Campaigns – (photos and video)

A campaign promoting the Nursing program is currently underway and will continue throughout the remainder of the year. Advertising platforms include social media sites, digital advertisements, print, over the top television (OTT), and billboards.

Grants News

ACM submitted a \$900,000 SEED grant to upgrade campus restrooms and outdoor sidewalks. A site visit took place earlier in August and an announcement is expected in the next few months.

ACM received a \$100,000 grant through the Maryland Makerspace Initiative to support operational costs, equipment, and programming at Western Maryland Works.

ACM received approval of a \$100,000 Appalachian Regional Commission (ARC) grant to match funding from the Western Maryland Economic Future Investment Board (Edwards Fund) and ACM (\$50,000) to support the purchase of a metal and composite laser 3D printer. The \$250,000 specialized unit has been ordered and will arrive in September.

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

- Dental Hygiene Enhancement Project
- Robotic Welding Training at Western Maryland Work
- Workforce Development Computer Training Lab Enhancement

Through private donor funding and grant funding, the ACM outdoor basketball court was completed in late July. This included new paving as well as sealing and lining the court.

Through grant funding and partial ACM support, phase II of the baseball field is complete and will be a great resource for ACM and our community.

The ACM Foundation submitted three proposals for consideration through the Local Development Council funding with funding news expected next week:

- Tennis Court Project (\$150,000)
- Wetlands Deck Upgrade (\$35,000)
- Evitts Creek Bridge Repair/Enhancement (\$30,000)

ACM has received initial approval of two Project Open Space grants valued at well over \$250,000 to support:

- Soccer and softball field irrigation
- Baseball field dugouts, fencing, and a home plate halo

The ACM Foundation has developed two new publications that focus on planned giving opportunities. One publication was mailed to over 300 attorneys, trust officers, and financial advisors. The other is being shared with donors and prospects.

The next edition of ACCESS ACM is in development. The theme of this edition is “Dual Identities” with a major focus on ACM Athletics. The anticipated publish date is the beginning of November.

Nurse Managed Wellness Center

Dr. Nelson presented an update on the Nurse Managed Wellness Center. The presentation included a descriptive video.

Educational Master Plan Update

Dr. Hoffman provided a continuation of his report on the Educational Master Plan. His report included updates on outcomes of the plan. Dr Hoffman stated that the program review administration process is under revision and will be completed in the near future.

Packback and Artificial Intelligence (AI) Efforts

Dr. Hoffman provided an overview of ACM’s efforts to provide students AI tools to aide in learning. He provided a video of the features of the Packback software which demonstrated how the real time writing tutor can assist students and faculty.

EXECUTIVE SESSION

At 5:19 pm, following a motion by Mr. Frazier and a second by Ms. Belt, 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 5:28 pm, on a motion and second from Ms. Martz and Ms. Belt respectively, the Board returned to the Public Session of the meeting to approve the following personnel recommendations:

Dr. Hoffman presented the credentials for 3 faculty in nursing: Renate Brown, Yvonne McConnell, and Kristin Stahlman for appointment. In addition, he presented the credentials of Fred Huber to fill a culinary arts faculty position.

Ms. Kilduff presented the credentials of James O'Donnell to fill the Web Application Developer position.

The personnel items were approved on a motion from Mr. Frazier and second from Ms. Belt respectively.

With no further business to discuss, on a motion from Mr. Pyles and second from Ms. Buckel, the meeting was adjourned at 5:32 pm.

Respectfully submitted,



Kim Leonard
Board Chairman



Cynthia Bambara
Secretary/Treasurer