

Allegany College of Maryland

BOARD OF TRUSTEES

MINUTES

December 12, 2016

4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, December 12, 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, 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), 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), Mr. John Bone (Assistant Professor of Multimedia Technology and Faculty Senate Vice 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. Martha Steele (Assistant Registration Specialist and Associate Support Staff Association Vice Chair), Mrs. Cathy Nolan (Director of Admissions and Registration), and Mrs. Bobbie Cameron (Executive Assistant to the President).

Approval of Minutes

The Trustees approved the minutes of the November 21, 2016, meeting following a motion from Mr. Ortiz and a second from Mr. McMullen.

Chairman's Update

Mr. Leonard extended holiday greetings to those in attendance as well as the college community. He also had comments and words of appreciation for VP DeWitt's contributions to ACM and the community. Mr. Leonard noted the upcoming events with commencement, the nurses pinning ceremonies, the holiday party, and the MACC trustee leadership conference and legislative reception in January.

President's Update

America's Promise Route 220 Corridor Project (AP220) – ACM recently received notification of funding approval for a \$3.6 million Department of Labor America's Promise grant in partnership with Eastern WV Community and Technical College (the official applicant) and Dabney S. Lancaster Community College. 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.

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.

The Democracy Commitment – Dr. Hoffman, Clair Chambers (2016 graduate) and Dr. Bambara attended the Fifth Year Anniversary Celebration on Monday, December 5, as guests of the New York Times. Clair received the prestigious Bernie Ronan Award at The Democracy Commitment national meeting this past June. She received this award for representing her group in the Save The World competition and the initiation of the Human Library Project to raise awareness and mitigate the stigma of mental health in our community. The program celebrated the successes of the past five years, TDC student voices, the future of the TDC and culminated in a recommitment and declaration signing event.

MSCHE Annual Conference – Dr. Hoffman, Mrs. Kilduff, Mr. Harrah, Mr. Striplin and Dr. Bambara attended the MSCHE Annual Conference this past week in Philadelphia. Plenary sessions included:

- The Impact of Federal Regulations on Higher Education Institutional Culture, Diversity, and Leadership
- The CFO's Perspective: Issues and Trends That Will Affect Higher Education
- MSCHE Accreditation Process Changes
- New Administration But Old Higher Education Challenges

Concurrent sessions focused on such topics as the application of the new standards, assessment processes, alignment of planning and resource allocation, compliance with federal regulations, and how institutions managed the warning process that lead to reaffirmation.

The meeting information was very helpful to keep our team apprised of the dynamic requirements of accreditation. Mr. Harrah will have a full update on our reaffirmation and steps needed in the next 18 months as this meeting's strategic issues.

Approval of Graduates

Cathy Nolan presented the preliminary list of 198 graduation candidates for the fall 2016 commencement ceremony. Following a motion by Mr. Ortiz and a second by Mrs. Belt, the Trustees approved the preliminary list of graduation candidates, pending eligibility verification of final grades.

Program Advisory Committee Updates

Dr. Hoffman reviewed the changes made to the following Program Advisory Committees.

Respiratory Therapist

Add: Derek Green (Potomac Valley Hospital Respiratory Therapy Director)
Melissa Rivera (Children's National Med Center, Washington, DC, Respiratory Therapy Director)
Jason Smith (Garrett Memorial Hospital Respiratory Therapy Director)
Steve Hockman (Valley Health Winchester Med Center Respiratory Operations Manager)
Margie Moran (UPMC Bedford Hospital Respiratory Therapy Director)
David Fillman (WVU Healthcare: Berkeley/Jefferson Med Centers System Cardiopulmonary/Sleep Director)
Shawn Weaver (Potomac Valley Sleep Center CEO, RRT)

Remove: Dawn Groves (Potomac Valley Hospital CRT)
Simone Harris (Children's National Medical Center RRT)
Dr. James Raver (WMRMC FCCP)
Eric Tribbey (Garrett Memorial Hospital RRT)
Representative (American Home Patient)

Nursing

Add: Anita Lewellen (Finan Center)
Rebecca Hopwood (The Lions Center)

Remove: Gayle Hughes (The Finan Center Director of Nursing)
Pam Glenn (The Lions Center Director of Nursing)
Beth Price (Former JC Blair Memorial Hospital Director of Acute Care)
Pam Matthias (Former JC Blair Memorial Hospital CNO)

Human Service

Add: David Ziler (Union Rescue Mission Executive Director)
Brooke Grossman (Hagerstown Horizon Goodwill Industries Assoc. Director, Workforce Dev)
Karl Glocker, LCSW (Potomac Behavioral Health & Occupational Therapy)
Laura Bishop Miller, LCSW-C (Salisbury State Univ. MSW Program Field Instructor)

Remove: Bonnie Clark (Bedford Children & Youth)
Joanna Sutherland (Goodwill Industries)
Lisa Swauger (Alumni Representative)

Occupational Therapy Assistant

Add: Cynthia Carnahan, COTA/L (ACM Science Department Faculty)
Laura Self, COTA/L (WMHS OTA)

Medical Assistant

Add: Andrea Everett, MSIR, MBA (Mountain Laurel Medical Center HR Specialist)
Karen Ullery (Primary Care WMHS Manager, Clinical and Practices)

Remove: Barbara Lafferty
Christine Hardiman
Mary Moran
Amy White

Allied Health Technician Programs

Pharmacy Technician

Add: Bridget Caton (PharmaCare Network Certified Pharmacy Technician)

Phlebotomy/EKG

Add: David Collins (Allegany County Paramedic)
Tina Geiger (Alumni-Graduate)

Dental Hygiene

Remove: C.W. Edmonson, DDS (Private Practice)
Amber Keith, RDH (Partnering for Dental Services)

Office Technologies

Add: Brenda Cole (WMHS Trivergent Health Alliance Patient Access Manager)
Julie Stakem (WMHS Schwab Family Cancer Center Clerical Supervisor)

Remove: Barbara Stevens (Dept. of Natural Resources Forestry Division)
Rebecca Lewis (Allegany County Board of Education)
Heather Roach (Dept. of Juvenile Services)
Rhonda Riggleman (Chessie Federal Credit Union)
Juli McCoy (County United Way)
Donnell (Householder) VanSkiver (NBCI, Mental Health Dept.)

Physical Therapist Assistant

Add: Nicolette Feaster, PTA (School Therapy Services Inc.)
Ashlee Brown, PTA (Rehab First)
Remove: Tyler Miller, PTA (Summit Physical Therapy)
Mike Reid, PTA (WMRMC)

Massage Therapy

Add: Mary Beth Pirolozzi (County United Way Executive Director)
Patricia Hilton (Baldrige Executive Fellows Program Manager)

Multimedia Technology

Add: Brendan Mattingly (Brendan Mattingly Photography, Inc.)
Remove: Carla Rice (Guided By Grace Images)

Computer Technology

Remove: Chris Soule (Former Rocky Gap Casino Resort Director of IT)

Radiologic Technology

Add: Eric Murphy (WMHS Lead Tech of Radiology)
Marsha Mullan (Potomac Valley Hospital Diagnostic Radiographer)
Remove: Sherry Walker (Former WMHS Lead Tech of Radiology)

Strategic Issue – MSCHE Update

Dr. Bambara and Mr. Harrah informed the Board that the Middle States letter was returned with corrections. Mr. Harrah will provide updates on the assessment process over the next six months. March 1, 2018, is the due date for the monitoring report on Standards 2, 7, and 14, documenting that work has been sustained. The possibility exists for a small team visit may occur shortly thereafter. Middle States is firm in requiring colleges prove rigor as evidence of accountability to the federal government. Discussion followed on the changing accreditation standards and the Board expressing their interest in learning how the assessment process will be sustained to ensure compliance.

On a motion by Mr. Ortiz and a second by Mrs. Belt, the Trustees went into Executive Session at 4:45 p.m. to discuss personnel, financial, and Board administrative matters covered under the Maryland Open Meetings Act.

Following a motion by Mr. Ronan and a second by Mr. McMullen, the Trustees returned to Public Session at 5:25 p.m. to take action on personnel and a financial matter.

The Trustees approved the appointment of Ms. Dixie Heavener for the position of Director of Public Relations and Marketing on a motion by Mr. McMullen and a second by Mrs. Belt.

The President and her staff reviewed the declining enrollment and financial situation at the Somerset County Campus and the recommendations that were previously discussed with the Board of Trustees during their Finance Committee meeting November 17. After some discussion Dr. Bambara requested the Trustees to take action on the recommendation.

Following a motion from Mr. Ronan and a second from Mr. McMullen, the Trustees voted unanimously to accept the recommendation to develop an exit plan to close the Somerset County Campus of Allegany College of Maryland.

A discussion ensued about the hiring of employees whose start date is prior to Board of Trustee meeting when appointments can occur for the full-time permanent and temporary faculty as well as those full-time professional staff positions required by COMAR. It was decided that the Trustees would receive information electronically to preliminarily approve the appointment prior to the start date to avoid delays in the hiring process. The formal appointment by the Board of Trustees would occur during the next regularly scheduled meeting.

At 5:45 p.m. the Trustees excused Dr. Bambara and Mrs. Cameron in order to go back into Executive Session to review the results of the President's evaluation as well as the Board's self-evaluation. The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Kim Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer