

Allegany College of Maryland  
BOARD OF TRUSTEES

MINUTES

October 15, 2018  
4:00 p.m.

PUBLIC SESSION

The Board of Trustees Finance Committee met Tuesday, October 2, 2018 at 8 a.m. to review the FY2019 fund balance requests and the financial projections for FY2018-FY2022.

The Board of Trustees met Monday, October 15, 2018, at 4:15 p.m. in the Bedford County Campus Conference Room. Members present included Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Ms. Linda Buckel, Mr. Jack McMullen, Mr. Jim Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Also in attendance were Mr. David Jones (VP of Advancement and Community Relations and Executive Director of the Allegany College of Maryland Foundation), Ms. Christina Kilduff (VP of Finance and Administration), Dr. Kurt Hoffman (Sr. VP of Instructional and Student Affairs), Mrs. Melinda Duckworth (Director of Human Resources), Mr. Scott Harrah (Associate Dean of Institutional Effectiveness, Research and Planning), Mr. Nick Taylor (Coordinator of Web Services and Professional/Administrative Support Staff Association Chair), Ms. Shea Bonarigo (Administrative Associate to the Dean of Continuing Education and Workforce Development and Associate Support Staff Association Chair), Ms. Leah Pepple (Director of Pennsylvania Advancement and Community Relations), Ms. Talita Mirfin (Student Presenter), Ms. Ariana Bittner ( Student Presenter), and Ms. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

**Approval of Minutes**

The Trustees approved the September 10, 2018 minutes as amended following a motion and second by Ms. Belt and Mr. McMullen, respectively.

**Chairman's Update**

No update given at this time.

**President's Update**

Credit Enrollment

Final fall enrollment down 3.5% in headcount and 6% in credits for on-campus and Early College enrollments. Early College enrollments increased 9.4% (60 students primarily in Allegany County) and 12.9% increase in credits. Recommendations from the Strategic Enrollment Management Taskforce will be used to develop a new three-year plan.

Continuing Education Enrollment Increase

The Center for Continuing Education and Workforce Development saw a 20% increase in its fiscal year (FY) 2018 requests to the Maryland Higher Education Commission (MHEC) for funding based on course offerings and enrollments. ACM reported 12,805 registrations for 1,287 continuing education courses in FY2018, including over 200 new courses approved for funding through MHEC. Kudos to Dean Jeff Kirk and his CE Team!

### Maryland Council of Community College Presidents

The MCCCCP met on September 21, 2018 at Cecil College. The topics of discussion included:

- MHEC Secretary Fielder spoke about the development of regulations for the Promise Scholarship program, the Facilities Renewal Fund, and the approval process for a Workforce Sequence Grant.
- MACC's response to the Kirwan Commission Report was discussed.
- Opening Fall Enrollments were shared. Most Colleges experienced a decline from last fall between 1.8% and 6%. BCCC saw a 10% increase because of a city promise scholarship. Several colleges, like ACM, reported large increases in the Early College Program.
- The MACC Board of Directors meets Wednesday at 2 pm at AACC. The legislative agenda will be approved at this meeting.

### Technology Building Phase II Renovation

Funding is secured from both the county and the state to complete the second phase of the Technology Building Renovation. We are currently in the design of Phase II. Phase I should be complete by mid-December. This includes a new two-story lobby, ADA accessibility, and renovated restrooms.

### Title III Grant Exit Report

September 25-26, Dr. Tim Culver, vice president for consulting services at Ruffalo Noel Levitz, visited ACM to evaluate the year-five activities under the Title III Grant, *Centralized Academic Advising in Rural Appalachia*. The visit went extremely well with Dr. Culver stating, "I can honestly say that your grant teams and the outcomes they achieved over the five years have been a joy for me to witness. Your project is at the top of my list for adherence to scope and objectives. Congratulations!" As of September 30, 2018, the grant concluded. Jennifer Engelbach is to be commended for her superb leadership of this initiative.

### Bedford County Campus Request for County Funding

On August 14 and October 3, 2018, educational representatives from the College, the Bedford County Regional Education Foundation, and students met with the Bedford County Commissioners to request funding for \$125,000 to support Promise Scholarships for Bedford County students and campus sustainability. The funding request is in line with the amount of county support received for the past 25 years to fund the bond issue that constructed the Bedford County Campus facility.

### Community Colleges of the Appalachia

Dr. Bambara is among several community college presidents selected to attend the AACC Workforce Development Institute January 30-February 2 in San Diego, CA. An ARC grant is funding this opportunity.

Dr. Bambara noted the Recent Special Events:

#### Frontline Heroes Celebration

On September 27, 2018, ACM hosted a celebration to honor addictions counseling professionals working in the treatment field for victims of substance use disorders. More than 45 community members, elected officials, and students attended the reception and awards ceremony. Professor Cherie Snyder organized the ceremony recognizing award recipients Karl Glocker, Chris Delaney, Chris Hoppert, Les Walker, Theresa Sutherland, Annette Clark and Maggie Gatian.

### Allegany County Opportunity Scholarship Annual Report

On October 4, 2018 President Bambara, Vice President David Jones, Foundation Members Carl Belt, Jr. and Dr. Peter Halmos, as well as Opportunity Scholars Noah Loar, Samantha Vega, and Syully Koroh, all spoke to the Allegany County Commissioners to express gratitude for the Allegany County Opportunity Scholarship program.

### Tennis Courts Ribbon Cutting

On October 5, 2018, the newly renovated tennis courts officially opened with a ribbon cutting ceremony. Trustee Jim Pyles represented the Board of Trustees and Drs. Audie Klingler and Peter Halmos represented the ACM Foundation. Commissioners Jake Shade and Bill Valentine also attended.

### Tri-State College Night

ACM hosted the annual Tri-State College Night on October 9. There were 68 colleges and universities represented. Approximately 150 students attended. Many parents also attended with their students.

### Ground Breaking for the New Softball Field

Construction is progressing on the new softball field.

### Bedford Photo Shoot

Bedford County Campus students were photographed for use in marketing materials.

### Reclaimed Plaza Area

The college community is enjoying the reclaimed plaza area.

### **Phi Theta Kappa Fellow in China Presentation**

Last summer ACM graduate and Phi Theta Kappa (PTK) Fellow Talita Mirfin traveled as part of a student delegation to China through the PTK International Scholar Laureate Program. She studied business as a student. She visited Datang Telecom Tech & Industry Group in Beijing, Zhejiang University of Technology in Hangzhou, and the Forbidden City. Talita posed for a photo at the Great Wall of China as she proudly held the ACM banner. She participated in a SWOT analysis in China and noted her appreciation of Professor Robin Imgrund for covering the topic in her business course. Talita asked questions to learn from her experiences in China. She thanked everyone for all the support. She stated that ACM changed her life.

### **Nursing Student Experience**

Ariana Bittner shared her experiences at ACM and at the Western Maryland Health System (WMHS). She now has a paid internship and a scholarship. Her plans are to work in the emergency room at WMHS after graduation. Her ultimate goal is to be a pediatric oncologist. She spoke highly of her classroom and clinical experiences with ACM.

### **PA Early College Educational Tax Incentive Program**

Dr. Bambara provided a brief update on the Pennsylvania (PA) tax incentive program that will benefit ACM early college students attending in PA. More information will be forthcoming.

### **FY19 Fund Balance Designation**

The Finance Committee reviewed the FY19 Fund Balance List. On a motion by Mrs. Belt and a second from Mr. McMullen, the Trustees approved to retain \$3,671,080 in FY19 college unrestricted fund as specific designations and authorized the Finance Office to retain \$42,767 in the college unrestricted fund as non-designated fund balance. The Trustees also approved the proposed list of FY19 athletic facility special projects funded from \$2 of the student fee. Current FY19 project estimates total \$100,700.

### **Financial/Administrative Update**

Ms. Kilduff reported on the Tech Building request presented to the Department of Budget and Management recently. Funds were approved for the Tech Building roof to be rolled into phase I of the project. MD

community colleges are compiling deferred maintenance needs. Mr. Leonard suggested consideration of installing an air lock system for the Gateway Center doors for energy efficiency.

### **Annual Leave Policy**

Following a motion and second from Mrs. Belt and Mr. Pyles, respectively, the Trustees approved the Associate Support Staff to accrue annual leave in a shorter amount of time, reaching the maximum amount of hours by the end of the sixth year of employment instead of 10 years of employment. As part of the motion is approval of revision to Policy 03.004, Annual Leave using time accrual method with an implementation date of October 16, 2018.

### **Extension of Group Health Benefits**

The Trustees approved the Extension of Group Health Benefits, Human Resources Policy 07.005 Retiree Health and COBRA, effective 7/1/19, following a motion by Mr. McMullen and second by Ms. Belt.

### **Performance Accountability Report Discussion** – Item tabled until the November meeting.

Mr. Leonard asked Ms. Pepple for any comments. She noted facilities updates and needs, tuition subsidies through the Southern Tier Education Council, and the teamwork among the employees at the Bedford County Campus.

On a motion by Ms. Belt and a second by Ms. Buckel, the Trustees went into Executive Session at 5:55 p.m. to develop the Board of Trustees strategic priorities under the Open Meetings Act General Provisions Article § 3-305(b)(13).

Those in attendance were Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Ms. Linda Buckel, Mr. Jack McMullen, Mr. Jim Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included Mr. David Jones, Ms. Christina Kilduff, Dr. Kurt Hoffman, Ms. Melinda Duckworth, Mr. Scott Harrah, and Ms. Bobbie Cameron.

Following a motion by Ms. Belt and a second by Mr. McMullen, the Trustees adjourned the meeting at 6:30 p.m.

Respectfully submitted,

Kim B. Leonard  
Board Chair

Cynthia Bambara  
Secretary/Treasurer