

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES
January 21, 2019

PUBLIC SESSION

The Board of Trustees met Monday, January 21, 2019, at 4 p.m. in the Board Room. Members present included Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Ms. Linda Buckel, Ms. Joyce Lapp, Mr. Jack McMullen, Mr. Barry Ronan, 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), Mr. Scott Harrah (Associate Dean of Institutional Effectiveness, Research and Planning); Ms. Melinda Duckworth (Executive Director of Human Resources), Mr. Nick Taylor (Coordinator of Web Services and Professional/Administrative Support Staff Association Chair), Ms. Nicole Frost (Executive Associate to the VP of Instructional and Student Affairs and Professional/Administrative Support Staff Association Vice Chair), Ms. Sandi Foreman (Administrative Associate to the VP of Advancement and Community Relations/Executive Director of the Allegany College of Maryland Foundation and Associate Support Staff Association Vice Chair), and Mrs. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

Approval of Minutes

The Trustees approved the December 10, 2018 minutes on a motion and second by Ms. Belt and Mr. McMullen, respectively.

Chairman's Update

Mr. Leonard and Ms. Belt joined Dr. Bambara and the vice presidents for a pre-session meeting with the legislative delegation members in early January along with leadership from Garrett College. Mr. Leonard reviewed the new process for Trustees to submit their annual financial disclosure statements. He also noted the upcoming events including the MACC Trustee Leadership Conference and the Bedford County Regional Education Foundation fundraiser.

President's Update

Community College State Formula Aid for 2020

ACM will see a 5% increase in the Community College State Formula for 2020. This is an increase of \$245,789 from FY19 (\$4,943,714) to FY20 (\$5,189,503). Overall, Maryland Community Colleges averaged a 3.9% increase. Funding is based on the CADE formula.

Community College Grant Funding

Small Community College Grants

- Allegany College is budgeted to receive \$874,020 in FY2020. This is an increase of \$22,720 over FY2019 (\$851,300).

Appalachian Grants

- Allegany College will receive \$360,000, the same amount as previous years. (Garrett College receives \$240,000).

Statewide and Health Manpower Grant remains at \$6,000,000 for all Maryland Community Colleges.

MHEC Facilities Renewal Grant Program

In FY 20, eight Maryland Community Colleges will receive \$475,000 from the Facilities Renewal Grant Program. This will fund a new roof on the Allied Health Building. This allocation will eventually increase to \$500,000. This is based on a percent of the total Capital Improvement Allocation. For FY20, the allocation is \$77,810,000.

Governor's Capital Budget

Western Correctional Institute—Adaptive Community and Workforce Training Facility--\$1,650,000 is in the FY20 Governor's Budget. Many thanks to Senator Edwards for submitting the request, to Delegates Beitzel, Buckel, McKay, and to Mark Widmyer, the Western Maryland Outreach Coordinator for the Governor for their support.

Comptroller's Budget Request

TACKLING THE OPIOID EPIDEMIC IN WESTERN MARYLAND

Community Resilience Collaborative (CRC) Governor Hogan's Capital Budget Request

This capital budget request of \$500,000 is to fund the project *Tackling the Opioid Epidemic: From Crisis to Opportunity, A Unified Community Approach to a Community Crisis*.

Allegany College of Maryland along with twelve community partners in the Community Resilience Collaborative (CRC), a broad-based coalition of professionals and community leaders are dedicated to educating and empowering the community at large with mind/body self-care skills that address the root causes that fuel addiction. Working with the Center for Mind-Body Medicine, the CRC has developed a three-year comprehensive care initiative to achieve the following:

1. Effectively reduce the devastating impact of the opioid crisis in Western Maryland by affecting the lives of 8,100 people who are addicted or at risk for addiction, as well as their families and loved ones.
2. Build an ongoing community prevention network of hope and resilience to address root causes which fuel addiction: trauma, despair, isolation, mental health challenges, chronic illnesses, and chronic pain.
3. Address the underlying mental health issues that often lead to the opioid crisis and other addiction issues.

Joint Pre-Legislative Meeting with the Western Maryland Delegation – Garrett College President, Dr.

Richard Midcap and Dr. Bambara, along with our Board of Trustees representatives and administration, met with the Western Maryland Delegation on January 4, 2019 to discuss legislative priorities for Allegany College of Maryland and Garrett College, many that we hold in common.

PACE Reception

Several trustees, the vice presidents and Dr. Bambara will attend the annual PACE reception and breakfast this Thursday and Friday in Annapolis. If you are attending, please be sure to thank our delegation and others working on our behalf with the Governor to provide the increase in funding to community colleges and for the WCI project.

The Greater Cumberland Committee (TGCC) Pre-PACE Legislative Meetings

Dr. Bambara will be joining her fellow members of The Greater Cumberland Committee in meetings with the Chief Legislative Officer Chris Shank, Commerce Secretary Kelly Schulz, Transportation Secretary Pete Rahn, and Comptroller Peter Franchot to share legislative priorities.

AACC Workforce Development Institute

As a reminder to the Trustees, Dr. Bambara is traveling to San Diego to attend the AACC Workforce Development Institute from Tuesday through Saturday. This opportunity is funded through an ARC grant to Community Colleges of the Appalachia members.

MACC Legislative Reception

The MACC Legislative Reception is scheduled for Monday, February 4 at the Calvert House in Annapolis. The agenda is provided at your seat. Please note the new format and time frame.

2019-2020 Academic Calendar

On a motion by Ms. Lapp and second by Ms. Belt, the Trustees approved the 2019-2020 academic calendar.

Bedford County Campus HVAC Replacement

Based on the recommendation of Mr. Jones and the Bedford County Campus Facility Committee, the Trustees approved the low bid of \$31,000 from MARC Service, Inc. following the motion and second from Mr. Ronan and Mr. McMullen, respectively.

Revised Travel Procedures & Guidelines

Ms. Kilduff explained the revisions to the travel procedures and guidelines ensures a direct link that connects the requests to strategic plans, allows more training and links it to the Middle States Commission on Higher Education (MSCHE) requirements.

Revised Finance Guidelines for General Bidding Procedures

Based on changes with the State and among other Maryland community colleges, Ms. Kilduff is recommending the following modifications to the current internal procurement rules for small non-capital procurement of goods and services:

- all purchases require documentation of purchase price from outside vendor; purchases over \$10,000, but less than \$50,000 require three written quotes from vendors;
- purchases between \$25,000 and \$50,000 additionally require approval by the College President;
- purchases over \$50,000 additionally require approval by the ACM Board of Trustees;
- in cases of a sole source vendor, documentation of the justification for selection of the vendor without quotes from other organizations must be provided to Accounts Payable for review and approval.

On a motion by Ms. Lapp and a second by Ms. Belt, Mr. McMullen suggested adding the following statement to the motion “the request for bids/proposals must appear in the publication in that general jurisdiction”. The Trustees approved the motion as amended.

Special Police Policies & Procedures

After discussion and some suggestions for additional review, the Trustees tabled the item.

Financial/Administrative Update

The Technology Building roof replacement is on the Board of Public Works agenda. Negotiations continue to bring the Welcome Center construction costs in line with the budget. Emergency response rates will improve as direct dialers to 911 dispatchers have been installed in a number of the buildings on campus.

Strategic Issue – *MSCHE Expectation of Governing Boards*

Following discussions on opportunities for the Trustees to be more involved and prepared with changes in the Middle States Standards of Accreditation, it was decided that one standard will be presented during the meetings. Standard 7 will be highlighted at the February meeting. Mr. Harrah will also provide a mid-year Strategic Plan progress report for the Trustees in the near future.

Technologies Building Project I Renovation Video

The Trustees and other attendees viewed a video highlighting the Tech Building renovations.

On a motion by Ms. Lapp and a second by Ms. Belt, the Trustees went into Executive Session at 5:25 p.m. to discuss a personnel matter covered under the Open Meetings Act General Provisions Article § 3-305(b)(1).

Trustees in attendance were Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Ms. Linda Buckel, Ms. Joyce Lapp, Mr. Jack McMullen, Mr. Barry Ronan, 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.

On a motion by Mr. Ronan and a second by Ms. Belt, the meeting adjourned at 5:50 p.m.

Respectfully submitted,

Kim B. Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer