

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES

April 26, 2017

4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, April 26, 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 and the League for Innovation Professional/Administrative Support Staff Award Recipient), 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, Faculty Senate Vice Chair, and the League for Innovation Faculty Award Recipient), Mrs. Tara DeVore (Director of Pathways for Success and Professional/Administrative Support Staff Association Chair), Mrs. Martha Steele (Assistant Registration Specialist and Associate Support Staff Association Vice Chair), Mrs. Marsha Clauson (Faculty/Administrative Secretary for Business and Economics, Computer Technology, and Multimedia Technology and the League for Innovation Associate Support Staff Award Recipient), and Mrs. Bobbie Cameron (Executive Assistant to the President).

Approval of Minutes

The Trustees approved the minutes of the March 20, 2017, meeting following a motion from Mr. Ortiz and a second by Mrs. Belt.

Chairman's Update

Mr. Leonard asked the Trustees for their attendance plans at the upcoming commencement ceremonies. The Trustees were reminded that the May Board meeting is canceled. Mr. Leonard reviewed the upcoming events noting the retirement reception, all-college awards ceremony, and the board finance committee meeting. He also commended Mr. Jones and his staff on the Foundation reception that was beautifully done. Mr. Leonard noted the outstanding job the students did on the Bridges to Opportunity simulation. It was so insightful and powerful to help the attendees understand the barriers our students' experience.

President's Update

Tree Campus USA – ACM again received the Tree Campus USA designation and is the only community college in Maryland earning the designation.

American Association of Community Colleges Annual Convention – Dr. Bambara attended the AACC annual convention in New Orleans. Keynote speakers were: Wes Moore, youth advocate and author of the other Wes Moore. Some of the Trustees may remember him as a keynote speaker a few years ago at the Trustee Leadership Conference. A Phi Theta Kappa graduate of Valley Forge Military College and Phi Beta Kappa graduate from Johns Hopkins University, Moore was also a Rhodes Scholar at Oxford University. In his motivational speech, he tells the story of two young men, both named Wes Moore, from the same background. He uses his troubled background growing up in Baltimore and New York City to

describe how they arrived at two completely different destinies. Through the story he demonstrates how personal responsibility and the imperativeness of education and community can lead to different outcomes.

Robin Sharma is a globally celebrated author of 15 bestselling books on leadership including "The Leader Who Had No Title." His motivational speech focused on how anyone—in any organization—can show Leadership.

Also, Dr. Bambara was able to attend interesting presentations on research describing who defaults on federal student loans, building a culture of service excellence, and a session on P-Tech in Texas.

Another highlight of the conference was to see our own Michael Kerns whose name was listed on a banner outside of the PTK venue. Michael was selected as a 2017 Coca-Cola Community College Academic Team Gold Scholar and will receive a \$1,500 scholarship! Selection as a Coca-Cola Gold Scholar is based on scores the student earned in the All-USA Community College Academic Team competition. Your student was among 1,800 applicants. This program is sponsored by the Coca-Cola Scholars Foundation and is administered by Phi Theta Kappa Honor Society. Michael will also be recognized on May 3 at the All-Maryland Community College Academic Team Recognition Program at Turf Valley as an All-Maryland Academic First Team member.

After serving as a firefighter for more than 20 years, Michael is pursuing a degree in business and plans to earn an MBA and eventually teach at a community college. He is President of our Student Government and the College's chapter of PTK; and the father of three children, and grandfather of two. He has a 4.0 GPA.

Another outstanding student who will be recognized as an All-Maryland Academic Second Team member is Kiley O'Haver. Kiley is a history major and has an ambitious goal of earning a Doctorate in Archaeology. Kiley is a very giving person and has participated in Students Helping Other People, as well as other community-focused groups, beginning in high school. She has a 4.0 GPA.

2nd Annual State "It's Hygienic" Competition - ACM's Dental Hygiene Department took first place this past weekend at the 2nd Annual State "It's Hygienic" Competition. This daylong event was held at Howard Community College this past Saturday and is a quiz bowl type event where a team of 5 sophomore students competed against 7 other teams representing every hygiene school (both two-year community colleges and four-year universities) in the State of Maryland. Special thanks to Cathy Wakefield and Tamica Fertig for their dedication to the students.

Budget Presentation to Allegany County – On March 9, Mrs. Belt, Mrs. Kilduff and Dr. Bambara presented the proposed ACM budget to the Allegany County Commissioners. While the request is for level funding, Dr. Bambara reminded the Commissioners that ACM appreciated the modest increases they have provided over the past several years to offset tuition increases. The President noted that Mrs. Kilduff did a nice job of outlining the upcoming infrastructure needs.

Bridges to Opportunity Poverty Simulation - The second year Human Services students, under the leadership of Cherie Snyder, are studying the Bridges to Opportunity program here in Allegany County. As a capstone project this spring, these students conducted a Poverty Simulation for faculty and staff on March 30 from 5-8 p.m. in the ACM gymnasium. Thank you to those of you who participated in the Bridges to Opportunity Poverty Simulation.

Regional President's Luncheon - On March 30, The Greater Cumberland Committee convened the first ever meeting of College presidents from around the region. WVU, FSU, University of Maryland Environmental Center, Garrett College, Potomac State College of WVU, Eastern WV Community and

Technical College, and ACM were represented. This was the first of many meetings to explore ways in which our regional colleges can collaborate together.

Open House Kudos - Dr. Bambara commended David Jones and his staff for transforming the "Open House" experience at ACM. The event that was held April 8 was widely received by the College community as the best ever experience for all involved.

Bedford County Campus Fundraiser - Dr. Bambara complimented the faculty, staff and the Bedford County Regional Education Foundation for a very successful fund raiser on Saturday evening, April 8. Under the leadership of Leah Pepple, the event raised the most funds ever.

MACC Legislative Updates:

- Community Colleges are part of 120 different bills this session.
- Regional Tuition SB117
Community College Out-of-State Fee (tuition) Border State Residents
Hagerstown Community College President Dr. Guy Altieri, HCC Board Chair John Williamson and Dr. Bambara testified before the Senate Education, Health, and Environmental Affairs Committee on February 1. There was no opposition to the bill by committee members. The bill was passed by the Senate last week.
- State Aid & Small College Funding (Budget & HB204/SB521)
Currently, ACM, Garrett and Hagerstown receive funding under this legislation. The introduced legislation is written to expand funding Carroll, Cecil, Chesapeake, and Wor-Wic. The intent was to increase the budget for this and not take the current budget and split it among the seven small colleges.
- Unionization (HB 871/SB 652)
The House will not move the bill out unless the Senate passes it. If it does not pass this year it will be back next year.
- Healthy Working Families Act (Sick Leave Bill – HB1/SB230)
This bill will pass. To be excluded, we need a policy in place prior to October 1 that states we will not deduct adjunct pay if they miss a class.
- Fair Access Act – "Ban the Box" (HB694/SB543)
This act would prevent admissions applications from disclosing criminal history. There is a 50/50 chance this will pass.
- Young's Tuition Assistance - Local Match Option - (HB848/SB678) and Pinsky's Tuition - Without Debt Act - (SB1173) – Both are looking for funding. It is not likely to pass this year, but it is anticipated that it will be pushed again next year.

2017 MHEC Data Book

Dr. Bambara highlighted details of the MHEC Data Book.

- AY2015-2016 results
- Enrollment: FT=50%; PT=50% (second highest in the state next to Garrett)
- Gender—M=1/3; F=2/3
- Race—82% white; 11% black; 7% other
- Remedial—recent high school graduates—92.4%, second highest next to BCCC. In Allegany County, the rate is 60%.
- Pell recipients—55.3%, 3rd after BCCC and Garrett
- Faculty—46.5% FT, highest in the state
- Tuition/fees—48.3% third highest in the state

A discussion followed. Dr. Hoffman mentioned the Instructional and Student Affairs department is looking to re-engineer developmental education and noted specific issues impacting student success. Mr. Ronan suggested a presentation occur in conjunction with Mr. Harrah's annual Periodic Assessment Report in September.

League for Innovation Conference

Dr. Bambara presented certificates to Mr. Harrah, Mr. Bone, and Mrs. Clauson who were recognized for receiving the League for Innovation Awards. The recipients attended the conference in San Francisco recently and spoke about the professional development sessions they enjoyed. Mr. Harrah represented PASSA and found the keynote speakers helped to put national issues in perspective where ACM needs to continually innovate even more than is currently done. He also attended sessions that focused on developing leadership skills.

Mrs. Clauson represented the ASSA who said it was a life-changing experience. She found the conference more for administrators and faculty; however, she attended the session on retaining veterans and multimedia technology and shared information with those areas here at the College. Mrs. Clauson noted that "we all strive for our students to be successful".

Mr. Bone was the faculty representative who appreciated the opportunity to attend. He found the conference was in line with what ACM is doing with the learner centered college and blending. Of the 400 different sessions, Mr. Bone attended sessions on texting in a different way for the classroom and learned to embed a test into a YouTube video. He also attended a session on employee enrichment where an active learning institute was discussed. The most meaningful session was on people before paper regarding establishing a relationship level instead of distributing the syllabi with rules with Dr. Roueche. Mr. Bone found the conference to be a great experience and he appreciated the enrichment opportunity.

Allied Health Building Chiller Installation Bid Recommendation

Mrs. Lapp recused herself from the room during the discussion to avoid a conflict of interest since R.H. Lapp Mechanical Contractors submitted a bid. Bids were solicited for the Allied Health chiller installation. Print and website ads requesting bids were published as required. Four bids were received. Mrs. Kilduff provided the committee recommendation to accept the lowest bid from Casto Technical Services of Charleston, WV, to install the Allied Health Chiller in the amount of \$56,100. Physical Plant Director Adam Phipps checked references. A discussion followed to ensure quick response if a problem arises. The item was tabled to obtain more in-depth details from Casto Technical Services and their customers on response time for repairs.

College Center and Science Building Boiler Conversion Bid Recommendation

Mrs. Lapp recused herself from the room during the discussion to avoid a conflict of interest since R.H. Lapp Mechanical Contractors submitted a bid. Columbia Gas extended their existing pipelines on to the Cumberland Campus at their own expense with the understanding that ACM would become a natural gas customer. In order for this to happen, ACM must convert the existing boilers from using oil to natural gas which requires a varying degree of equipment and implementation services for the conversion.

Print and website ads requesting bids were published in the Times-News for the required two-week period. Bids were solicited for the College Center and Science Building boiler conversion materials and services. Mrs. Kilduff presented the committee's recommendation to accept the following bids from R.H. Lapp Mechanical Contractors Bid #1: College Center for the 4-1 turndown in the amount of \$38,463, Bid #2: Science Building for the 10-1 turndown in the amount of \$67,405, and Bid #3: Science Building Boiler 2 (front section) of \$6,730 totaling \$112,598. A boiler turndown ratio is the ratio of maximum heat output to the minimum level of heat output at which the boiler will operate efficiently or controllably. Because of how

the building ventilation system operates and how the Science Building is heated and cooled, the Science Building will operate much more efficiently at a high turn down ratio, while the College Center does not require as high of a turndown ratio to operate efficiently.

Funding for this project will come from the Allied Health Building Chiller installation project savings currently included as a designated fund balance project. On a motion from Mrs. Belt and a second by Mr. Pyles, the Trustees approved the R.H. Lapp Mechanical Contractors' Bid #1: College Center 4-1 turndown, Bid #2: Science Building 10-1 turndown, and Bid #3: Science Building Boiler 2 (front section) for a total amount of \$112,598.

Survey and Research Policy

Following a motion by Mr. Ronan and a second by Mrs. Lapp, the Trustees approved the Survey and Research Policy as presented by Mr. Harrah. All requests will be reviewed by the Office of Institutional Effectiveness, Research, and Planning.

Program Viability Plan

Dr. Hoffman explained the color coding system to represent the health of programs. Blue means the program is healthy and strong. Green indicates the program is good, but not as healthy as blue. Yellow describes a program that is struggling. The program directors/division chairs will populate the issues and participate in developing a program intervention plan to improve the program in a two-year period. The recommendation of Instruction and Student Affairs in consultation with the deans will also be presented and vetted through question and answer. Academic programs are being identified with a pilot beginning this summer and anticipated results expected within the next year. The plan takes a proactive approach to improve the viability of programs.

Professional Staff Appointment

The Trustees previously approved the Professional Staff appointment of Tina Imes as the College Recruiter and Student Services Coordinator at the Bedford County Campus.

The Trustees went into Executive Session 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.

Following a motion by Mr. Ortiz and a second by Mrs. Lapp, the Trustees went back into Public Session to vote on personnel items.

FY18 Salary Scales

The Trustees approved a 3 percent increase to most of the FY18 Salary Scales.

In-Class Advancements, Faculty Tenure/Promotions

The Trustees then approved the following In-Class Advancement recommendations and the Faculty Promotion and Tenure recommendations.

Associate Support Staff In-Class Advancement:

Deborah Hardinger, Office Manager of Pathways for Success, Level I to Level II

Professional & Administrative Support Staff In-Class Advancements:

Heather Grim – Coordinator of Workforce Development, Level I to Level II

Cheryl Gilton – Director of Allied Health Technician Programs, Level 11 to Level III

Becky Ruppert – Director of CE Professional Development and Community Services, Level II to Level III

Faculty Tenure:

John Bone – Assistant Professor– Multimedia Technology Program Director
Cody Thompson – Assistant Professor– Mathematics Faculty
Windi Wilson – Instructor – Medical Laboratory Technology

Faculty Promotion-Advancement in Rank:

Dr. Donna Brunelli – Associate Professor to Professor – Science
Sandy Clark – Associate Professor to Professor – Nursing
Dr. Steve Gibson – Associate Professor to Professor – Chair of Behavioral/Social Sciences
Cheryl Nelson – Associate Professor to Professor – Nursing/Director of Nurse Managed Wellness Center
Windi Wilson – Instructor to Assistant Professor – Medical Laboratory Technology

Professor Emeritus Recommendation

The Board members approved the motion by Mr. Ronan and a second by Mr. Pyles to bestow the title of Professor Emeritus to Dr. James A. Howell. As a member of the Science and Forestry Division, Dr. Howell dedicated more than 39 years to his students as a professor teaching in the areas of Botany, Dendrology, Ecology, Biology, Zoology, Microbiology, Environmental Science and Field Studies. The nomination and supporting documentation demonstrated how Dr. Howell contributed exemplary service through teaching, learning, and advising at Allegany College of Maryland.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Kim Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer