

Allegany College of Maryland
BOARD OF TRUSTEES

REVISED MINUTES

September 18, 2017
12 noon and 3:00 p.m.

BOARD RETREAT AND PUBLIC SESSION

The Board of Trustees met Monday, September 18, 2017 from noon until 3 p.m. for the annual Strategic Planning Retreat. Members present were 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), Mrs. Melinda Duckworth, (Director of Human Resources) and Mrs. Bobbie Cameron (Executive Assistant to the President).

During the Strategic Planning Retreat, the President and Vice Presidents presented an executive summary of the 2017 Year Two Strategic Plan progress along with the strategies planned for 2018. Trustee's feedback was provided as each Institutional Priority was presented:

- Institutional Priority 1 – Student Success and Access – Dr. Hoffman
- Institutional Priority 2 – Organizational Development and Support – Dr. Bambara/Mrs. Duckworth
- Institutional Priority 3 – Community – Mr. Jones
- Institutional Priority 4 – Resource Management – Mrs. Kilduff
- Institutional Priority 5 – Planning and Assessment – Dr. Bambara/Dr. Hoffman

The President and Vice President's will incorporate the Trustee's feedback in the final report that will be posted to the Strategic Planning page of the College's website by mid-October. A link will be sent to the College Community when the report is complete and a progress overview will be provided at the next All College Assembly.

The Strategic Planning Retreat concluded at 2:15 p.m. when the Board of Trustees adjourned to an Executive Session on a motion by Mr. Ortiz and a second by Mrs. Belt to discuss personnel matters covered under the Maryland Open Meetings Act.

The Trustees concluded their Executive Session at 2:50 p.m.

Public Session

The Board of Trustees met Monday, September 18, 2017, at 3:00 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), Mrs. Melinda Duckworth (Director of Human Resources), Dr. Donna Brunelli (Professor of Biological Sciences and Faculty Senate Vice 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), 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 August 14, 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 – Dr. Bambara provided the highlights of the September 15 meeting of the Maryland Council of Community College Presidents (MCCCP). The primary focus of the meeting was an open dialog with Senator Pinsky regarding a “Maryland Promise” program that would provide a community college education at no cost to Maryland students. Feedback from the President’s was requested so that the bill can be shaped in a way that is practical and sustainable.

Fall Enrollment – Dr. Bambara provided an overview of the fall enrollment numbers with comparative data from community colleges across the state.

ACOTE Decision - The decision from ACOTE to change the requirements of the Occupational Therapy Assistant from an associate’s degree to a bachelor’s degree by 2027 was shared with the Trustees.

Technologies Building Funding – Dr. Bambara, Mrs. Kilduff, and Mrs. Dyche attended the Department of Budget Management Hearings on September 14 seeking approval for Project 2 design and the roof of the Tech Building.

Title III Academic Advising Audit - Dr. Bambara reported that an external audit was conducted September 12-14 on the Title III Academic Advising grant. The auditor was extremely pleased with the progress that has been made and the outcomes of the grant.

MSCHE Team Chair - Dr. Bambara will lead a Middle States Commission on Higher Education Team with the first visit October 1-3, 2017 at Rowan College at Gloucester County in New Jersey.

Bookstore Purchase Software Bid Recommendation

On a motion by Mr. McMullen and a second by Mrs. Belt, the Trustees approved the bid recommendation to purchase the Booklog software and hardware product from ComputerWorks of Chicago at an estimated cost of \$121,269 over the next 7 years. Payments will be made to the company and applicable third party vendors that support the product each year, with the largest annual total being \$50K for the first year. This point of sale system for the Bookstore will connect with the inventory system allowing faculty to search larger lists of textbooks along with rental of textbooks providing a platform for a true online presence with textbooks and clothing, as presented by Mrs. Kilduff.

Tennis Court Resurfacing/Lighting Project Update

Mr. Jones and Mrs. Kilduff provided a recommendation for improvements to the tennis courts. Grant funds of approximately \$100K are available for improvements. The Trustees will review bid recommendations by email when the bid recommendation is ready.

ACM Welcome Center Design Services Update

Mr. Jones and Mrs. Kilduff provided an update on the bids received for the design of a Welcome Center. Interviews with the firms of interest will be held the first week of October. The Trustees will review bid recommendations by email when they are ready.

FY17 Grant Report

Mr. Jones provided an overview of the annual grant report. With more than \$1.9M in grants, 2017 was another successful year. He thanked the faculty and staff for their part in the success of the grants. Mr. Leonard thanked Mr. Jones for his outstanding work.

Compensation Study Update

Mrs. Duckworth provided an update on the Compensation Study and recommended a plan designed to get ACM salaries to market in approximately 10 years. The plan includes annual scale adjustments and cost of living adjustments in order to reach market. The first step in the plan is to complete the Job Assessment Tool review which is underway for all staff positions. Following a motion by Mrs. Belt and the second by Mr. Ortiz, the Trustees approved moving forward with the implementation plan as presented.

Educational Master Plan Update

Dr. Hoffman provided an annual progress report of the annual objectives of the Educational Master Plan. He covered the four objectives of the plan:

1. Rich and Challenging Learning Opportunities
2. Increase Service Learning and Civic Engagement
3. Cultural Competence
4. Culture of Assessment

Dr. Hoffman illustrated the considerable work that has been initiated and completed on the four annual objectives by dozens of individuals. He emphasized that Instructional and Student Affairs personnel will continue to be examples of innovation through promoting institutional change at the College.

Performance Accountability Report Narrative and New Developmental Education Initiatives

Both the Performance Accountability Report Narrative and the New Developmental Education Initiatives were tabled and will be presented at the October meeting.

Previously the Trustees electronically approved the Facilities Committee recommendation to accept the low bid of \$3,596,300 from Harbel for the first phase of the Technologies Building renovation project. Trustees Belt and Lapp were not included on the August 25, 2017, email request to avoid any conflict of interest.

The first phase of the Tech Building project includes new boilers that require a 6 to 8 week order lead time to complete the install as per the renovation schedule. The College has received a quote on the boiler cost from Harbel, the Board approved general contractor. The contractor would like the College to move forward with the purchase from Hajoca as soon as possible, with reimbursement to be provided by the general contractor once approved as the general contractor. Generally materials or equipment that exceed \$25,000 must be competitively

bid, but as the purchase is actually part of the larger Tech Building project that was competitively bid, a waiver of the bid process in this case is being requested of the Board.

The Trustees electronically accepted the recommendation and approved a waiver of the competitive bid process related to the boiler purchase, and also approved immediate purchase of the boilers as quoted to RH Lapp by Hajoca in the amount of \$64,792.04 to allow adequate processing and delivery time to meet the Tech building boiler installation deadline of October 31, 2017. Neither Trustees Belt nor Lapp were included on the August 30, 2017, email request to avoid any conflict of interest.

The meeting adjourned at 4 p.m.

Respectfully submitted,

Kim Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer