

Allegany College of Maryland  
BOARD OF TRUSTEES  
MINUTES  
July 16, 2018  
4 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, July 16, 2018, at 4 p.m. at the Gateway Center. Members present included Mr. Kim Leonard (Board Chair), Mrs. Jane Belt (Board Vice Chair), Ms. Linda Buckel, 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), Mrs. 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. John Bone (Assistant Professor of Multimedia Technology and Faculty Senate 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), Dr. Audie Klingler (Allegany College of Maryland Foundation Board Chair), Mr. Chandler Sagal (Development and Grants Associate), and Mrs. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

**Approval of Minutes**

The Trustees approved the minutes of the June 18, 2018, meeting following a motion by Mrs. Belt and a second by Ms. Buckel.

**Chairman's Update**

Mr. Leonard welcomed Linda Buckel for her first meeting as a newly appointed member of the Board of Trustees.

**President's Update**

Middle States Commission for Higher Education (MSCHE) – On June 21, 2018 the MSCHE acted to accept Allegany College of Maryland's monitoring report, to reaffirm full accreditation, and to note that a small team visit will not be conducted. The next standard follow-up evaluation visit is scheduled for 2022-2023.

Dr. Bambara noted the ACCT publication included in the materials, *Accreditation and Community College Trustees*, will be discussed during the September Strategic Planning Session.

Strategic Planning Council – The group met last week to wrap-up the past year. An updated plan will be presented to the Board during their retreat in September. During the upcoming year the group will conduct a mission, vision, values review in preparation for the development of the next strategic plan.

MACC Board of Directors Meeting – Mr. Leonard and Dr. Bambara participated in the MACC Board of Directors meeting on June 20.

Adult Basic Education (ABE) – Dr. Bambara extended her thanks to Melanie Chapman and her team for their work in renewing the grant for the ABE program housed at the Gateway Center.

Appalachian Regional Commission (ARC) Grant – A \$108K Automotive Tech Advanced Workforce Development Grant was awarded to the Auto Tech Program. Of the total \$54K is from ARC and \$54K is a College match (Perkins). This will allow for the addition of equipment to provide training in diesel mechanics.

### Chinese Student Residents

Dr. Bambara reminded the Trustees to join the cultural exchange dinner following the meeting with the group of 12 Chinese students the College is hosting this summer.

### ACM Foundation Update

Dr. Klingler and Mr. Jones gave an ACM Foundation update.

- Foundation year to date (unaudited) contributions and scholarships (7/1/17-6/30/18)
  - Contributions: \$1,258,774.01 (endowed and not endowed)
  - Expenses: \$1,130,932
- Foundation's annual statewide benchmarking initiative data shows
  - Allegany County has lowest median household income in the State.
  - ACM Foundation's net assets are second only to Montgomery College.
  - ACM Foundation has second highest contributions per FTE, highest net assets per FTE, the highest endowment per FTE, and second highest scholarships per FTE, as compared to every other community MD community college.
- Design process for ACM Welcome Center (100% privately funded through the ACM Foundation).
- FY18 Allegany County Opportunity Scholarship annual report is being finalized.
- Foundation expecting several major gifts within the next year, primarily representing estate gifts that will benefit the College and its mission.
- Athletic facility examples supported through the ACM Foundation
  - Baseball Field Scoreboard, \$30,000 (100% supported by three sponsors)
  - Softball Field Scoreboard, \$25,000 (100% supported by a sole sponsor)
  - Outside Basketball Courts (completely redone by donor at approximate value of \$50,000)
- Foundation funds invested with the University System of Maryland Foundation returned 8.09% in FY18 (through 4/30/18) and have a five-year return rate of 6.94%.
- Approximately 25 Honor/Memorial Benches were purchased and installed. The cost is \$900 and the Foundation is promoting this to donors, alumni, faculty/staff, and the community.
- The Foundation anticipates receiving a significant annual distribution from the Smouse Trust to support multiple scholarship awards.
- Foundation staff is currently working on a new online giving platform using GiveCampus to better engage donors and enhance giving opportunities.
- Chandler Sagal started in June as a part-time Development and Grants Associate. He is a graduate of ACM and his job duties are to support several Foundation and grant initiatives.

### Alumni of the Year Update

Mr. Jones discussed the purpose and procedures for the proposed Distinguished Alumni Award. The Trustees approved the Distinguished Alumni Award following a motion and second from Mrs. Belt and Mr. Pyles respectively.

### **Changes to Online LPN to RN Admissions Requirements**

Dr. Hoffman provided the proposed admissions requirements to the Online LPN to RN Program Criteria.

- One year or 2000 hours of recent clinical experience with an unencumbered nursing license.
- Transition from Kaplan to the HESI Testing platform, aligning the face-to-face and online programs.
- Application due dates will now be July 1 and January 15 to coincide with semester final grades.

The Trustees approved the changes to the Online LPN to RN Program Admissions requirements following a motion by Mrs. Belt and a second by Mr. Pyles.

### **Amended Retiree Health Insurance Policy**

In review of the Retiree Health Insurance Liability Account and from the recommendation of the auditors, Ms. Duckworth presented the amended changes to the Retiree Health Insurance policy for the Medicare Supplement as recommended by the College's auditors, Turnbull, Hoover, Kahl, PA, to be completed prior to June 30, 2018. On a motion by Mrs. Belt and a second by Mr. Pyles, the Trustees approved Policy 07.005 with the suggested changes.

### **IT, Security, and Physical Plant Updates**

#### Finance:

- ACM is moving forward with the year-end closing process and getting ready for the FY18 audits of the College, Foundation, and Housing. While final college financial results for FY18 are still months away, preliminary results before all final purchases/payments clear and before the health insurance accounts are reconciled for the year's activity indicate that we should have a positive net result.

#### Facilities/Physical Plant:

- Bids are due for the construction of the Welcome Center later this month. The RFP includes provisions for add alternates that can be included or excluded from the project based on whether or not the bids are over budget.
- Construction/renovation work continues on the Technology building. There have been a number of challenges along the road due to differences between the as-built drawings and actual physical features of the building. Project delays will most likely delay the completion of the lobby and pod C until September or early October. Faculty and staff are expected to move back in to pod A in early August and be able to hold classes as usual. Pod C classes will be relocated elsewhere on campus until work is complete.
- Renovation of the tennis courts is still in process, with much of the work complete.
- Softball field construction bids came in over budget and the college is currently working with applicable staff and the architects to identify key components, as well as components that can be delayed until additional funding is available. Requesting bids during prime summer contracting

months may have contributed to the high costs. Once revisions to the project scope occur, the top bidders will be asked to come back with their best and final prices.

- Print shop renovations are in process and summer apartment maintenance/repair including exterior step repair, power washing, and exterior painting is in process or being scheduled.
- College staff are still investigating potential short and long term solutions for housing WCI staff once the Tech building project II renovation starts (after July 2019).
- The College received bids for the HVAC units in the Gateway Center. Once the bid is approved, the contract will be signed and work will be done early fall.

#### Information Technology:

- Training for faculty and staff has begun for the new Office 365 platform that includes email, as well as other tools and programs. The new cloud system will increase our storage, improve collaboration and scheduling/calendar ability, and move some of the data security vulnerability from the College to Microsoft.
- Further employee data security awareness training including information on how to electronically or physically protect all personally identifiable information (PHI) will begin shortly.

#### Security:

- Security staff scheduled several training sessions related to fire or other emergencies for the Resident Assistants. Security staff will perform fire watch duties from the time the Tech Building Pod A is occupied through the time when the Tech Building lobby is completed and the fire system is reactivated for the building.
- Installation of the barricade lockdown devices is progressing.
- Installation of additional security cameras continues at housing, which should help deter theft and other negative student behaviors outside the apartments.
- Mr. Cuthbertson plans to attend ALICE training in Garrett County and get certification to train others in these emergency response system/techniques.
- The Trustees received the Special Police draft policies and procedures at the last Board meeting and were asked to let Ms. Kilduff know of any comments or suggestions to improve the policies and procedures.

- A group of Security, IT, and PR staff is creating an emergency communication plan for the college. The group is using example plans from other Maryland community colleges to create a formal plan that works for ACM. This plan will specify when, where, and who will communicate to both the internal college community and the external community as well as the news outlets in the event of an emergency. Once the group completes the plan, the President's Advisory Team and the college community will review comment, and then the Board will review and comment.

#### **Gateway HVAC Replacement/Upgrades Bid Recommendation**

On a motion from Mr. Pyles and the second from Ms. Buckel, the Trustees approved the \$185,900 bid from RH Lapp & Sons to replace/upgrade the HVAC on the second and third floors of the Gateway Center.

#### **Technology Building Project II Design Phase Bid Recommendation**

To avoid a conflict of interest Mrs. Belt recused herself from this agenda item. As a result, Mr. Leonard tabled the agenda item due to the lack of a quorum. Because of time constraints with the project, the Trustees will convene a special meeting to take action on this item.

The Trustees, on a motion by Ms. Buckel and a second by Ms. Belt, went into Executive Session at 4:55 p.m. to discuss personnel and funding for the Tech Building covered under the Maryland Open Meetings Act. Action may be taken in Public Session as a result of items discussed in Executive Session. Those in attendance were Mr. Kim Leonard, Ms. Jane Belt, Mr. Jim Pyles, Ms. Linda Buckel and Dr. Cynthia Bambara. Others in attendance included Mr. David Jones, Ms. Christina Kilduff, Dr. Kurt Hoffman, Ms. Melinda Duckworth, and Ms. Bobbie Cameron.

The Trustees went back into Public Session at 5:15 p.m. to take action on the promotion and appointments discussed in Executive Session following a motion and a second by Ms. Belt and Mr. Pyles, respectively.

On a motion and second from Mr. Pyles and Ms. Buckel, respectively, the Trustees approved a faculty promotion. The Trustees then approved two administrator appointments following a motion by Mr. Pyles and a second by Mrs. Belt.

The Trustees adjourned the meeting at 5:17 p.m. on a motion by Mr. Pyles and a second by Ms. Belt.

Respectfully submitted,

Kim B. Leonard  
Board Chair

Cynthia Bambara  
Secretary/Treasurer