

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES
March 18, 2019

PUBLIC SESSION

The Board of Trustees met Monday, March 18, 2019, at 4 p.m. in the Board Room. Members present included Mr. Kim Leonard (Board Chair) by conference phone, 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
Melinda Duckworth
Nick Taylor
Sandi Forman

VP David Jones
John Bone
Nicole Frost
Robert Cuthbertson

Scott Harrah
Dr. Donna Brunelli
Shea Bonarigo
Bobbie Cameron

Approval of Minutes

The Trustees approved the February 18, 2019 minutes on a motion and second by Ms. Lapp and Mr. McMullen, respectively.

Vice Chair's Update

Ms. Belt reviewed the upcoming events and reminded the Trustees of the due date of April 30 to submit their financial disclosure statements, the May commencement exercises in Cumberland and Bedford, as well as the parking permit applications. She thanked Dr. Bambara and Ms. Kilduff and others for the outstanding job they did in presenting the budget request to the Allegany County Commissioners. The Bedford County Regional Education Foundation fundraiser will be held March 30. Ms. Belt also noted the first game of the NJCAA National Tournament for ACM Men's Basketball Team will be broadcast in the Zimmer Theatre today at 5:30 p.m.

President's Update

ACM Basketball Team – The ACM Men's Basketball Team is in Hutchinson, Kansas, competing for the National Title. They take the court at 5:30 this afternoon.

PTK – Omicron Pi had an amazing weekend at the Middle States Regional Convention. Dr. Bambara attended the Saturday events when most of the awards were presented.

The awards that our chapter received this weekend:

CHAPTER AWARDS:

Middle States Gold Chapter
College Project Award
Distinguished Regional Chapter
Five Star Chapter

Each member in attendance received a pin as a Five Star Competitive Edge Member.

INDIVIDUAL AWARDS AND RECOGNITION:

Jennifer Riley, a nursing student, received the Distinguished Chapter Officer Award and placed 3rd in the speech competition.

Sully Koroh, retired as the Middle States Maryland/DC Regional President, a position she held this past year.

Melody Gaschler received the Distinguished Advisor award, based on a nomination by our chapter.

Legislative Update – MACC Legislative Committee meets each Monday afternoon and reviews upcoming bills that may impact the Community Colleges. Each of the presidents and/or their legislative staff as well as MACC Trustees and MACC staff attend. As appropriate, presidents and administrators are asked to testify on the bills with the greatest impact on the community colleges. Dr. Bambara testified on three bills this session as follows:

SB 240 and HB 268 – Of particular interest is Senate Bill 240 filed by Senator Edwards and cross-filed in the House by Delegate Beitzel. These bills propose amendments to HB 16 that passed last session to create 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 \$15M. ACM's portion would be \$241,771.
3. This amendment requests that MHEC impose an application deadline of March 1 and award notices by June 15. Currently, MHEC is stating awards this year will not be made until after the academic year begins.

Senator Pinsky (PG) introduced similar amendments in SB 260. He and Senator Edwards conferred so that the amendments align. The status is that SB 240, 260 and HB 268 have passed the floor. Crossover has occurred and the Senate Bills will be heard in the House.

Other legislation of interest is the Kirwan Commission recommendations. The fiscal note on this legislation will affect community colleges in many ways especially as it relates to the local resources required to implement and staying competitive with the required salary increases.

MSCHE News – Last week Dr. Bambara received an invitation to serve as an evaluation team chair during 2019-2020. She will be visiting SUNY Adirondack, in Queensbury, New York. She will be making two visits to the College, one in the fall of 2019 and one in the spring of 2020.

Workforce Development Building – Jeff Kirk and Becky Ruppert attended the governor's budget hearings in both the senate and the house earlier in the month where our WCI project is listed. There were no questions for either of them.

League for Innovation – Jim House, Tara Devore, April Higson and Dr. Bambara attended the League for Innovation in the Community College Conference February 24-27 in New York City. Jim, Tara and April were honored at the conference as ACM's 2018 John and Suanne Roueche Excellence Award recipients. The plenary and individual sessions were excellent. Dr. Bambara attended the President's Track on Sunday prior to the start of the conference. A major focus of the day was the topic of Innovation Engineering presented by Doug Hall, founder and CEO of Eureka! Ranch, one of the nation's top innovation experts. Innovation Engineering is a new field of study that applies the system thinking of Dr. W. Edwards Deming to innovation. This is taught as an undergraduate minor or certificate in colleges. Mr. Hall

was the opening plenary speaker. Dr. Bambara attended a follow-up session during the conference. Among the many sessions offered, she enjoyed understanding generational differences and communicating with emotional intelligence. Jim, Tara and April will be scheduled to visit with the board at another time to share their experiences. The last night of the trip, the group had a chance to see Beautiful: The Carole King Musical that was a fantastic way to end the experience.

Employee Appreciation

February 28 and March 1 marked the second annual employee appreciation event. #ACMepic was a two-day event in appreciation for our employees being EPIC (Exceptional, Phenomenal, Impressive and Celebrated). Thanks to Mr. Leonard for coming out to support our employees. A number of the President's Staff traveled to the Bedford County Campus March 4 for #ACMepic day to recognize the employees.

Middle School After School Program

This year ACM was invited to participate in the ACPS After-School Program for Middle School Students. Each of the four programs visited ACM for 90 minutes on four different days. The theme was air quality. The children were greeted in the Science Building by our education students and faculty who served as their guides for the afternoon. Faculty and Staff facilitated four activities on Mind Body Medicine, healthy lungs, recycling, and building a human tree. Our recruitment staff played thumb ball with the children to educate them on facts about the College. It was a wonderful experience for the children and for our faculty and staff.

Vista Volunteer

As a member of the Campus Compact civic engagement and service learning organization, ACM was eligible to apply for an AmeriCorps Vista Volunteer. ACM's grant application was accepted and recruiting for the position will begin. The individual will work and live at the College with the main focus of reaching the "no go on" population in the ACPS high schools.

County Budget Presentation

This past Thursday, ACM had a county budget hearing. Ms. Kilduff and Dr. Bambara presented the budget objectives and justification for the request of a 5 percent increase. Trustees Leonard and Belt presented with ACM.

ACM Foundation Quarterly Update

Mr. Jones provided an ACM Foundation update. He shared that Foundation President, Dr. Audie Klingler, had a conflict and was not able to attend. Mr. Jones shared the following updates including

- recognizing and thanking the 20 member volunteer Board of Directors for their support and investment;
- providing a FY19 year to date contribution and scholarship summary;
- discussing the April 16, 2019 Foundation reception;
- sharing the one, three, and five year return on the funds invested with the USM Foundation;
- providing an overview of the Maryland community college benchmarking report, which shows that the Foundation's assets are second only to Montgomery College, but that ACM has the highest contributions per FTE, highest net assets per FTE, highest endowment per FTE, and the highest scholarships per FTE;
- distributing a copy of the 2019 Foundation annual report;
- discussing the lunch and learn initiative;
- sharing information about several estate and trust gifts that will support the College;

- providing examples of other College support, including financial support for several athletic facility upgrades; and
- discussing the honor/memorial bench project.

Mr. Jones invited everyone to a special ceremony on Saturday, May 11, 2019 at 1 p.m. to honor and recognize Dr. Glenn Workman as ACM dedicates and names the newly renovated tennis courts as the Dr. Glenn O. Workman, Jr. Tennis Facility.

Security/Special Police Guidelines/Procedures/Policies

On a motion from Mr. Pyles and second from Mr. McMullen, the Trustees approved the ACM Use of Force Policy as well as the ACM Special Police Procedures as proposed.

Annual Leave Policy Revision

The Trustees approved the recommendation to revise the Annual Leave Policy (03-004) not requiring employees to use annual or sick leave on days when the College has delayed openings, early closures, or all day closures, unless the employees opt to use such leave for these days or choose not to travel to work (liberal leave). Mr. Pyles made the motion; Ms. Buckel provided the second.

On a motion by Mr. McMullen and a second by Ms. Lapp, the Trustees went into Executive Session at 4:40 p.m. to discuss personnel [Article § 3-305(b) (1)], to consider a matter that is not related to public business [Article § 3-305(b) (2)], and to consult with staff, consultants, or other individuals about two items of pending or potential litigation [Article § 3-305(b) (8)], covered under the Maryland Open Meetings Act. 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) via phone, 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).

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

At 5:17 p.m. the Trustees returned to Public Session to take action on items discussed in Executive Session following a motion and second by Mr. McMullen and Ms. Lapp.

Faculty Appointment

The Trustees appointed Elizabeth Smearman to the full-time temporary Nursing Faculty position following a motion and second by Ms. Lapp and Mr. McMullen, respectively.

Humpty Dumpty Learning Center

Mr. Pyles chaired the meeting when Ms. Belt recused herself from the meeting during this agenda item to avoid any conflict of interest due to her role as a board member at Humpty Dumpty Learning Center. On a motion by Ms. Lapp and second by Mr. McMullen, the Trustees approved the request to develop a long-term lease for Humpty Dumpty Learning Center to build a one-story brick building on ACM property. Dr. Bambara requested consideration be given to in-kind options giving ACM students and employees discounted rates. After action on the agenda item was completed, Ms. Belt returned to chair the remainder of the meeting.

HRDC Head Start Update

Following a motion and second by Ms. Lapp and Mr. Pyles, the Trustees authorized a long-term lease be developed with the Allegany County Human Resources Development Commission Head Start Program to

make improvements to the College-owned property on Old Willowbrook Road where the program was previously located.

On a motion by Mr. McMullen and a second by Ms. Belt, the meeting adjourned at 5:20 p.m.

Respectfully submitted,

Jane A Belt
Vice Chair
(Acting Chair)

Cynthia Bambara
Secretary/Treasurer