

Allegany College of Maryland  
BOARD OF TRUSTEES

February 20, 2023

PUBLIC SESSION  
MINUTES

Thomas Welcome Center  
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met Monday, January 16, 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 (via Zoom), Mr. Jim Pyles, Mr. Eugene Frazier, Ms. Michele Martz, Ms. Linda Buckel, Dr. Cynthia Bambara; (President and Secretary/Treasurer).

Other in attendance included:

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

**Adopt the January 16, 2023 Minutes**

Mr. Leonard called the meeting to order at 4 pm. On a motion and second by Ms. Buckel and Ms. Martz respectively, the Trustees adopted the January 16, 2023 minutes.

**Chairman's Update**

Mr. Leonard attended a Chamber Economic Development meeting recently where Dr. Bambara presented on the accomplishments of the College. Mr. Leonard was impressed with her presentation and is proud to be part of this organization and the impact the College has in the community and region.

**President's Update**

Middle States Commission on Higher Education (MSCHE)

Dr. Bambara reported that ACM's MSCHE evaluation team will be at the College on April 2 - 5, 2023. A dinner meeting for the Board and the team is planned for April 2<sup>nd</sup> at the Culinary Café at 5:30 pm; another meeting with the Board will be held April 3<sup>rd</sup> at 3 pm in the Board Room. The Self-Study report has been submitted and the evidence documents are posted in the portal in anticipation of the visit.

Dr. Bambara also shared that she has been invited to chair a Middle States evaluation team next year for a trade school in southeast Pennsylvania.

Enrollment

Enrollment for the spring 2023 semester has exceeded expectations with an increase of 6.4% in headcount and 10.1% in credit hours. There also was a 13% increase in the Under 20 population, (excluding Early College students), an 11.3% increase in the number of male students, and an 8.9% increase in Allegany County residents.

#### Maryland Association of Community Colleges (MACC) and P-TECH Legislation

Legislation has been submitted by Del. 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. Current guidelines only permit the awarding of the high school diploma upon receiving their associate degree, which impacts students negatively in areas such as federal financial aid, athletics, and divers' license eligibility. House Bill 0689 and Senate Bill 0822 address this requested legislative change. Testimony will be provided on 2/22 and 3/1 in Annapolis.

#### Pennsylvania Campus Update

Dr. Bambara, David Jones and Leah Pepple hosted a tour of the Bedford Campus, meeting Senator Pat Stefano and Representative Jesse Topper on January 26, 2023 to discuss Southern Tier Education Council funding and Bedford County Campus support. The meeting was very encouraging. The Southern Tier Education Council PA Tuition Subsidy grant agreement was fully executed by PA on January 30, 2023, allowing PA tuition subsidy to be applied to student accounts. Mr. Leonard reminded the group of the annual Bedford scholarship fundraising dinner which benefits students.

#### Foundation News

A grant proposal was submitted to the Western Maryland Economic Future Investment Board (Edwards Fund) requesting nearly \$200,000 to support the purchase of a metal and composite 3D laser printer for Western Maryland Works.

On behalf of ACM, the Western Maryland Delegation submitted Maryland Bond Request/Application in the amount of \$300,000 to support replacing the tennis courts.

The College received a USDA grant for the theatre in the amount of \$187,500 last week, the final piece of awaited theatre project funding.

The Rural Maryland Economic Development Fund for the Nursing Expansion and Enhancement to Meet the Needs of Western Maryland project award notice was signed last week with disbursement expected soon. The ARC grant will provide \$480,255 to establish a weekend cohort of nursing students, with nearly \$250,000 of the funds used to purchase simulation or related equipment for the program.

#### **Ethics Filing & Conflict of Interest Form Reminder**

All were reminded to complete the Maryland Ethics report due by the end of April. Board members were asked to complete and return their 2023 Conflict-of-Interest Statements.

#### **Program Advisory Committee Updates (PAC)**

Dr. Hoffman presented the Program Advisory Committee updates which included new members and those deceased or leaving the program committee. A letter of appreciation will be sent to the PAC members. Dr. Hoffman recommended the changes be approved. On a motion and second to accept the changes by Ms. Buckel and Mr. Frazier respectively, the Trustees approved the changes.

### **Auto Tech Roof Replacement**

Ms. Kilduff presented the bids for the Auto Tech roof replacement. A wide range of bids were received. Tremco, the manufacturer of the product being used, met with the low bidder and shared concerns about selecting them. This company did not meet the requested completion date of July 31, 2023. There were concerns about having the project completed prior to the start of the fall semester. The review committee shared the same concern and the selected David M. Maines Associates to complete the work. After much discussion, following a motion from Ms. Martz, and second from Mr. Frazier, the Trustees approved David Maines Associates.

### **Milling & Paving for Old Willowbrook Road Entrance & Parking Lot**

Ms. Kilduff recommended Liller Paving & Excavating, LLC to complete the asphalt repairs and overlay project for the Old Willowbrook Woods entrance and additional parking lots.

Ms. Belt recused herself from the vote. On a motion and second from Ms. Buckel and Ms. Martz respectively, the Trustees approved.

### **OTA Smart Apartment Design Build**

Ms. Kilduff explained this action item was removed from the agenda as the bid process was incomplete.

### **Facilities Master Plan Update**

Ms. Kilduff shared the letter that was sent to the Maryland Higher Education Commission on completed and future facilities projects.

### **MSCHE Standard 4 Review**

Scott Harrah provided an overview of MSCHE Standard IV, Support of the Student Experience. The standard states that “Across all educational experiences, settings, levels and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professions, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.” Mr. Harrah reviewed the six criteria outlined in the standard.

### **EXECUTIVE SESSION**

At 5:06 pm, following a motion by Mr. Frasier and a second by Ms. Buckel, the Board of Trustees convened to Executive Session to discuss personnel items, covered under [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.

On a motion and second from Mr. Frazier and Mr. Pyles respectively, the Board moved out of executive session into public session at 5:37 pm to approve personnel items.

On a motion by Ms. Buckel and a second by Mr. Frazier, the Trustees approved the following personnel appointments:

Katrina Westfall – Success & Retention Coach, Advising Specialist  
Gabriel George – Success & Retention Coach, Advising Specialist  
Laura Rivers – Western Maryland Works Coordinator

On a motion by Mr. Pyles and a second by Mr. Frazier, the Trustees approved a mid-year bonus for employees.

With no further business, on a motion from Mr. Pyles and second from Ms. Buckel, the meeting was adjourned at 5:38 pm.

Respectfully submitted,



Mr. Kim B Leonard  
Board of Trustees Chairman



Dr. Cynthia Bambara  
Secretary/Treasurer