

Allegany College of Maryland  
BOARD OF TRUSTEES

MINUTES

August 14, 2017  
4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, August 14, 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), 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. Shea Bonarigo (Administrative Assistant to the Dean of Continuing Education and Workforce Development and Associate Support Staff Association Vice Chair), Arthur Priadkin (Research Analyst), Robert Cuthbertson (Director of Security), and Mrs. Bobbie Cameron (Executive Assistant to the President).

**Approval of Minutes**

Following a motion by Mr. Ortiz and a second by Mr. McMullen, the Trustees approved the minutes of the July 17, 2017, meeting.

**Chairman's Update**

Mr. Leonard reviewed the upcoming events that include the all-college assembly and the PTECH celebration. He extended his appreciation to Continuing Education staff Becky Ruppert and Autumn Becker who attended a recent meeting where the attendees were impressed with the extensive services CE provides to their students and the community. Mr. Leonard also asked the Trustees to review the draft agenda for their retreat in September and provide any comments.

**President's Update**

Presidents' Meeting

The Maryland Council of Community College Presidents (MCCCP) met on July 31 and August 1 at Montgomery College in Gaithersburg for their annual retreat. Highlights of the agenda included presentations by:

- MHEC Secretary James Fielder on the State Plan for Postsecondary Education—(focus of the state plan is to increase student success with less debt—access, success, innovation; “New Collar Jobs” are the future).
- Maryland Superintendent of Schools Dr. Karen Salmon on ESSA (Every Student Succeeds Act) Accountability.
- Morley Winograd, President, Campaign for Free College Tuition on Maryland Promise—How to Advocate Effectively (Senators Pinsky, Madeleno and King, attended to hear the presentation.) All are advocates for a tuition free model. This is last dollar in. Dr. Bambara is participating with a group of presidents to examine the bill that was introduced last year and make recommendations for any legislation introduced this year. Senator Pinsky will attend the September meeting of MCCCCP.
- Chris Collins, Analyst for Moody’s Investor Services provided an overview of trends in community colleges. He stated that “it is an exciting time to be at the community college.”
  - ❖ Outlook—enrollment stabilization (countercyclical to the economy); steady operating performance; manageable financial leverage
  - ❖ Hot buttons—enrollment-shifting demographics, free tuition, performance based funding, budget stress, pension exposure, efficiency measures, infrastructure costs
  - ❖ Strategies to mitigate adverse enrollment conditions—expanded articulation agreements, partnering with businesses to provide corporate trainings, targeting underserved populations, enrolling dual enrollment students, diversifying programmatic offerings, adding student residence options
- The Honorable Richard Madaleno, Vice Chair, Senate Budget and Taxation Committee (provided an overview of Maryland’s tax structure—25% of state income tax comes from 2% of taxpayers. Income projection can be volatile—like driving looking through the rear view mirror).
- The Honorable Kirill Resnik, Appropriations Committee—spoke mostly of Montgomery County specific issues—highest wealth and highest poverty in the state. 165K student in K-12 with 2500 new students each year. Forecasted more partisanship in the upcoming session, less will get done. Focus on overturning sick leave bill and health care issues.

### Enrollment

Enrollment is trending down in Cumberland and online. Bedford is holding steady with last year. Overall, excluding Somerset, about 8% decline without Early College (EC). Allegany County Public Schools EC has experienced approximately an 80% enrollment increase that will improve overall enrollment numbers. Largest group of the decline is under 20. There is a significant drop from out-of-county in Prince George’s County and Montgomery County of 65 students, about 1/3 of the overall decline. This is impacting our housing occupancy as well with about 50 vacancies as of last Thursday.

### Department of Labor, Licensing and Regulation Visit

Last week, Secretary Kelly Schulz visited with Christina Kilduff, Melinda Duckworth and Dr. Bambara to talk about the impact of the sick leave bill on our institution. We expressed our concerns. Sec. Schulz will be preparing a report for December that will include recommendations from constituents. As was mentioned, the Maryland Community College Presidents were told the veto on this bill is expected to be overturned.

### New IBM Program Collaborating w/Community Colleges

ACM has been selected by IBM as one of 16 community colleges across the nation to participate in a new IBM program collaboration. IBM has built an educational platform to share with faculty and trainers on skills

needed to develop employees for the IT/cyber workplace. This will be introduced to our faculty as soon as the platform is complete.

#### Somerset MOU and Space

ACM will lease space in Somerset for our Early College program and has entered into an MOU with the Somerset Educational Foundation to provide one year of administrative support as the foundation transitions in exchange for financial support for EC students.

#### Regional Tuition and Compensation Study

The administrative team has spent a great deal of time since the last board meeting to develop recommendations for each that will be presented later in the meeting.

The College Community is excited to begin a new academic year. The All College Assembly and picnic are scheduled for this Thursday and classes begin a week from today on Monday, August 21.

#### **Approval of 2017 Summer Graduates**

Marianne Shedlock presented the preliminary list of graduates to the Trustees noting there are currently 88 students earning 98 degrees or certificates. In 2016 87 graduates earned 94 degrees or certificates. On a motion by Mr. Ortiz and second by Mrs. Belt, the Trustees approved the preliminary list of graduates, pending final grades.

#### **Facilities Assessment Software**

Following a motion and second by Mr. McMullen and Mrs. Belt, respectively, the Trustees approved Christina Kilduff's recommendation for a payment in the amount of \$35,350 for a facilities condition assessment of the Cumberland Campus by Capital Forecast Direct and a quick start data input. The Capital Forecast Direct module (annual cost of less than \$2,000) will be used in conjunction with the current SchoolDude Physical Plant software to provide cost savings to the college, to increase efficiency, and to improve services.

The facilities condition assessment will include a bound deliverable that contains a narrative report with a description of systems and corresponding conditions, digital photos of key components and deficiencies, a 20-year capital reserve table with replacement costs and dates, as well as the import of all systems and equipment data from the facilities condition assessment into the capital forecasting module. Data from the Capital Forecast module will help ACM plan out major facility repair and replacement projects, so that funding can be requested in the appropriate advance timeline required by the State and County CIP process. With a more planned and systematic approach to facilities, hopefully the number of emergency repairs and replacements on campus can be reduced significantly, along with the associated costs to the college.

#### **Technologies Building Construction/Renovation Update**

Ms. Kilduff received four bids which were all over budget on the first phase of the Tech Building project. Discussions were held to change the scope of the project in order to reduce costs. It was decided that the roofs would be moved to the second phase of the project and that the contractors would have complete access of the building from May through August in order to save over \$120K. Also, duct work would occur prior to the installation of the new boiler November 1.

## **Performance Accountability Report (PAR)**

Mr. Harrah and Mr. Priadkin reviewed the data from the PAR. Some of the highlights include:

- Percent of credit student enrolled part-time showed an increase over the past three years.
- Credit students with developmental education needs is decreasing. ACM remains below the state average of 48 percent.
- Percent of credit students who are first-generation college students relatively stable.
- Percent of credit students receiving financial aid remained relatively stable.

Mr. Priadkin also noted that Frostburg State University and ACM both experienced a 5 percent decrease in market share of first time, full-time freshmen students attending higher education who were Allegany County residents. High school enrollments were stable over the last year. Graduation satisfaction rates are steady.

Enrollment has grown in Continuing Education in the basic skills and literacy program. Minority enrollments have grown from 10 to 15.9 percent. Minority declines exist in faculty and staff despite attempts by the Human Resources Office to attract ethnic groups. Online courses are relatively low for both credit and CE. Strong and stable CE courses compare favorably to similar schools throughout the state. Enrollments in STEM programs have remained stable.

## **Strategic Issue – FY2017 Allegany County Opportunity Scholarship Update**

Mr. David Jones provided an update on the FY2017 Allegany County Opportunity Scholarship Program. He thanked Dr. Audie Klingler and Dr. Bambara for being part of an update to the Allegany County Commissioners on July 27<sup>th</sup> at their public meeting. Mr. Jones shared that the Allegany County Opportunity Scholarship Program has greatly enhanced the economic opportunities for our citizens and our community by supporting education, job training, and career preparation. A copy of the FY17 report was provided and included the following key statistics:

- Recipients represent every community in our County.
- All public and private schools in Allegany County, as well as homeschooled and GED students, have been awarded.
- Recipients include students from nearly every major/curriculum.
- The age range of recipients is 18-57, with an average age of 24.
- The Allegany County Opportunity Jump Start Early College Scholarship is providing assistance to students from the Allegany County Public Schools who receive free and reduced-cost school meals. This \$100-per-course award covers the full family cost for taking a three-credit course.
- The Allegany County Opportunity Merit Scholarship encourages academic excellence. Over 250 scholarships have been awarded.
- The Allegany County Opportunity Tuition Subsidy for Credit Students is intended to offset tuition costs not covered by federal or state aid or by other support. Over 250 scholarships have been awarded.
- The Allegany County Opportunity Continuing Education and Workforce Development Scholarship supports Allegany County residents who are taking Professional and Workforce Training. Over 200 scholarships have been awarded.

Mr. Jones provided additional details about the program, including a summary of the four award types, credit majors supported, examples of workforce training supported, high schools represented, and cities

represented. The report highlighted the economic impact of Allegany College of Maryland and investment in training. Mr. Jones shared some direct quotes from student thank you letters. He indicated that he delivered a full portfolio of student letters to the County Commissioners, and reviewed a few from the annual report. Mr. Jones closed by thanking Allegany County and the Allegany County Commissioners for their vision and support of this investment in education and economic development.

Previously the Trustees electronically approved the faculty appointments of Mr. David Diehl for the Director of Respiratory Therapy Clinical Education position and of Dr. Kathleen Thompson for the Biology position.

On a motion by Mr. McMullen and a second by Mr. Ortiz, the Trustees went into Executive Session at 5:30 p.m. to discuss personnel, financial, and Board administrative matters.

The Trustees returned to Public Session following a motion and second by Mr. McMullen and Mrs. Belt, respectively.

On a motion by Mrs. Belt and a second by Mr. McMullen, the Trustees endorsed the Regional Tuition Rate recommendation.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Kim Leonard  
Board Chair

Cynthia Bambara  
Secretary/Treasurer