

Allegany College of Maryland
BOARD OF TRUSTEES

November 18, 2019

PUBLIC SESSION

The Board of Trustees met Monday, November 18, 2019, at 4:05 pm in the Board Room. Members present included Mr. Kim Leonard (Chair), Ms. Jane Belt (Vice Chair) Ms. Mirjhana Buck, Ms. Linda Buckel, Ms. Joyce Lapp, Mr. Jim Pyles, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP David Jones	VP Christina Kilduff	VP Kurt Hoffman
Scott Harrah	Melinda Duckworth	John Bone
Sharon Yoder	Nicole Frost	Arthur Priadkin
Sandi Foreman	Wendy Knopsnider	Shauna McQuade
Kristin Kehrwald	Bobbie Cameron	

Approval of Minutes

The Trustees approved the October 21, 2019, minutes on a motion and second by Ms. Belt and Mr. Ronan, respectively.

Chairman's Update

Mr. Leonard dispensed with his update.

President's Updates

NCLEX (National Council Licensure Examination-RN) Program Report for April-September – Dr. Bambara presented the outstanding results of our ACM nursing students on the national licensure exam.

ALLEGANY COLLEGE OF MARYLAND RANKING RESULTS FOR 2018 AND 2019

Ranking Criteria	2018	2019
All Programs in Your Jurisdiction (within the Tri-State area)	7 th out of 27	1 st out of 28
All Similar Programs Across Every Jurisdiction (ADN programs)	395 th out of 1076	1 st out of 1087
All Programs Across Every Jurisdiction (All nursing prgs across the nation)	834 th out of 1922	1 st out of 1975

*Note – The rankings are based on percentage of ACM graduates passing the NCLEX-RN® examination compared to other programs with at least ten graduates who took the NCLEX-RN examination during the same reporting period.

Dental Hygiene Accreditation Visit – The Dental Hygiene accreditation site team visited ACM October 22 and 23. The team was very complimentary of the program and the facilities.

Allegany County Commissioners Opportunity Scholarship – On October 24, David Jones, Dr. Audie Klingler, several students and Dr. Bambara thanked the Allegany County Commissioners for their support of ACM students through the Opportunity Scholarship.

Phi Theta Kappa (PTK) – Dr. Bambara reported that ACM's PTK organization put ACM on the map by hosting an outstanding Western Region Middle States conference on October 26. The super hero-themed event featured a host of super-creative activities and sessions for these super leaders.

Community Colleges of the Appalachia (CCA) – Autumn Becker and Dr. Bambara attended the fall conference of the Community Colleges of the Appalachia in Hazard, KY. The presentation on the IT Center of Excellence is entitled “The Success and Lessons Learned of a Strategic Industry Partnership”. The presentation is an overview of:

- The EARN (Employment Advancement Right Now) workforce development model
- The public/private partners
- Incumbent worker training
- P-TECH
- TECH at the Gap
- Girls Who Code
- Summary of the Return on Investment and Economic Impact

CCA selected ACM's IT Center of Excellence for the 2019 Innovation Award. Ms. Becker and Dr. Bambara accepted the award at the annual conference last June.

Of the many interesting sessions, topics included:

- Building Strategic Community Partnerships
- Leadership in a Multi-Generational Workforce
- Additive Manufacturing
- The Perfect Faculty Workload
- Pathways to Prosperity in Appalachia

Maker Space – Dr. Bambara said that the Western Maryland Works Maker Space is shaping up to be a phenomenal space and is scheduled to open the end of November.

USM-MACC Meeting – On November 7, the MACC Executive Committee (Dr. Bambara currently chairs) and MACC staff met with the USM Chancellor and his executive staff to provide updates and opportunities to further collaborate on topics such as transfer, Maryland Promise, and common legislative interests.

MCCCCP Meeting – On November 15 the Maryland Community College Presidents met at Harford Community College. The group discussed the proposed amendments to the Promise program, the Transfer Scorecard that is under development, the Trustee Leadership Conference in January, this year's legislative agenda, and Kirwan funding from Maryland Association of Counties Executive Director Michael Sanderson.

ACCESS ACM Publication

Mr. Jones shared the *ACCESS ACM an Allegany College of Maryland Magazine* with the ultimate goals to have a full-color magazine to serve as a quality community piece. He introduced Shauna McQuade, Director of Public Relations and Marketing, and Kristin Kehrwald, Communications Specialist. Ms.

McQuade noted that Ms. Kehrwald's vast knowledge and creative mind helped to execute the vision as the communications writer or storyteller. The theme of the Magazine is giving hope. The first edition will be mailed to 29,000 people next week. The publication is far more vision driven and can enhance the stories, according to Ms. Kehrwald. The next edition will be available in the spring.

ACM/Allegany County Commissioners WCI Building Grant Agreement & Memo of Understanding

Ms. Kilduff explained the State of Maryland's request that an MOU be developed between the Allegany County Commissioners and ACM to clarify each party's rights and responsibilities with regards to this partnership for the grant funded construction project entitled the WCI Adaptive Community and Workforce Training Facility. ACM will provide the land for the building construction. The County agrees to act as the project manager in conjunction with ACM for the construction project. Once the building construction is completed and all funds have been expended, ACM will take ownership of the newly constructed workforce training building and will continue to operate and maintain the building as part of its overall Cumberland Campus. The Trustees approved the Memo of Understanding following a motion by Mr. Pyles and second by Ms. Belt.

Acceptance of FY2019 College Audit

The Board of Trustees Finance Committee received a favorable audit report presented by Turnbull Hoover and Kahl. On a motion by Ms. Belt, second by Mr. Pyles, the Trustees accepted the audit report.

Financial/Administrative Update

Ms. Kilduff provided highlights for her areas.

Finance - Since the audit is complete, the Finance Department will begin releasing fund balance designations. Some of the designations will likely be held temporarily to ensure that enrollment numbers and related revenues for FY20 are on target.

Details for the Lighthouse reporting hotline system (allows employees, students and community members to report suspected fraud, abuse and other concerns anonymously) will be released soon, once internal processes and procedures for investigation can be set up. A new whistleblower policy is being crafted to help inform employees of their rights and possible ways to report suspected issues. The policy when complete will come to the Board for approval.

Facilities/Physical Plant – Design meetings with applicable constituent representatives for Tech Building Project II are ongoing. Design plans including the 50% construction documents & specifications have been submitted to the State Department of General Services (DGS), but required comments back have yet to be received. The November meeting with the architects should give us a better idea of when the construction project can go out for bid.

The architect and engineers are working on the final construction documents for the WCI Building, with hopes to put out the RFP soon and begin construction later this fall or winter. The Board will be presented a Memo of Understanding (MOU) between the College and the County for review and approval. The MOU seeks to outline for the State, the relationship between the parties and the applicable project duties and responsibilities.

The Welcome Center design is complete and the contract will be signed soon. Construction is anticipated to begin around November 18th as a design build project, with no separate bidding of construction for the project.

Roof replacements/restorations will need to be bid out for the Bedford County Campus facility, the Cumberland Campus Humanities Building, and the Willowbrook Woods Apartments. Work is continuing with both Pennsylvania and Maryland procurement officials to verify applicable procurement regulations related to these projects, and to ensure that ACM can move forward with RFP design specs provided by Tremco and their engineers.

Information Technology - IT is working on phase I of the EAB Navigate implementation. This phase includes: configuration of data transfer between our student information system and EAB's cloud hosted Navigate environment, single sign-on setup for end-users to access the Navigate portal, and Outlook calendar integration so that EAB appointments scheduled through Navigate will be available on staff calendars and the Office 365 web portal.

IT in its efforts to support student success has integrated academic and administrative technical staff into a single technical team that will work to provide more effective services to our faculty and staff. To address inefficiencies, the technical team has been reorganized to include IT Support Technicians, IT Associate Technicians and an IT Lead Technician. This regrouping provides more effective communications, coverage for staff absences, knowledge building through cross-training of technical skills, and advancement opportunities within the technical staff framework. The overall affect is a more cohesive group, improved morale and improved customer service for faculty and staff, hopefully leading to better student outcomes.

To improve the overall cybersecurity of our end-users, IT is working to implement multi-factor authentication (MFA) for staff and faculty logins to Office 365. A pilot of MFA including 21 staff and 4 faculty began in October and is still underway. Survey results from the group indicate that despite some concerns with MFA, overall users give the use of MFA a 3.4 rating out of 5. IT is working with participants to address any issues they have regarding the use of MFA. The plan is to introduce MFA to staff first then extend the service to faculty.

One major concern of MFA is the use of personal devices (cell phones) to authenticate. IT has ordered several token generators (FOB's) that generate 6-digit codes for testing that will integrate nicely with MFA. These devices eliminate the need to use a personal phone or desk phone during the Office 365 authentication process. Additionally, the FOB's do not require access to Wi-Fi or internet to work. The cost of a basic FOB is \$16 and will have a life expectancy of 3 to 5 years. Once the FOB is assigned to a user only that user can use the generated 6-digit values.

Print management through the Daly company will be deployed this month. The contract will automate toner ordering and include printer fleet maintenance. The hope is that it will eventually cut the costs of printing by moving to higher volume lower price per print networked copiers and printers. The new contract will charge per page printed based on the printer model, and will include the costs for ink/toner and printer repairs. Reports will be able to be produced easily to see how many prints are being made for each department in the hopes of shifting higher quantity print jobs to the print shop and by encouraging people to print using double sided pages.

Security – The new Security Director at Hagerstown Community College, Eric Byers, has agreed to help ACM's Safety and Security department with an external review and assessment as part of their comprehensive unit review. Mr. Byers has helped Hagerstown add many new security features for their campus and we hope to gain information about potential vendors and associated costs from him, as well as other community college security best practice information that we can apply here.

Great Colleges To Work For Survey Results

Dr. Bambara reviewed the results of the Great Colleges to Work For Survey with the Trustees. She will hold a series of forums to share the results with the faculty and staff.

Program Advisory Committee Updates

Dr. Hoffman presented changes to the Program Advisory Committees. The Trustees approved the following Program Advisory Committee updates following a motion by Ms. Belt and second by Ms. Buck.

Business & Economic Division

Remove: R. Samuel Griffith
Derrick Miller
Skylar Dice
Ken Sepeda

Computer Technology

Add: Charles H. Clark III, Associate Partner, Managed Security Services, Cyber and Biometrics
Service Line Public Sector, GBS, IBM Corporation
Remove: Dr. Mohsen Chitsaz
Jonathan Hutcherson

Dental Hygiene

Remove: Michael Granet, DDS
David Stewart

Forestry

Add: Bernie Coyle, Retired Wood Procurement Forester, Verso Corporation
Jim Howell, Retired Professor of Plant Science, ACM
Steve Resh, Retired Professor and Forestry Program Coordinator, ACM
David Keane, Natural Resources Program Manager, Howard County Recreation and Parks
Dr. Nicolas Zegre, Assoc. Professor, Forest Hydrology/Dir. WVU Mountain Hydrology Lab
Ken Roberts, Certification/Resources Manager, Retired from Verso Corporation Wood Dept.
George Eberling, Western MD Regional Forester, MD DNR Forest Service

Multimedia Technology

Remove: Colby Ellsworth
Jason Willetts
Michelle Zegles

Nursing Assistant/Geriatric Aide

Add: Julie Salonish, RNS, ALM, CM/DN, Thomas B. Finan Center
Kimberly Martin, RN, BS, MBA, Thomas B. Finan Center

Remove: Tina Geiger

Nursing

Add: Kristine Keefer Wolff, DNP, RN, NEA-BC, UPMC Somerset, PA

Remove: Suellen Lichenfels, RN
Tammie Payne, RN

Physical Therapist Assistant

Add: Justin Bussard PTA, Western Maryland Health Systems

Remove: Mollie Altobello, MPT
Ashlee Brown Cook, PTA

Pharmacy Technician

Remove: Tina Geiger

Educational Master Plan

Due to the need for the Educational Master Plan, A Roadmap for Success and the Annual Objectives 2019-2022 to be approved by the Trustees, the agenda item was added to the Public Session agenda. Dr. Hoffman distributed the document and gave a brief description also noting the year-end report on the Annual Objectives 2015-2018. Following a motion by Mr. Ronan and second by Ms. Lapp, the Trustees approved the Plan.

On a motion by Ms. Lapp and second by Mr. Ronan, the Trustees went into Executive Session at 5:05 p.m. to protect the privacy/reputation of an individual with respect to a matter not related to public business [Article §3-305(b)(2)], covered under the Maryland Open Meetings Act.

The Trustees adjourned the meeting at 5:12 p.m.

Respectfully submitted,

Kim Leonard
Chair

Cynthia Bambara
Secretary/Treasurer