

Allegany College of Maryland

BOARD OF TRUSTEES

MINUTES

October 24, 2016

4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, October 24, 2016, at 4:00 p.m. in the Board. Members present included Mr. Kim Leonard (Chair), Mrs. Jane Belt (Vice Chair), Mrs. Joyce Lapp, Mr. Jack McMullen, Mr. Jim Ortiz, Mr. Jim Pyles, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Also in attendance were Dr. Kurt Hoffman (Senior VP of Instructional and Student Affairs), Mr. David Jones (VP of Advancement and Community Relations and Executive Director of the Allegany College of Maryland Foundation), Mr. David DeWitt (VP of Finance and Administration), Dr. Renee Conner (Dean of Student and Administrative Affairs), Mr. Scott Harrah (Associate Dean of Institutional Effectiveness, Research and Planning), Mrs. Stacey Rohrbaugh (Professor of Medical Laboratory Technology and Faculty Senate Chair), Mrs. Tara DeVore (Director of Pathways for Success and Professional/Administrative Support Staff Association Chair), Mrs. Kathy Condor (Director of CE Health and Human Services and Professional/Administrative Support Staff Association Vice Chair), Mrs. Martha Steele (Assistant Registration Specialist and Associate Support Staff Association Vice Chair), Ms. Sheila Dyche (Residential Services Business Manager/General Accountant), and Mrs. Bobbie Cameron, (Executive Assistant to the President).

Approval of Minutes

The Trustees approved the minutes of the September 26, 2016, meeting following a motion from Mr. Ortiz and a second from Mrs. Belt.

Chairman's Update

Mr. Leonard extended an official thank you on behalf of the Trustees to the entire college community in appreciation for the dedication and hard work to comply with the Middle States Standards. ACM will be a better institution as the assessment process is sustained. He then reviewed the dates of the upcoming events with the addition of the local legislative delegation pre-session public meeting November 16.

President's Update

MSCHE Update – A second monitoring report was submitted by the September 1 deadline. A small team visited the Cumberland campus October 5 and 6 and found that the College now demonstrates compliance with the two standards in question. There was an extraordinary effort on the part of all throughout the College to meet the remaining two standards in question. Mr. Harrah will provide a report later in the meeting on next steps.

Vice President of Administration and Finance Search – The search is complete. Christina Kilduff has been selected to serve in this role and will begin November 7, 2016. She currently serves as the vice president for finance and administration at Hagerstown Community College.

Regional Community College Services Line Item – Today, finally monies were received for the PA state subsidy for fall 2015 or spring 2016. The application is in process and students should receive refunds within the next month. A new process is in place to apply for FY17 funds. The application is being completed now.

Compensation Study Update – The compensation study conducted by Evergreen Solutions, LLC continues. Completion is on track for October 31, 2016. The dates of the final presentation have not been set, but we have requested that Evergreen present to the BOT on December 12, 2016.

Tech Building Update – Design work is progressing as well as the narrative for project phase II. ACM is preauthorized for a split funded project for FY18. Mr. DeWitt, Sheila Dyche and Dr. Bambara met recently with the Office of Budget Management to address any further questions about the project. Ms. Dyche did an excellent job presenting the project.

Pathways in Technology Early College High School (P-TECH) – Planning continues on the partnership between Allegany County Public Schools, ACM, Western Maryland Health System and eventually Frostburg State University. ACPS is the lead on this grant. ACPS administration and Dr. Bambara are serving on the P-TECH stakeholder workgroup.

TECH at the GAP: Emerging Trends – October 16, 2016 was a very successful day for the Center for IT Excellence. Governor Hogan opened the event with comments. Yesterday's *Cumberland Times News* featured a story in the Region section. There were a total of 150 attendees from across the IT industry. Autumn Becker led the effort and did an incredible job.

Literary Award – The President announced the 2016 edition of ACM's literary arts publication, *Expressions*, has been awarded a third place from the Community College Humanities Association's Annual Literary Magazine Competition among small colleges in the Eastern division.

Published in May 2016, the 78-page edition highlights student achievement in the literary and visual arts. A total of 25 ACM students contributed to the magazine, along with student editor Charolette Masoncup.

Over the now 27-year history of the ACM publication, *Expressions* received a second place in 1992, a fourth place in 2003, a sixth place in 1991, and a first place in 2014. In addition, an individual student essay garnered a merit award for fiction in 2009.

Commit to Complete – This week is our Commit to Complete event across our campuses. This is a PTK program to engage students and have them pledge to complete their program of study. One of the important facets of this year's program is to have administrators, trustees, faculty, and staff Commit to help students make it to completion of their degrees. You can help by encouraging students you know to complete their program of study. You can also help by supporting policies that mitigate barriers to completion.

MACC Presidents Meeting Updates

Regional Tuition Rate

At the MCCC meeting this past Friday, the presidents unanimously agreed to pursue the enabling legislation to the statute. MACC staff will draft the language and Dr. Bambara will forward to Senator Edwards.

Unionization

No change from last month. Dr. Sadusky received information that a Senate bill is not expected this year nor will it get out of committee in the House. There are other priorities for this year.

Board of Directors meeting

The MACC Board of Directors meeting is Wednesday. Dr. Bambara will call in for the meeting if any the Trustees want to join her.

