

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES

October 23, 2017

4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, October 23, 2017, at 4:00 p.m. in the Board Room. Members present included Mr. Kim Leonard (Chair), Mrs. Jane Belt (Vice Chair), Mrs. Joyce Lapp, Mr. Jack McMullen, Mr. Jim Ortiz, Mr. James Pyles, 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), Mrs. Christina Kilduff (VP of Finance and Administration), Mr. Scott Harrah (Associate Dean of Institutional Effectiveness, Research and Planning), Mrs. Melinda Duckworth (Director of Human Resources), Dr. Donna Brunelli (Professor of Biological Sciences and Faculty Senate Vice Chair), Mrs. Kathy Condor (Director of CE Health and Human Services and Professional/Administrative Support Staff Association Chair), Mr. Nick Taylor (Coordinator of Web Services and Professional/Administrative Support Staff Association Vice Chair), Mrs. Martha Steele (Assistant Registration Specialist and Associate Support Staff Association Chair), Mrs. Shea Bonarigo (Administrative Assistant to the Dean of Continuing Education and Workforce Development and Associate Support Staff Association Vice Chair), Dr. Audie Klingler (President of the ACM Foundation Board of Directors), Mrs. Cathy Zirk (Budget Coordinator), and Mrs. Bobbie Cameron (Executive Assistant to the President).

Approval of Minutes

Following a motion by Mr. McMullen and a second by Mrs. Belt, the Trustees approved the minutes of the September 18, 2017 meeting.

Chairman's Update

Mr. Leonard reviewed the upcoming events. He asked the Trustees to review the draft meeting schedule for 2018.

President's Update

Expressions – The 2017 edition of ACM's literary arts publication, *Expressions*, was awarded second place from the Community College Humanities Association's Annual Literary Magazine Competition among small colleges in the Eastern division.

Published in May 2017, the 94-page edition highlights student achievement in the literary and visual arts. A total of 31 ACM students contributed to the magazine, along with student editor, Robert Smith. Dr. Ronald Jenkins is the faculty editor of the publication. Heather Greise is the assistant editor for poetry. The editorial board includes faculty and staff from across the College.

The Center for Mind-Body Medicine (CMBM) — Continuing Education in conjunction with CMBM will present a one-day training on Self-Care & Group Support—A Community Approach to Resiliency and Wellness, Friday, November 10, from 8:30 a.m.—4:45 p.m. This is being promoted as an approach to help address the opioid crisis in our region.

Bedford County Chamber of Commerce – ACM is now a member of the Bedford County Chamber of Commerce Founders Circle. The organization moved to a tiered membership. By pooling resources on all expenditures for the Chamber, ACM was able to participate in this high-level membership.

Also, the Chamber is now located in the first floor of the Russell House in a renovated space. The Chamber received a large grant to renovate the upper two floors into a training/business incubator space. Through an application process, the Bedford County Campus of Allegany College of Maryland has been selected to be the major Russell House educational partner with the Bedford County Chamber of Commerce. Through business development training, “Ask the ACM Expert” sessions, quarterly health and wellness events conducted by allied health students and faculty, and placement of Business Management interns, the College will provide in-kind valued at \$109,935 over a five-year period. The educational programs offered by the College to the Chamber will involve and unify Bedford County Chamber of Commerce members and promote continuous improvement of the business climate in the Bedford County region. The partnership also enhances Allegany College of Maryland's vision of being the college of choice that transforms lives, strengthens communities, and makes learners the center of everything we do.

September 28 Luncheon on Capital Improvement Projects – Dr. Bambara attended a luncheon with Senator Edwards and Department of Budget and Management Secretary David Brinkley to provide an update on the campus capital improvement projects including ACM's Technology Building.

Boutique Hotel – The Cumberland Economic Development Corporation (CEDC) is moving forward with a Boutique Hotel in the former M&T Bank building in Cumberland. CEDC is waiting to hear about state funding to remove the pedestrian mall on Baltimore Street. CED Executive Director Paul Kelley is working with city engineers and the design group on a timeline. M&T is negotiating a contract with the CEDC for an option to purchase. There may also be some private interest. Mr. Kelley needs more specifics from ACM on what our partnership might bring. ACM will follow-up.

OTA ACOTE Decision - Last month Dr. Bambara provided information on a recent Occupational Therapy Assistant (OTA) ACOTE (third-party accreditor) decision to require OTAs to have a bachelor's degree by 2027 and Occupational Therapists to have a doctorate by 2027. Given the huge opposition from constituents, OTA ACOTE has opened the door for feedback before a final decision has been made.

Maryland Council of Community College Presidents Meeting Updates

- A group of MACC presidents will convene to explore the consequences and opportunities of the ACOTE decision should it stand. Dr. Bambara will serve on the group. (This includes looking into a community college bachelor's degree in applied fields).
- Maryland Promise—MCCCP developed a list of priorities to share with Senator Pinsky to help shape the Maryland Promise program.
- Former USM Chancellor Dr. Brit Kirwan provided an overview of The Kirwan Commission findings on the Maryland Commission on Innovation and Excellence in Education. This is focused on K-12.
- Sick/Safe Leave—MACC is expecting the Governor's veto to be overturned. Strategy now is to clarify if adjuncts fall within the definition of the bill and hopefully, have them excluded. A policy will be developed in the event implementation is required in the spring.
- Dr. Bambara is now serving on the MACC Executive Committee

MSCHE Evaluation Chair – Dr. Bambara had an outstanding visit to Rowan College at Gloucester County on October 1-3. The experience helps provide insight into the revised standard and other MSCHE processes. In addition, it is extremely interesting to learn about innovative ideas at another community

college. RCGC is doing some very unique partnerships with Rowan University. Dr. Bambara hopes to learn even more as this work progresses.

ACM Foundation Quarterly Update

ACM Foundation President Audie Klingler recognized the Foundation Board members:

- David N. Aydelotte, Sr., WCBC Broadcasting Studios
- Carl O. Belt, Jr., Carl Belt, Inc.
- John J. Felten, Retired, CSX Transportation
- Lee N. Fiedler, Retired, Kelly Springfield
- Bernice A. Friedland, Retired, Teacher and Small Business Owner
- Dr. Peter Halmos, Retired Cardiologist
- Robert E. Heltzel, Retired, ABL Corporation
- Aaron Hendrickson, Hampshire County Public Schools
- Dr. Audie G. Klingler, Allegany Chiropractic Center
- George W. Lapp, Jr., R.H. Lapp Mechanical Contractors
- Robert J. Martin, Jr., Potomac Valley Home Medical
- Sally J. Miller, Care First Blue Cross Blue Shield
- Mary Ann D. Moen, Retired, M&T Bank
- Dixie Pownall, Attorney
- Amanda Ruthenberg, Retired, Allegany County Public Schools
- Judge Frederick Sharer, Retired, Judge of the Maryland Court of Special Appeals
- Robert Smith, Allegany Aggregates
- John R. Smyth, CBIZ
- Elaine K. Solomon, Retired, Carl Belt, Inc.
- Marc E. Zanger, Retired, CBIZ

FY2017 Foundation year to date (preliminary and unaudited) contributions and scholarships for the Cumberland Foundation follow:

- Contributions: \$1,881,715 (endowed and not endowed)
 - *84% increase over the previous year*
- Total Revenue: \$3,232,485
 - *101% increase over the previous year*
- Scholarships: \$1,005,614
- Net Assets (end of year): \$15,147,994
 - *16.8% increase over the previous year*

Foundation funds invested with the University System of Maryland Foundation returned 12.89% in FY2017 and have a five-year return rate of 6.75%.

The 2018-2019 scholarship catalog, representing scholarship opportunities available through each of the Foundations, has been printed and will soon be available.

The Foundation reception is scheduled for Tuesday, April 17, 2018. Additional information will be provided.

Faculty and staff have received information about the annual Internal Giving Program and are encouraged to consider making a gift to support ACM. Multiple giving opportunities are available. The program allows all employees an opportunity to support the College in its mission to provide a quality education to residents of the communities we serve. In many cases, the level of private support depends on the percentage of faculty and staff who believe in the mission of the College and who are willing to support it financially.

In FY2017, 14,580 total scholarship applications were received. There were 2,748 awards made, which includes credit and CE scholarship support.

The Foundation's Lunch and Learn series will continue during the academic year for donors and friends, with four sessions scheduled. This has been a very effective initiative.

The Foundation recently received an endowed gift earlier this month from the estate of Ina Canada in the amount of \$232,000 to benefit the Nursing Program.

The Executive Director of the Foundation has recently been made aware of several additional estate gifts that have been made that will benefit the College and our mission.

Foundation Internal Audit: Amanda Ruthenberg and Elaine Solomon participated in this year's Foundation internal audit review, which included a review of the policies and procedures. Amanda and Elaine provided an update regarding the internal audit and stated that the Foundation followed all control procedures and that they were impressed by the organization and combined years of service of the staff.

Baseball Field Scoreboard, \$30,000 (100% supported by three sponsors)
Softball Field Scoreboard, \$25,000 (100% supported by a sole sponsor)

Approximately 20 Honor/Memorial Benches have been purchased and many have been installed. The cost is \$900 and the Foundation is promoting this to donors, alumni, faculty/staff, and the community.

The design process for the ACM Welcome Center (100% privately funded through the ACM Foundation) will begin during fall 2017. Construction is expected to be completed by summer 2018.

Dr. Klingler thanked Mr. Jones for his leadership on the bench project and feels the Welcome Center will be a great addition as the front door to the campus for potential students and visitors. Mr. Leonard acknowledged Dr. Klingler's and Mr. Jones's leadership and accomplishments with the Foundation.

Expressions Literary Magazine

Faculty editor Dr. Ron Jenkins complimented the two students whose artwork were used for the cover this year. He extended his appreciation to the student editor, assistant editor, advisors, and editorial board members for their hard work and for sharing their talents to highlight the students' work. A discussion followed as to the distribution of the publication to share the students' work with the community.

Easement for City of Cumberland Water Line Replacement Project

Mrs. Kilduff informed the Trustees of the City of Cumberland's request for the possibility of an agreement granting the necessary temporary and permanent easements for a proposed 12" water line and a 20' permanent right-of-way on ACM property. The project is to correct erosion under the entrance/culvert. The final design will be completed in the next several months and the formal easement documents will be based on the final design.

Candidate Reimbursement Procedure

Mrs. Duckworth informed the Trustees of the changes the President's Advisory Team is suggesting to the Candidate Reimbursement Procedure. Following Mr. Ronan's suggestions, Mrs. Duckworth will consider vetting of candidates in other ways, such as an initial electronic interview, to better control and screen

candidates prior to an onsite interview. She will contact Education Advisory Board to research best practices prior to presenting a revised procedure to the Trustees.

FY18 Fund Balance Designation

The Finance Committee reviewed the FY18 Fund Balance List. The President's Staff will prioritize a schedule of the purchases. On a motion from Mrs. Belt and a second by Mr. Ortiz, the Trustees approved the proposed FY18 Fund Balance designations authorizing the Finance Office to retain \$2,780,223 in the College Unrestricted Fund as fund balance. Motion carried.

Tennis Courts Renovation

The Trustees approved the committee's recommendation to award the \$100,700 bid to Metropolitan Tennis Construction of Hagerstown, MD, to repair and resurface seven tennis courts including installing complete lighting on three of the courts, as presented by Mr. Jones. Funding from this project will be provided by the State of Maryland Project Open Space (\$80K) and approximately \$22K from ACM from a student fee instituted to help support athletic facility enhancements. It is anticipated that ACM will work with Metropolitan to determine the best time frame to complete the project during the Fall 2017 or Spring 2018.

Progress on MSCHE Compliance

Mr. Harrah updated the Trustees on measures in place to ensure Middle States compliance.

Standard 2 – Primary components for long-term strategic planning

- Fund balance designations driven by rubrics for requests
- Program/Unit assessment data required – look forward to feed into other things to be funded
- Strategic Planning Council meeting more often to evaluate progress – take action if necessary to move forward
- Greater perception and awareness for Budget Review Committee – theory is to see how/why of budgets

Standard 7 – Big processes for this and Standard 14

- Comprehensive program/unit review to insure programs and units are effective and ensure effectiveness. Identify what is done well and what challenges are with the day-to-day operations.
- Institutional report card to indicate the health of specific areas, to ensure progressing through the strategic planning measures.
- Educational Master Plan – making sure we are student centered and provide innovations to give our students the highest quality education.
- Units assess annually
- Unit goals included in an annual report
- Larger committee structure affiliated as a committee member or ambassador to ensure awareness.
- Maturing the assessment environment to what it means and how it is applied.

Standard 14

- Outcomes and competencies standards and the degree to which students are achieving these.
- Academic assessment review provides learning opportunities for professional development, community connections within programs, etc.
- Syllabi evaluation and building, looking for applicable competencies

- TK20 – eight pilot programs this semester. Student assignments going into the systems to obtain more aggregate results allowing Mr. Harrah to digitize instead of tabulating assessment results.

Related items – Changes to the Middle States structure

- Reduce from 14 to 7 standards – consolidation of assessment to incorporate within
- Shift for the institution to send Middle States data electronically
- Expand for greater feedback and quicker feedback for standard operating guides.
- Quicker feedback from evaluators with roll out next spring
- Dr. Bambara, Tom Striplin, Connie Clifton and Scott Harrah (training soon) to serve as MS evaluators – will be a learning process that benefits ACM to provide broader thinking, reporting with more forward thinking.
- Assessment maturation will occur as the group progresses in the assessment process
- ACM is farther ahead than expected with assessment
 - Making changes
 - Comprehensive review have been helpful
 - Smaller level examples in the assessment process effective.

STRATEGIC ISSUE – PAR NARRATIVE and NEW DEVELOPMENTAL EDUCATION INITIATIVES

The Trustees approved the Performance Accountability Report for submission to MHEC on a motion by Mr. McMullen and a second by Mr. Ortiz. The New Developmental Education Initiatives was tabled and will be added to the December agenda.

Previously the Trustees electronically approved the bid from Murphy & Dittenhafer Architects to design the new Welcome Center for the College. Monies for this project are from a bequest to the ACM Foundation.

The Board Finance Committee reviewed the fund balance list that included a backhoe (Bobcat Compact Excavator) as an early approved item. Due to the four-week delivery time once the equipment order is placed, the Trustees electronically approved the purchase of the Bobcat Compact Excavator through a State approved contract price of \$31,215.

On a motion by Mrs. Lapp and a second by Mr. Ortiz, the Trustees went into Executive Session at 5:32 p.m. to discuss personnel, financial, and Board administrative matters.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Kim Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer