

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES

July 17, 2017

4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, July 17, 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, 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), 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 and Faculty Senate 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), Ms. Sheila Dyche (Director of Facilities Planning), Ms. Lisa Readd (Human Services Student and 2017 Civic and Democratic Engagement and Mrs. Bobbie Cameron (Executive Assistant to the President).

Approval of Minutes

Following a motion by Mrs. Belt and a second by Mr. Ortiz, the Trustees approved the minutes of the June 19, 2017, meeting.

Chairman's Update

Mr. Leonard welcomed the new constituency group members serving as vice chairs of their respective groups – Ms. Shea Bonarigo (Associate Support Staff), Mr. Nick Taylor (Professional/Administrative Support Staff), and Dr. Donna Brunelli (Faculty Senate who was unable to attend). Mr. Leonard reviewed the schedule of events for the next few weeks including the upcoming PTECH celebration.

He requested the Trustees reply to indicate their attendance plans for each meeting. Congratulations were extended to Mrs. Belt on being reappointed by Governor Hogan to the Allegany College of Maryland Board of Trustees.

President's Update

Reappointment – Dr. Bambara thanked Mrs. Belt for her dedication and commitment to her role as a Trustee and congratulated her on her reappointment to the ACM Board of Trustees.

Athletic Facilities Upgrades – ACM received a Community Parks and Playgrounds Program grant for \$120,000 to design and construct the Community and ACM Women's Softball Field. Mrs. Kilduff will provide additional information on the design bid for this project later in the meeting.

Community Parks and Playgrounds/DNR awarded ACM with a grant in the amount of \$80,000 to renovate the tennis courts and install lighting. This includes the renovation of seven courts and lighting for three courts.

At a total cost of \$30,000, two of three sponsors have been secured at \$10,000 each to erect a new baseball field scoreboard. Names will be listed at bottom of scoreboard. Funds will be raised for the remaining amount needed. A sole sponsor has expressed a willingness to fully fund the softball field scoreboard at a cost of \$25,000.

Regional Tuition

Dr. Bambara is working with the leadership and the enrollment management group to determine the best way to roll out a campaign to offer a regional tuition rate. With 48% of ACM students from out of state, simple discounting of current rates is not feasible without new markets. Scott has developed several models that have the potential of generating revenue. Dr. Bambara will come back to the Board in August with a firm plan on implementation for 2018-19 academic year.

TGCC Addiction Symposium Follow-up

As chair of the TGCC Education Workgroup, Dr. Bambara is leading the follow-through from the Addiction Symposium. A survey will be conducted to identify educational resources utilized by our educational institutions. A gap analysis will be completed to determine what needs to be developed/added in the future.

Strategic Planning

The Strategic Planning Council will meet on July 27 and August 9 to assess the past years progress toward the strategic planning goals. A report will be provided at the Board retreat in September.

Financial Aid News

Congress has reinstated Year-Round Pell Grants as part of the final fiscal year 2017 funding package. With the reinstatement, eligible full-and part-time students will be able to receive an additional disbursement of grant aid once they've exhausted their Pell Grant aid for the year. This additional aid will occur during the summer months enabling community college students to attend classes continually with the support of Pell Grant aid. This is especially good news for ACM where we have seen summer enrollment decline over the past year.

MACC News

Dr. Bambara thanked Jim Ortiz for attending the MACC Board Meeting on June 21, 2017. Senator Nancy King, Chair of the Budget and Taxation Subcommittee on Education and Business Administration addressed the group regarding Maryland politics in the past session and described it as "one of the most partisan years" in her experience. She mentioned the dominant topics as funding (many unknowns in very different times), healthy working families act (vetoed but conference is focused on what can be done for families), remediation for students, free community college tuition, and collective bargaining.

The meeting included a report on the three goals of the MACCP Strategic Plan.

The MACC Presidents will hold their annual retreat July 30-August 1 at Montgomery College. Dr. Bambara will provide an update of topics discussed at the August board meeting. Effective July 1, 2017 she will be serving on the MACC Executive Board representing small colleges.

ACCT 2020 Vision

ACCT Strategic Plan has been unveiled with two goals:

Goal One: Advance student success and completion strategies

Goal Two: Prepare Trustees for the evolution of the community college

A copy was included in the Trustee Quarterly Magazine and we have copies to share today as well.

MSCHE

Dr. Bambara has been asked to chair a MSCHE team at Rowan College in New Jersey. Those visits are set for October and April.

Strategic Issue – The 2017 Civic Learning and Democratic Engagement Meeting

Dr. Hoffman explained the Human Service students presented their projects at the end of the academic year with voting to select the winning presentations. Students with the winning presentations attend the national conference. Four students attended and were able to attend a variety of presentations and network with other students. Dr. Hoffman introduced Human Services student Lisa Readd who was one of the students selected to attend. She thanked everyone for the opportunity to attend the national conference. She heard recurring themes which spilled over from the poverty simulation including engage with other students and learn what matters to them, empower and encourage students, Win-Win, Win-Win – a program for students, faculty and community. Students worked in small groups where they engaged in conversations on civic issues, considering other opinions and perspectives, expressing thoughts and feelings freely, recognizing the skills of others in the groups and tapping into their talents.

Ms. Readd believes being engaged requires participation with the college community by putting ideas into action. She stated that at ACM, “WE” are a community, not just faculty, staff, and students. We have a moral obligation to address students’ needs, such as food insecurities, the heroin epidemic, and peer mentoring, etc. We need to help students see the results of empowering themselves. Some of her suggestions are to:

- add a student member to the President’s Advisory Team
- develop a committee on food insecurities so that students help other students
 - conduct food insecurity workshops to help participants learn about nutritional choices from student ambassadors by utilizing the library
 - conduct grocery store tours to learn how to buy and prepare nutritious meals.
 - partner with community businesses that will donate food/products for students
- provide vouchers for books
- survey students to determine their most pressing needs
- reopen the child care center to help single parents
- have students engage other students during orientations
- further develop the food pantry (space has been identified)
- improve information on the Koala mental health service
- identify areas where students can go to get small bags of groceries

Mr. Ronan asked about using food pantries to meet the food insecurity needs. He also suggested creating garden plots for the students and offered the services of his staff to assist in starting the gardens. Mr. Ronan encouraged students to utilize the WMHS cafeteria for an economical option. Mr. Ronan also provided information for Ms. Readd to contact one of his staff as a resource.

Ms. Readd plans to remain at ACM to complete the third year of the articulated agreement between ACM and Saint Francis University to earn a Bachelor of Science Degree in Behavioral Science in Human Services, Psychology. Her goal is to become a holistic counselor.

Technologies Building Construction/Renovation Update

Ms. Kilduff updated the Trustees on the Technologies Building Phase I project. Four bids were received and were over budget. A plan is being developed to move the project forward. Ms. Kilduff and her staff are working with the county and the state.

Softball Field

A request for proposals was advertised for the design phase of the softball field. Bids have been received and reviewed. Ms. Kilduff and her committee selected the \$9,000 bid from Murphy & Dittenhafer for the design phase. Because the project bid is under \$25,000, the bid does not require approval by the Board of Trustees. Grant funding for the softball field project is through the City of Cumberland.

Science Department ARC Bid Recommendation

Mr. Jones presented the recommendation from Professor Steve Heninger and Science Lab Coordinator Joy Friedenbloom to accept the \$30,400 bid from Nanalysis for a NMR Spectrometer. On a motion from Mr. Ronan and a second from Mr. Ortiz, the Trustees accepted the bid recommendation from Nanalysis Corporation to purchase the NMReady-60e Spectrometer.

Faculty Appointments

Based on Dr. Bambara's recommendation the Trustees electronically approved the following faculty appointments of Mr. Ryan Bixby for the full-time temporary History Faculty position; Ms. Lisa Humbertson for the Medical Administrative Assistant full-time faculty position; and Mr. Larry Koontz and Ms. Karisa White for the full-time evening Nursing faculty positions.

The Trustees went into Executive Session at 5 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.

Following a motion by Mr. Ronan and a second by Mrs. Belt, the Trustees went back into Public Session to take action on a Board administrative matter.

ACM Welcome Center

Mr. Jones presented the vision of the ACM Cumberland Foundation to propose the construction of a new welcome and information center on the Cumberland Campus. He discussed the assessment data from the Education Advisory Board, ERIC, and Collegiate and Information Visitors Service Association supporting the success of Welcome Centers used at other colleges and universities. EAB conducted a service audit with the baseline expectation of being able to quickly find the correct starting point without asking passersby for assistance or wandering on campus without guidance. The audit showed those new to the campus often did not know where to go to get started. ERIC: The Campus Visit: Improving Student Recruitment indicated the campus visit experience is of key importance in student recruitment and yield; experts making recommendations about facilities and amenities related to the campus visit focus on the "visitor experience".

The Welcome and Information Center will serve as the first point of entry for all prospective students, current students, and community members. The center is responsible for representing ACM by providing general information regarding college academic programs, services, events, and course information, campus tours, and directions to and around campus. Various recruitment literature will be available at the Center.

Customer Service – Top priority. Provides general information to current and prospective students as well as the community at large.

Campus Tours – Provides tours to prospective students, groups and individuals, and members of the community at large.

External Communication – Responds to all incoming phone calls, emails directed to infocenter@allegany.edu and chat line hosted on the College website.

Information Distribution – Maintains inventory of College publications, such as credit catalogs, credit and non-credit course schedules, campus maps, viewbooks, etc.

Prospective Student Data Entry – Enters all prospective student information collected by Marketing Staff and received via web submission.

Frontline Student Employees – Provides individual and group campus tours, and engage with visitors within the Center.

Web Calendar – Updates ACM calendar with important dates and campus events.

Phone Call Projects – Assists various units with mass phone calls to assist with enrollment, student support and financial aid.

Scheduling Text Messages – Organizes daily schedule of text messages and handles distribution.

Front Campus Digital Sign Requests – Manages monthly schedule sign requests.

On behalf of the ACM Foundation Mr. Jones requested the Trustees endorsement to move forward with the development of the Welcome Center. The Trustees approved the Foundation's vision following a motion by Mrs. Lapp and a second by Mr. McMullen.

The meeting adjourned at 6 p.m.

Respectfully submitted,

Kim Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer