

Allegany College of Maryland
BOARD OF TRUSTEES

April 17, 2023 – 4 pm

**PUBLIC SESSION
MINUTES**

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met Monday, April 17, 2023 at 4 pm in the Thomas Welcome Center, Iris Eustace Halmos Community Room in person and via Zoom. Board members in attendance included: Mr. Kim Leonard, Ms. Jane Belt, Mr. Jim Pyles, Mr. Eugene Frazier, Ms. Michele Martz, Ms. Linda Buckel, Ms. Mirjhana Buck, and Dr. Cynthia Bambara, (President and Secretary/Treasurer).

Others in attendance included:

Dione Clark-Trub	Melinda Duckworth	Christina Kilduff
Scott Harrah	David Jones	Debby Hardinger
April Higson	Kurt Hoffman	John Bone
Stacey Rohrbaugh	Courtney Jensen	Melanie Chapman
Chandler Sagal	Lori Spence	

Heather Greise, Kara Riley and Shauna McQuade attended the meeting as guests.

Adopt the March 20, 2023 Minutes

Mr. Leonard called the meeting to order at 4 pm. On a motion and second by Jim Pyles and Jane Belt respectively, the Trustees adopted the March 20, 2023 minutes.

Chairman’s Update

Mr. Leonard expressed his pride of ACM’s faculty and staff for the Middle States effort and results of the accreditation evaluation. Kim referred to the upcoming events listed on the agenda.

President’s Update

Middle States Commission on Higher Education (MSCHE) Evaluation Team Visit

Dr. Bambara stated that the MSCHE Evaluation Team Visit on April 2-5, 2023 was a huge success. She thanked the Trustees for their support throughout the process. She noted that the success was a result of hard work from everyone across the College. She received the team report on April 14, 2023. The President’s Staff and the Self-Study Co-Chairs will review the report for any errors or omissions of fact. She explained that content cannot be modified and that the final report will be presented to the Commission to complete the last steps in the process. A final decision is expected late June or early July.

Dr. Bambara provided the highlights of the MSCHE report:

Standard I: Mission and Goals

Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices

- The Mission Review Task Force is to be recognized for its objectives focusing on brevity, accuracy, meaningfulness, and measurability when crafting the College's new mission statement.
- ACM is to be recognized for continuing its focus on mission review and renewal through the COVID 19 pandemic and considering input and feedback from its many constituent groups.
- The institution is to be applauded for maintaining its focus on the overarching goals to be achieved in its educational master plan and carrying these through to its subsequent plans.

Team Recommendation(s)

None

Requirement(s)

None

Standard II: Ethics and Integrity

Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices

- The exemplary work led by the Diversity, Equity, and Inclusion Committee illustrating the College's commitment to fostering a community of respect.
- The exemplary work in promoting affordability and accessibility through building the College's capacity for providing financial assistance to ACM students.

Team Recommendation(s)

- The institution should provide further evidence of the periodic assessment of the effectiveness of all institutional policies and procedures and the manner in which they are implemented.

Requirement(s)

None

Standard III: Design and Delivery of the Student Learning Experience

Collegial Advice

- The team concurs with the College's own recommendation to standardize assessment training requirements for faculty by providing consistent and thorough training materials.
- The team concurs with the College's own recommendation to increase available training to faculty regarding the instruction and evaluation of General Education Learning Outcomes with special emphasis on Personal and Civic Responsibility.

Standard IV: Support of the Student Learning Experience

Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices

- The institution eliminated barriers to enrollment and worked to ensure student support services remained accessible during the pandemic by moving quickly to online and virtual access and rethought procedures to maximize student assistance.

- Targeted interventions, like the Aspiring Young Mentor initiative to engage young black male students, are praiseworthy.
- The institution is to be recognized for decreasing the time for developmental students to successfully enter college level English and math.

Recommendations

None

Requirement(s)

None

Standard V: Educational Effectiveness Assessment

Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices

- The team recognizes the ACM for their exemplary work in the creation and implementation of a robust assessment framework that is systematic, faculty-driven, sustainable, and aimed at the continuous improvement of student learning and teaching.

Team Recommendation(s)

None

Requirement(s)

None

Standard VI: Planning, Resource's, Institutional Improvement

Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices

- ACM should be recognized for its clean audit reports over the last three-years.
- ACM should be lauded for its fundraising efforts and ability to secure external funding for programs, construction, and renovation projects.
- The Teaching and Learning Community for faculty and the Learning College Teaching and Learning Community training for staff and faculty is praiseworthy.

Team Recommendation(s)

None

Requirement(s)

None

Standard VII: Governance, Leadership, Administration

Recognition of Accomplishments, Progress, or Exemplary/Innovative Practices

- The transformation of the College's shared governance model in 2016. The new model allows for all members of the campus community the opportunity to provide input as it relates to the decision-making process.
- The development of a comprehensive evaluation process and instructional template for all operational units of the College.

Team Recommendation(s)

None

Requirement(s)

None

Baseball Field Naming

As shared by Trustee Jim Pyles at the March 20, 2023 Board meeting, the baseball field will be named in honor of Hall of Fame Coach Steve Bazarnic. The College naming policy requires Board of Trustee approval for all naming opportunities. Dr. Bambara thanked the Trustees for their prompt email responses and for unanimously approving the naming of the baseball field in honor of Coach Bazarnic. The naming event will take place on Sunday, April 23, 2023 at 11:30 am at the baseball field.

Maryland Association of Community Colleges (MACC) News

1. Legislative updates

It was a very good year for Maryland Community Colleges. The MACC staff went into the 2023 Session with the following goals:

1. Maintain operating budget funding at the full statutory intent of the Cade formula.
2. Achieve a capital budget allocation in line with the requested funds.
3. Decentralize administration of the Community College Promise program.

The above 3 areas are the most critical sources of State funding for our community colleges and our students. Details are provided “In A Crab Shell” <https://mailchi.mp/mdacc.org/tfgdt72gy8-6049111>, which Dr. Bambara emailed to the Trustees earlier in the afternoon. In short, MACC achieved its most important goals. MACC attributes much of this success to advocates in the Maryland General Assembly and the Governor's office for understanding the value of investing in community colleges.

2. P-Tech Legislation

Legislation, submitted by Delegate Buckel and Senator McKay, to revise the P-TECH program by allowing participants to receive their high school diploma upon completing all high school graduation requirements, passed both the Senate and the House. Testimony was provided in February 2023 by David Jones and in March 2023 by Dr. Bambara. The bill will be signed by Governor Moore and ACM will be invited to attend the signing ceremony with the Governor.

Successful Open House

On Saturday, April 15, 2023 ACM held a very successful open house with 182 guests and 81 prospective students. Thanks were extended to the many faculty and staff who were available to greet prospective students and their families and to David Jones and the Advancement Staff for organizing this important event.

Mid-Atlantic Woodsmen's Competition

Congratulations were extended to the ACM Forest Technology students for placing *second* in the Mid-Atlantic Woodsmen's Competition! ACM students competed against six other teams including students from WVU and Penn State. The competition was held Saturday, April 15, 2023 at ACM. Many noticed the activities and tents on campus this weekend when visiting campus. Special thanks to Marie Perrin-Miller and her team for an awesome job!

ACCESS ACM

The Spring ACCESS ACM magazine was mailed early in April. The theme is “Empowering Up”, with articles in this edition that share stories of individuals who are all heroes to us. In addition, the magazine highlights projects, educators, donors, and partners that empower our entire college community.

National Community College Month

In honor of National Community College Month, social media posts on various platforms have been and continue to be shared throughout April to recognize the importance of community colleges and ACM’s impact on our community. A letter to the editor from President Bambara has been shared with local and regional newspapers.

Early College Cumberland Times News Article

An interview with Greg Larry, reporter for the Cumberland Times-News, was held recently to provide insight on ACM’s Early College program. The feature article appeared on April 13, 2023.

Bedford County Regional Education Foundation Fundraiser

The Bedford County Regional Education Foundation will hold their “Making Scholarship Headlines” Dinner Fundraiser at Clear Ridge Event Center on May 6, 2023.

Grants News

ACM submitted a grant to the Western Maryland Economic Future Investment Board (Edwards Fund) in the amount of \$200,000 to support the purchase of a metal and composite laser 3D printer. The College received preliminary funding approval with \$100,000 coming from the Edwards Fund and \$100,000 from the Appalachian Regional Commission.

ACM submitted a \$250,000 grant to the Maryland Energy Administration for the “*Western Maryland Wood Biofuel Training Initiative.*” ACM is taking the lead to build out the educational and workforce training portion of a wood biofuel value chain that is being developed in Western Maryland. Through collaboration with several industry partners, this project will allow Allegany College of Maryland to create new curriculum, provide faculty and staff development, and to obtain the necessary equipment to be the first in the region to train this future renewable energy workforce.

A \$100,000 grant was submitted to Lowes to start a program at Western Maryland Works to train appliance repair service individuals to serve the local area and the Western Maryland region. This project will rely heavily on partnership with local appliance repair technicians who are both aging out and are ambitious and excited to see the next generation of appliance repair technicians learn the tricks of the trade.

Allegany College of Maryland, in partnership with Frostburg State University and Garrett College, received preliminary approval of a \$250,000 EDA grant. This workforce development program, including training/certification and internship initiatives, will train a workforce to serve the needs of the outdoor recreation economy.

The College prepared and submitted three FY24 ARC pre-application proposals and received initial indication that all three will be funded once full applications are submitted in fall 2023.

1. Dental Hygiene Enhancement Project
2. Robotic Welding Training at Western Maryland Works
3. Workforce Development Computer Training Lab Enhancement

ACM Foundation Reception

The Foundation reception is scheduled for April 18, 2023. It is anticipated that approximately 150 donors will attend.

Upcoming events reminder:

A meeting of the Board Finance Committee will be held on May 8, 2023 at 3 pm prior to the 4 pm Board of Trustees meeting.

League for Innovation Award

Dr. Bambara introduced Shauna McQuade, Kara Riley and Heather Greise, the three League for Innovation Award recipients and recognized them for this distinction. Heather and Shauna spoke of their experience at the March conference in Tempe, Arizona. Kara will attend a conference at a future date.

Human Resources Policies: Employee Performance Management, Code of Ethics and Employee Standards of Conduct Policy, and Employee Disciplinary Action Policy

Melinda Duckworth presented the three policies that were the result of revising outdated policies. The policies were vetted through the constituency groups and were presented to the Board of Trustees for approval.

The Employee Performance Management Policy was approved on a motion from Ms. Buck and a second from Mr. Pyles.

The Code of Ethics and Employee Standards of Conduct Policy was approved on a motion from Ms. Martz and a second from Ms. Belt, the Trustees approved the policy.

The Employee Disciplinary Action Policy approved on a motion from Mr. Frazier and a second from Ms. Buckel.

ACM Nursing Enhancement Simulation/Equipment Bid

David Jones shared that ACM received a grant in the amount of nearly \$500,000 to implement a new weekend/hybrid nursing program, which will also allow the College to purchase approximately \$250,000 in simulation and related equipment. Following the College procurement process, a recommendation was presented for three simulation items in the amount of \$168,320.24 from Gaumard Scientific and an 11 bed package in the amount of \$34,272.26 from Mckesson Medical Surgical. On a motion from Ms. Martz and a second from Ms. Belt, the action was approved.

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Bedford County Facility Painting and Flooring RFP Recommendation

Christina Kilduff presented the Bedford County Campus Facilities Committee recommendation for selection of the painting bid provided by Hoyman Painting of \$40,433 and the low bid provided by Franklin Integrated Interiors of \$85,943 for the flooring. Facility improvement funds have been acquired through the Commonwealth of Pennsylvania for the painting and flooring project. On a motion from Mr. Pyles and second from Mr. Frazier, the bids were approved by the Trustees.

3D Metal Printer Project Bid Approval

Chandler Sagal presented the bid for two 3D Metal Printers to support Western Maryland Works. The equipment will be funded with grants of \$100,000 from the Senator George Edwards Fund and \$100,000 from the Appalachian Regional Commission as well as \$50,000 previously approved from fund balance. The equipment is ideal for manufacturing highly complex, sophisticated DMLS components. On a motion from Mr. Pyles and second from Ms. Belt, the Trustees approved the selection of Phillips Corporation's bid of \$249,887.25, which is contingent upon grant award approval.

2022-2025 Educational Master Plan

Kurt Hoffman presented the 2022-2025 Educational Master Plan that contains information critical to the institution and the community. The sections of the plan include: Mental Health; Diversity, Equity, Inclusion, and Justice; Regionality; Academic Integrity; and the Blueprint for Education. Mr. Leonard asked that Dr. Hoffman report on individual sections throughout the coming year.

Finance and Administration update

Christina Kilduff reported that the College is in a good cash position and that overall finances continue to be strong. She reported that the requested increase of \$250,000 from Allegany County is not likely to be funded in full. Confirmation should be available in the next few weeks.

EXECUTIVE SESSION

At 5:15 pm, following a motion from Ms. Buckel and second from Ms. Belt, the Board Trustees convened into Executive Session to discuss personnel items, covered under [Article 3-305(b) (1)] of the Maryland Open Meetings Act. If necessary, action may be taken in Public Session as a result of items discussed in Executive Session.

At 5:39 pm. the Board of Trustees moved out of executive session in to public session on a motion and second from Mr. Frazier and Ms. Belt respectively to approve the following personnel items:

Personnel New Hire Recommendations

Kurt Hoffman recommended William Kerns to fill the full-time temporary professional staff college coach position. He is currently an FSU student and will graduate in May with a BA in History. William will temporarily replace a staff member who will be on leave in FY24.

David Jones recommended Daphne Stayer, who is a recent graduate in animal science and nutrition services from WVU, for the position of college recruiter

Associate Support Staff In-Class Advancement

Christina Kilduff presented the recommendation to promote Kara Riley from Level 2 to Level 3.

Faculty Tenure/ Advancements in Rank

Kurt Hoffman presented recommendations for faculty tenure/advancement in rank for Dr. Patsy McKenzie, Dr. Lex Merrill, Tina Courtney, Amanda Hoover, Brenda Tasker-Boucot, Dr. Derek Jones, Kate Tummino, Raymond Hunt, Tommie Reams, Melody Gaschler, Michelle Barmoy, Dr. Brandon Hoover, and Cindy Zumbrun.

Professional and Administrative Support Staff In-Class Advancement

David Jones presented the recommendations to promote Tracy Reese, Julie Whetstone, and Dr. Barbara Zuchelli from Level 1 to Level 2.

On a motion from Ms. Martz and a second from Ms. Belt, the Trustees approved the new hire recommendations.

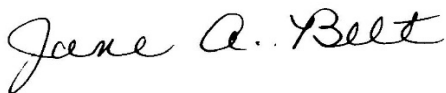
On a motion from Ms. Belt and second from Mr. Frazier, the Trustees approved the Associate Support Staff In-Class Advancement recommendation.

On a motion from Mr. Frazier and second from Ms. Martz, the Trustees approved the faculty recommended for Tenure/Promotion and Advancement in rank.

On a motion from Ms. Buckel and second from Ms. Buck, the Trustees approved the Professional and Administrative Support Staff In-Class Advancement recommendations.

With no further business to discuss, on a motion from Mr. Frazier and a second from Ms. Belt, the meeting was adjourned at 5:43 pm.

Respectfully submitted,



Ms. Jane Belt
Vice-Chair, Board of Trustees



Dr. Cynthia Bambara
Secretary/Treasurer