FY2016 Grant Report

Mr. Jones distributed a copy of the FY16 Grant Report, which provided a snapshot of the year. 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 FY16 was \$2,143,015, which represents a 4.5 percent increase over the previous year and an increase of over 70 percent from ten years ago and a 90 percent increase from fifteen years ago. Grant funding has supported a variety of institutional needs including faculty development, technology, software, infrastructure, program development and expansion, and other college needs. Several new and recently funded grants were mentioned as well as several new initiatives.

FY2016 Allegany County Opportunity Scholarship Update

Mr. Jones provided the FY 2016 update on the Allegany County Opportunity Scholarship Program. He thanked Mr. Leonard, Dr. Audie Klingler, and Dr. Bambara for being part of an update to the Allegany County Commissioners on August 25th at their public meeting. Mr. Jones shared that the Allegany County Opportunity Scholarship Program has greatly enhanced the economic opportunities for our citizens and our community by supporting education, job training, and career preparation. A copy of the FY16 report was provided and included the following key statistics:

- Recipients represent every community in our County.
- All public and private schools in Allegany County, as well as homeschooled and GED students, have been awarded.
- Recipients include students from nearly every major/curriculum.
- The age range of recipients is 17-58, with an average age of 24.
- The Allegany County Opportunity Jump Start Early College Scholarship is providing assistance to students from the Allegany County Public Schools who receive free and reduced-cost school meals. This \$100-per-course award covers the full family cost for taking a three-credit course.
- The Allegany County Opportunity Merit Scholarship encourages academic excellence. Over 250 scholarships have been awarded.
- The Allegany County Opportunity Tuition Subsidy for Credit Students is intended to offset tuition costs not covered by federal or state aid or by other support. Over 225 scholarships have been awarded.
- The Allegany County Opportunity Continuing Education and Workforce Development Scholarship supports Allegany County residents who are taking Professional and Workforce Training. Over 250 scholarships have been awarded.

David provided additional details about the program, including a summary of the four award types, credit majors supported, examples of workforce training supported, high schools represented, and cities represented. The report highlighted the economic impact of Allegany College of Maryland and investment in training. David shared some direct quotes from student thank you letters. He indicated that he delivered

a full portfolio of student letters to the County Commissioners, and reviewed a few from the annual report. David closed by thanking Allegany County and the Allegany County Commissioners for their vision and support of this investment in education and economic development.

Bedford Advisory Committee Membership Updates

Dr. Bambara presented the membership list noting the change in the vice chair position from Doug Lingsch (President/CEO of MDL Manufacturing Industries) to Melissa Jacobs (Owner of Jean Bonnet Tavern). Additions to the Committee include Marty Culp (Business Services Development Specialist w/Southern Alleghenies Planning & Development Commission), Jim Hollis (Asst. Superintendent @ Everett Area School District), and Shane Imler (WSKE Radio). Those members who stepped down from the Committee include Ella Bowman (Account Liaison with Heartland Hospice in Somerset), Kevin Diehl (Aerial Communications in Bedford), Erich May (Middle/High School Principal at Central Fulton School District), Dixie Paruch (Superintendent of Central Fulton School District), Christina Ramsey (Principal at Everett Area High School), Michelle A. Speck (VP of Human Resources at UPMC Altoona and Bedford Memorial Hospital), and Susan Whisler (Workforce Investment Board Director at Southern Alleghenies Planning & Development Commission). The Trustees approved changes to the Bedford County Campus Advisory Committee membership following a motion and second by Mr. McMullen and Mr. Pyles, respectively.

Approval of Strategic Planning Council Bylaws

The bylaws solidify the charge of the group. On a motion by Mrs. Lapp and a second by Mrs. Belt, the Trustees approved the Strategic Planning Council Bylaws.

Approval of State Mandated Personal Electronic Account Privacy Protection Policy

Dr. Conner explained the policy was crafted by a work group because of a recently enacted Maryland law, was presented to the President's Advisory Team, and was submitted to the college community at a forum for comments last week. The policy was created to protect students' privacy with personal electronic accounts and not to accounts created, owned, or managed by the College or officials acting on its behalf. A discussion followed. The policy was approved by the Trustees following Mr. Ronan's motion and Mrs. Belt's second.

Approval of Constitution and Bylaws

Following a motion by Mrs. Belt and a second by Mrs. Lapp, the Trustees approved the All-College Assembly Constitution and Bylaws as well as the revised bylaws for the Academic Standards Committee, Curriculum Committee, and the President's Advisory Team as presented by Dr. Hoffman.

Strategic Issue – Strategic Enrollment Management Plan

Dr. Bambara and Mr. Jones described the SEMP and the three year plan's linkage between the Strategic Plan and the Educational Plan. The goals are to increase both credit and continuing education enrollments and to increase overall student retention and completion.

On a motion by Mr. Ronan and a second by Mr. Ortiz, the Trustees went into Executive Session at 5:03 p.m. to discuss personnel, financial, and Board administrative matters covered under the Maryland Open Meetings Act.

Following a motion by Mr. Ortiz and a second by Mrs. Belt, the Trustees returned to Public Session at 6:04 p.m. to take action on personnel appointments.

The Trustees, on a motion from Mr. Ortiz and a second from Mrs. Belt, approved the professional staff appointments of Ms. Christina Kilduff for the position of Vice President of Finance and Administration, Ms. Kimberly Mouse for the position of Coordinator of Public Relations and Advancement Services, and Ms. Suzanne Wright for the position of Advising Specialist in the Advising Center.

The meeting adjourned at 6:09 p.m.

Respectfully submitted,

Kim Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer