

Allegany College of Maryland

BOARD OF TRUSTEES

MINUTES

November 21, 2016

4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, November 21, 2016, at 4:00 p.m. in the Board Room. Members present included Mr. Kim Leonard (Chair), Mrs. Jane Belt (Vice Chair), Mr. Jack McMullen, Mr. Jim Ortiz, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Also in attendance were 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), Mrs. Christina Kilduff (Incoming VP of Finance and Administration), Mr. Scott Harrah (Associate Dean of Institutional Effectiveness, Research and Planning), Mrs. Melinda Duckworth (Director of Human Resources), 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), Ms. April Higson (Administrative Assistant for Athletics and Physical Education Department and Associate Support Staff Association Chair), Mrs. Kristi Smith (Cybersecurity Project Director), and Mrs. Bobbie Cameron (Executive Assistant to the President).

Approval of Minutes

The Trustees approved the minutes of the October 24, 2016, meeting following a motion from Mr. Ortiz and a second from Mrs. Belt.

Chairman's Update

Mr. Leonard reviewed the upcoming events.

President's Update

Vice President of Finance and Administration - Christina Kilduff was welcomed as the new VP of Finance and Administration. She began her role November 7 and is working with Mr. DeWitt for the next few weeks during the transition.

MSCHE Update – Today Dr. Bambara received the official letter from MSCHE reaffirming ACM's accreditation status. Mr. Harrah has begun addressing the 2015 Self-study recommendations. It is anticipated that the recommendations will be required with any follow-up reports. The Trustees will be notified when the official action is received.

Compensation Study Update - The compensation study conducted by Evergreen Solutions, LLC, nears completion. Additional analysis has been requested which will delay the report to the Board of Trustees. A special meeting is being arranged for early January.

America's Promise Route 220 Corridor Project (AP220) - ACM formed a partnership with Eastern WV Community and Technical College and Dabney S. Lancaster Community College earlier this year to submit a Department of Labor America's Promise grant, with Eastern serving as the official applicant. The America's Promise grant has the goal of developing and growing regional partnerships between workforce agencies, education and training providers, and employers in a variety of industries. Dr. Bambara recently received notification of funding approval for a grant in the amount of \$3.6M.

The America's Promise Route 220 Corridor Project (AP220) is a program designed to minimize the impact of geographical boundaries, engage employers across the geographic region, increase enrollment, develop shared curriculum, promote shared equipment and resources, and increase articulation. AP220 combines workforce assets to create accelerated career pathways leading to entry level positions and laddering to high-skill, high-wage growth occupations. The primary target sector of Allegany College of Maryland will include Machinists and Industrial Machinery Repair and Maintenance Mechanics. ACM's portion of this grant is nearly \$1M, primarily for equipment and supplies.

MACC Updates—November 18th meeting

Regional Tuition Rate - MACC staff has drafted enabling language and forwarded to Senator Edwards for pre-filing the amendment.

WorkSmart Program - The Maryland Department of Commerce has joined with the Maryland Association of Community Colleges (MACC) to launch a program that partners the state's 16 community colleges with local employers to build customized workforce training and assess future training needs. The Maryland WorkSmart program will provide training through a network of centers located at each of the community college campuses, leveraging their existing relationships with over 1,000 employers across the State.

Maryland WorkSmart offers customized training programs, relevant workforce training, and degree programs. If an employer is interested in a training curriculum that doesn't exist in the colleges, the colleges will work together and even have the ability to reach out to national partners to create the module to meet the employer's needs. Maryland WorkSmart is a "one stop shop" for Maryland businesses and workforce stakeholders.

EMSI - Preview of the 2016 Economic Impact Study – Overview: Maryland Community College graduates:

- Total income supported by community college graduates = \$9.9B
- Gross state product = 2.9%
- Benefit cost ratio = 2.2
- Jobs filled by cc graduates = 151,523

Individual College reports are expected by the first of the year.

Proposal Recommendation – Cybersecurity Outreach

According to Mrs. Smith the Cybersecurity Program enrollment numbers tripled from last fall with new students. The program continues to be successful; however, finding internship sites is becoming more challenging as the enrollment numbers increase.

Requests for proposals were solicited for the purpose of implementing a strong Cybersecurity Outreach Program that will include digital and print advertising. Following a motion and second by Mr. McMullen and Mr. Ortiz, respectively, the Trustees approved the \$70K bid from GraphCom, Inc. of Frederick, MD, whose proposal followed the RFP guidelines.

Acceptance of the FY2016 Financial Audit

On a motion from Mrs. Belt and a second from Mr. McMullen, the Trustees approved the FY2016 financial audit from Turnbull Hoover & Kahl, P.A., Certified Public Accountants.

Strategic Issue – MACC Legislative Agenda

The Maryland Association of Community Colleges has set their 2017 legislative agenda items for the year that include:

1. Increased State aid for operating budgets.
2. Improvements in capital budget requests.
3. Financial aid for workforce training.
4. Other Initiatives
 - a. State supported grant program for all MD high school grads to pursue postsecondary education at free/reduced cost.
 - b. State grant assistance program for all community college tuition waivers in the amount of \$5M.
 - c. State grant of \$200K/campus to match donations made by businesses and industries for technology training.
 - d. Funding parity to all seven small-sized community colleges.
 - e. Border state/in-state tuition – ability to alter out-of-state tuition for students residing in border states.

On a motion by Mr. Ortiz and a second by Mrs. Belt, the Trustees went into Executive Session at 4:55 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 5:30 p.m. to take action on a financial matter.

The Trustees, on a motion from Mr. McMullen and a second from Mrs. Belt, approved the use of College contingency monies for a one-time purchase of approximately \$68,550 from O.Z. Enterprise of Pittsburgh, PA, to replace the Cumberland campus HVAC building automation software that controls heat, air conditioning, ventilation, lighting, and energy conservation measures to the College. The situation qualifies as an emergency repair due to the impending cold weather and the current unreliability of the existing control software. Therefore, as part of the motion, the Trustees noted their authorization for an exception to the sealed bid process, as applicable to “Emergency Repairs” under MD Code and related to procurement rules for Education, under §16-311.

The meeting adjourned at 5:35 p.m.

Respectfully submitted,

Kim Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer