

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES
February 18, 2019

PUBLIC SESSION

The Board of Trustees met Monday, February 18, 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. Jim Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Also in attendance:

Sr. VP Kurt Hoffman
Scott Harrah
Nicole Frost
Sandi Forman
Shane Kifer

VP David Jones
Melinda Duckworth
Arthur Priadkin
Dr. Diane McMahon
Bobbie Cameron

VP Christina Kilduff
Dr. Donna Brunelli
Shea Bonarigo
Becky Ruppert

Approval of Minutes

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

Chairman's Update

Ms. Belt, Dr. Bambara, and Ms. Cameron discussed the informative presentations at the MACC Trustee Leadership Conference held earlier this month in Annapolis. Topics included Montgomery College student Amivi Atsu, originally from Togo, noting her educational experiences at Montgomery and her future career goals. Attorney Robert Duston from Saul Ewing gave a legal update. MACC Executive Director Dr. Bernie Sadusky reviewed the accessibility and services provided by Maryland's community colleges and the impact on the students and communities across the state. Survey results were overwhelmingly favorable for the new conference format. We hosted two of our local legislators for the legislative reception that followed where discussions focused on bills being presented during the upcoming session.

President's Update

Enrollment – Enrollment is at approximately 2300 students this spring. This number is down about 7% from last spring. This follows a similar decline that we experienced in fall and follows trends around the state.

Legislative Update

MACC Legislative Committee meets each Monday afternoon and reviews upcoming bills that may have impact on the community colleges. Each of the presidents and/or their legislative staff as well as MACC Trustees and MACC staff attend.

SB 240 and HB 268

Of particular interest is Senate Bill 240 filed by Senator Edwards and cross filed as House Bill 268 by Delegate Beitzel. These bills propose amendments to HB 16 which passed last session creating the Maryland Promise Program. The amendments request three things:

1. Currently the program has state funding as last dollar in. This amendment requests that local promise type programs are last dollar in.

2. Currently the program applies to those with highest need from a statewide pool of applicants. This amendment requests that the amount allotted by the state be distributed to each college based on FTE. With the current allotment of \$15 or \$241,771.
3. This amendment requests that MHEC impose an application deadline of March 1 and award notices by June 15. Currently, MHEC states awards this year will not be made until after the academic year begins.

SB 167 – Pathways in Technology Early College High (P-TECH) Expansion Act of 2019

Dr. Bambara also provided testimony in favor of the expansion of the P-TECH program.

PACE Reception

Several trustees, Dr. Bambara, the vice presidents, and other college employees attended the annual PACE reception and breakfast last month. This provided an opportunity for leadership to thank the Western Maryland Delegation and others working on our behalf with the Governor to provide the increase in funding to community colleges and for the WCI project.

TGCC Pre-PACE Legislative Meetings

Dr. Bambara joined other 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. The two primary talking points were the North South Highway as well as Tackling the Opioid Epidemic in Western Maryland and its impact on economic development. These meetings also provided Dr. Bambara with the opportunity to thank the various offices for their support for Community College funding and the allocation for the WCI building.

AACC Workforce Development Institute

Dr. Bambara attended the AACC Workforce Development Institute from January 29-February 2. This opportunity is funded through an ARC grant to Community Colleges of Appalachia (CCA). Included in the board materials are articles run by Community College Daily on the three plenary sessions. The opening session addressed a push for more innovation where U.S. Department of Education Assistant Secretary for Career, Technical, and Adult Education, Scott Stump, spoke about the need for more flexible use of Perkins dollars to spark innovation. The remaining two plenary sessions dealt with apprenticeships, one a general focus on efforts to increase apprenticeships and a second specifically cybersecurity where the search for talent in the cybersecurity space is a full blown crisis with 1 million open positions in the U.S. and 3 million globally. The panel spoke of an “upskill-backfill” model where existing IT professionals are given the opportunity to upskill and their positions are backfilled with less skilled IT workers. There was also opportunity to meet with ARC officials as well as other CCA community college presidents and representatives. Overall, it was an excellent conference, well worth the time.

MACC Legislative Reception

Ms. Belt, Ms. Cameron, and Dr. Bambara attended the MACC Trustee Leadership Conference and Legislative Reception held Monday, February 4 at the Calvert House in Annapolis. We had the opportunity to meet with Senator Edwards and Delegate Beitzel during the legislative reception.

Student Presentation

Dr. Diane McMahon is guiding a civic engagement initiative to get students more engaged in their communities, especially the 18-23 year olds. ACM students presented proposals to local community leaders who provided feedback and learned of students’ concerns. Student Shane Kifer addressed the Trustees with his presentation on “Guns, Suicide, and Safety” as he is trying to raise awareness for needed changes for better gun safety laws and still protect the Second Amendment. Gun violence effected his life. His research backed by data identified the problems, proposed solutions, action plans and the expected results of increasing children’s safety and feeling of security as well as a decrease in gun violence. While

Shane asked the adults to take action to change gun control laws, the Trustees were impressed with his presentation and encouraged him to use his knowledge about the subject to work with lawmakers to bring about change. His proposal is accessible through TheChisel and has been viewed around the world.

Security/Special Police Policies/Procedures and Use of Force Policy

Ms. Kilduff and Mr. Cuthbertson explained the rationale for the policies and procedures in response to the Trustees' questions during the January meeting.

ARC Advanced Manufacturing Update & Equipment Bid Recommendation

Ms. Ruppert, Director of Career and Employer Solutions, explained the need to expand the Advanced Manufacturing Program by offering a Level II training program, based on a request from Northrup Grumman. Adhering to all procurement policies, ACM solicited bids for the additional equipment needed to expand the program. Monies secured for the equipment are through state, private, and ARC funding. Following a motion from Ms. Belt and a second from Ms. Lapp, the Trustees accepted the recommended low bids for the Advanced Technology and Machining Technology equipment for a total of \$176,732.

Financial/Administrative Update

The FY20 operating budget is being developed and finalized for presentation to the Allegany County Commissioners in March. Allegany County received the capital funding requests that go along with the State requests with some modification. Ms. Kilduff keeps the county engineer informed of funding. Project I is near completion. The elevator inspection occurs this week also. The Project II Tech Building design meeting is this week.

Curriculum Proposals

Dr. Hoffman presented four programmatic curriculum proposals for the Board's consideration.

1. Medical Scribe Specialist
 - new one-year certificate program to meet local demand
 - stackable credentials for Medical Assistant students
 - program seeking accreditation
 - three new courses being developed
2. Phlebotomy/Laboratory Assistant
 - new one-year certificate program to restructure former Phlebotomy/EKG Technician one-semester certificate by adding 100 clock hours of clinical training
 - seeking program accreditation
 - data indicates 208 current job listings for phlebotomists in Maryland including WMHS (Indeed.com, 9/28/18)
 - program endorsed by the Med Lab Tech Program Advisory Committee
 - a collaborative program, aligning curriculum with Medical Assistant and Medical Administrative Assistant programs
 - six new courses being developed
3. Human Service Associate AAS, Credit Increase from 64-70 credits
 - program revision
 - MD State Licensing Board for Addiction Counselors revised requirements in 2013
 - better alignment of curriculum to meet state board requirements
 - increased demand by area employers for associate level degree graduates who are eligible for MD State Licensing as addiction counselors
4. Addiction Services (Supporting Academic Division: Behavioral & Social Sciences AND Human Service Associate Program)
 - Maryland State requirements for licensure as addiction counselors changed in 2013 which made the Addiction Treatment letter of recognition invalid

- an Addiction Services Certificate will provide ACM students planning to work as addiction counselors with financial aid for the required courses
- regional employment opportunities for addiction counselors have increased due to the opioid crisis
- deletion of Addiction Treatment Letter of Recognition (LOR)
 - Maryland State requirements changed regarding licensure of addiction counselors and courses no longer address requirements for employment and licensure
 - Financial aid does not cover LORs
 - MHEC does not recognize LORs
- course revision
 - psychology ethics in addiction counseling course (increase from 1 to 3 credits to meet state requirements).

Following a motion and second by Mr. McMullen and Ms. Lapp, respectively, the trustees approved the four curriculum proposals as presented.

MSCHE Standard 7 Highlights

Dr. Bambara reviewed Standard VII, Governance, Leadership, and Administration from the Middle States Commission on Higher Education (MSCHE) “Standards for Accreditation and Requirements of Affiliation, Thirteenth Edition”.

Board Website Revisions

Ms. Cameron presented information for the Trustees to consider on possible revisions to the current Board webpage with options for changes in the future. The Trustees agreed to continue with the format and add more information in stages.

On a motion by Mr. McMullen and a second by Mr. Pyles, the Trustees went into Executive Session at 6 p.m. to discuss a personnel matter [Article § 3-305(b) (1)], a matter not related to public business [Article § 3-305(b) (2)], a matter that concerns the proposal for a business to remain in the State [Article § 3-305(b) (4)], and cybersecurity [Article § 3-305(b) (15)], covered under the Maryland Open Meetings Act General Provisions. If necessary, action may be taken in Public Session as a result of items discussed in Executive Session.

Trustees 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.

Items discussed in Executive Session included personnel, a matter not related to public business, a proposal for a business to remain in the State, and cybersecurity.

On a motion by Mr. McMullen and a second by Ms. Belt, the meeting adjourned at 6:44 p.m.

Respectfully submitted,

Jane A Belt
Vice Chair
(Acting Chair)

Cynthia Bambara
Secretary/Treasurer