

Allegany College of Maryland  
BOARD OF TRUSTEES

MINUTES

June 19, 2017

4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, June 19, 2017, at 4:00 p.m. in the Board Room. Members present included Mr. Kim Leonard (Chair), Mr. Jack McMullen, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer). Because of a lack of a quorum, information was presented to those in attendance and was communicated to the other Trustees to obtain the necessary votes to move forward with necessary decisions.

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), Mr. John Bone (Assistant Professor of Multimedia Technology, Faculty Senate Vice Chair, and the League for Innovation Faculty Award Recipient), Mrs. Kathy Condor (Director of CE Health and Human Services and Professional/Administrative Support Staff Association 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), Dr. Renee Conner (Dean of Student and Legal Affairs), Mrs. Jennifer Engelbach (Executive Director of Enrollment and Advising Services), Mrs. Cathy Zirk (Budget Coordinator), Ms. Joy Freidenbloom (Science Division Lab Coordinator), and Mrs. Bobbie Cameron (Executive Assistant to the President).

**Approval of Minutes**

The minutes of the April 26, 2017, meeting were tabled to obtain an electronic approval.

**Chairman's Update**

Mr. Leonard thanked Mrs. Belt and the other Board of Trustees members who attended the commencement ceremonies. He thanked the many ACM employees who were moderators and participants in the Rotary Radio Days which focused on wellness. Mr. Leonard also recognized Mr. Pyles for his work on the addictions symposium for The Greater Cumberland Committee. Mr. Leonard attended the Adult Basic Education graduation and was impressed to see all the graduates, especially those who realized that a college education is accessible. Many of the students plan to continue their education at ACM.

**President's Update**

2017 Spring Commencement Celebrations – Dr. Bambara thanked the Trustees who attended the four commencement ceremonies last month to recognize the 315 individuals who completed the requirements for the associate's degrees and certificates awarded this spring. She also thanked the trustees for attending the various awards and pinning ceremonies that accompanied the end-of-year activities. Special thanks to Mr. Leonard and Mr. Ortiz for attending the Adult Education Diploma Recognition Ceremony last week.

Sanner Award Recipient - Among the many awards presented at the May All-College Assembly was the prestigious Sanner Award. This year, Sharon Yoder, Associate Professor of English, was presented with the Award.

Grant Notifications – ACM received notification of a grant renewal from the Department of Labor and Licensing and Regulations in the amount of \$258K for the Consolidated Adult Education and Family Literacy Services Grant. The President thanked CE Director of Adult Basic Education Melanie Chapman Dean of Continuing Education and Workforce Development Jeff Kirk and their staff for implementing this outstanding program. The services offered significantly impact our community and the work is appreciated.

Also, Nurse Support Program II FY2018 funding notification was released last week. ACM will receive \$946K for the Nurse Managed Wellness program to be distributed over the next five years. This will allow for continued clinical experiences for our students and services for students and employees. This award also provides significant relief on the FY18 budget.

Education Advisory Board - ACM maintains a membership with the Education Advisory Board, a best practices research firm. Each year, the EAB holds a Community College Executive Forum for College Presidents. Last week, Dr. Bambara attended the forum where the latest research was presented. The forum opened with a State of the Sector presentation. Some of the 2017 highlights were:

- The Community College Sector has stronger positive perceptions than any other sector, especially among Gen Z (18-22 year olds) because community colleges prepare people to be successful and always put their students first.
- Not to be complacent as there are strong concerns about financial and enrollment outlooks from presidents across the nation.
- From 2010-2015 decline in public two-year enrollment is at 16%.
- Adult market share declined through the last decade despite recession boom.
- Traditional demographics are slowing and not returning to the peak 2010 levels until 2023.
- Higher Ed (and everything else) is being squeezed out of state budgets because of increased Medicaid costs.
- Competition is closing in—rise of riskier models threaten community college market position. Solutions include strengthening K-12 partnerships through dual enrollment and PTECH-like programs.

After the State of the Sector presentation, most of the day was spent on the major area of research, Achieving Pathways Goals with Student-Centered Design. EAB will be on campus later this summer or early fall to share the entire presentation with the College Community.

MACC News – The Maryland Council of Community College Presidents meeting was held at Anne Arundel Community College June 16. A large portion of the meeting focused on a presentation by Dr. John Hetts of Education Results Partnership on Multiple Measures in Assessment and the Re-imagination of Student Capacity.

Overview:

- Single instance, single method assessment has led ACM to systematically and substantially underestimate student capacity, particularly for students of color, low-income, first-generation college students, and women.
- Evidence-based, multiple measures are an important cornerstone on which to rebuild foundations of higher education, based powerfully on basic principles of assessment and measurement, careful analysis of performance of previous students, and increasing evidence from community colleges around the country.
- Demonstrate fundamental capacity of far more of our students to succeed if given the chance.
- Powerful completion, equity, and real world implications.

Fortunately, ACM is already looking at ways to implement multiple measures. Dr. Hoffman will present the plan at the September Board of Trustees meeting.

The group also reviewed a revised Capital Prioritization Model that would provide additional funding for maintenance infrastructure projects in the future. If proposed legislation passes, ACM could receive up to \$500K every other year for eligible infrastructure projects.

The MACC Board of Directors meeting is in Annapolis this Wednesday at 2 p.m. Dr. Bambara will be calling in and welcomed the Trustees to join the conference call in the board room.

Dr. Bambara will serve on the MCCCCP Executive Board representing small colleges beginning July 1, 2017.

MACC Legislative Updates:

- Unionization (HB 871/SB 652) – This did not come out of committee. Dr. Sadusky is confident there will be movement next year.
- Healthy Working Families Act (Sick Leave Bill – HB1/SB230) – This bill has passed, however, it has been vetoed by the Governor and is now in committee for study. If a new bill emerges, ACM will need to be ready to implement. Mrs. Duckworth is in discussions with her peer group on the best approach.

- Fair Access Act – “Ban the Box” (HB694/SB543) – The bill has passed that prevents general admissions applications from disclosing criminal history. The governor vetoed the bill and it will not likely reemerge. Recommend business as usual.
- Opioid and Heroin Education of 2017 (SB1060/HB1082)—ACM is one of the first to develop a policy regarding this mandate. It will be presented later on the agenda.

### **Program of Cultural Diversity Plan Progress Report**

Dr. Conner presented the annual report as an information item to the Trustees as required by MHEC. The plan is in compliance with the MHEC requirements. Cultural competency is a more acceptable term than diversity. The Diversity Committee found the “gold standard” and adopted, in its entirety, the National Center for Cultural Competence through Georgetown University.

### **Mandated Heroin/Opioid Policy**

The Maryland General Assembly passed legislation that was signed into law by the Governor who declared a state of emergency on the epidemic of heroin/opioid deaths in the state. Dr. Conner provided the background and purpose of the policy, the requirements for student training, as well as employee training for emergency response.

The law requires all Maryland institutions of higher education receiving state funding to adopt and implement policy to provide heroin and opioid addiction and prevention awareness training to incoming students and to provide training and materials for use in emergency overdose situations. All new incoming students are required to attend a training session that addresses the scope of the heroin/opioid problem, the dangers to the students themselves, secondary dangers, prevention strategies, pain management treatments and success rates. The Health Department will provide brochures. Dr. Conner and her staff are creating a webpage with resources and information and have crafted a brief publication for outreach. Education and resources are to be provided to part-time students. CE students are deemed as part of the student body and will be provided information and access to resources also. Dr. Conner is working with the Bedford Campus student services staff to develop a list of resources available to their students. Mr. Ronan suggested renaming the policy as the Heroin & Opioid Prevention Awareness Policy. The Trustees electronically approved the Heroin & Opioid Prevention Awareness Policy with the suggested title revision.

### **Associate Support Staff Association Bylaws** (Action Item)

Mrs. Steele explained ASSA needed to combine their bylaws and constitution as well as to change the membership requirements to coincide with the All-College Assembly Constitution. The Trustees electronically approved the Associate Support Staff Association Bylaws as presented.

### **Professional/Administrative Support Staff Association Bylaws** (Action Item)

Mrs. Condor also explained that PASSA changed their bylaws to align with the new governance system to combine constitution and bylaws. The Trustees electronically approved the Professional/Administrative Support Staff Association Bylaws as presented.

### **Budget Committee Bylaws** (Action Item)

The Trustees approved electronically the Budget Committee Bylaws that added a representative from the Bedford County Campus to have more transparency with the financial reports. The Trustees electronically approved the Budget Committee Bylaws as presented by Mrs. Kilduff.

### **Fund Balance Transfer Request** (Action Item)

Mrs. Kilduff presented a request to the Trustees for their consideration of a fund balance transfer of \$65,300.41 to cover additional costs incurred during the transition from Euresst to Metz as the food service provider. Approval was obtained electronically for the fund balance transfer request of \$65,300.41.

### **FY2018 Budget** (Action Item)

Mrs. Kilduff recommended the FY2018 operating balanced budget in the amount of \$27,497,694 for the Trustees consideration. She also explained the tuition rates and fees are in adherence with the required minimum rates set forth by COMAR Title 16, Subtitle 3, Section 310. The FY18 credit tuition projections are built with just under a 2 percent tuition increase compared to the prior academic year. The Trustees electronically approved the recommended FY2018 operating balanced budget of \$27,497,694 as shown in the FY2017-2018 Budget Book.

### **STEM Education Enhancement Equipment Bid Recommendation** (Action Item)

Mr. Jones introduced Ms. Joy Freidenbloom, Science Division Lab Coordinator. Grant funds were requested from ARC to purchase advanced STEM related equipment, supplies, and related resources. This project will help to provide students and the current work force with the training and skills needed to obtain and/or retain STEM and STEM related employment and to enhance the economic development opportunities of the region. The grant was fully funded as requested. Mr. Jones recommended both bids for STEM equipment and supplies with Item 1 bid from Consolidated Sterilizer System of Boston, Massachusetts, for two sterilizer systems totaling \$83,060.66 and the Item 2 bid from Vernier Software Technology of Beaverton, Oregon, in the amount of \$7,416.87 for 30 Vernier CO<sub>2</sub> gas sensors which will help improve data in the labs. Funding for the grant match is in place. The Trustees approved electronically the recommendation as presented.

### **Strategic Issue – Career Coach**

Mrs. Engelbach demonstrated for the Trustees the Career Coach program that is available on the ACM website. National surveys indicate the most important thing about a college education is to get a better job. Many students are unsure of the career path to take. Career Coach provides a platform for students to accomplish that goal. When using Career Coach, students complete an online assessment tool that takes the results and populates the occupations for which the students are well suited or they find interesting. Career categories breakdown into specifics allowing students to sort by salary and education. Once the career is selected, the student can select the region and see the job opportunities available. The program describes the daily tasks for the specific career and shows the wages and trends. The employment section of Career Coach shows companies that are currently seeking to hire those types of jobs as well as a projecting the need for specified careers over a 10-year period. Students can then link from the career to the ACM programs as well as from ACM programs to careers in the field to help the student find the opportunities in the local area.

The Veterans component of the system uses the terminology familiar to the veterans. The system then provides career matching to the daily tasks the veterans used while serving and then identifies programs and careers for our veterans. A resume building tool is also available to help in preparing the job search. There are 44 ACM employees and an Allegany County Public Schools guidance counselor who were trained and certified in using the system. Career Coach not only promotes ACM, it also provides job placement service as well as links to employers where users can apply directly for positions. Information can also be sent automatically to the students through the system. Staff plan to train guidance counselors on using Career Coach.

### **Allied Health Building Chiller Installation Bid Recommendation**

Additional information was obtained following the meeting and emailed to the Trustees for their review. The information indicated that Casto has been in business for 50 years specializing in HVAC services in West Virginia, Ohio, Kentucky, and Maryland and has successfully completed projects locally and regionally. Casto has technicians available for follow-up who are located in Frostburg and Morgantown. The Trustees electronically approved the low bid of \$56,100 from Casto Technical Services to install the Allied Health Building Chiller. Mrs. Lapp recused herself from the electronic vote to avoid any conflict of interest.

### **Academic Regulations Revisions**

Due to a time constraint requiring the Board of Trustees approval for the revised Academic Regulations prior to the June 19 meeting, an email was sent May 5, 2017, requesting the Trustees review and respond with their decision. The adoption of the All-College Assembly required some significant updates to the Academic Regulations. The Trustees electronically approved the newly revised version of the Academic Regulations.

### **Approval of Graduation Candidates for Spring 2017**

The Trustees approved electronically the 315 candidates for the 2017 Spring graduation.

### **Professional Staff Appointments**

On May 11, 2017, the Board of Trustees electronically accepted the recommendations of Dr. Bambara and Dr. Hoffman to approve the appointments of Dr. Bill Rocks for the 12-month professional staff position of Dean of Career Education and Mr. Tom Striplin for the 12-month professional staff position of Dean of Arts and Sciences.

The Trustees went into Executive Session to discuss personnel, financial, and Board administrative matters covered under the Maryland Open Meetings Act.

**Room Naming Recommendation**

Based on the recommendation of Mr. Jones and the generation support of student scholarships through the Allegany College of Maryland Foundation, the Trustees electronically approved naming Allied Health Building Classroom 303 as The Gipe Family Human Services Classroom in recognition of Paul and Mary Gipe and the Gipe Family for their generous support of Allegany College of Maryland.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Kim Leonard  
Board Chair

Cynthia Bambara  
Secretary/Treasurer