

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES
April 22, 2019

PUBLIC SESSION

The Board of Trustees met Monday, April 22, 2019, at 4 p.m. in the Board Room. Members present included Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Mr. Jack McMullen, Mr. Jim Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Also in attendance:

Sr. VP Kurt Hoffman
Scott Harrah
Dr. Donna Brunelli
Shea Bonarigo
Melody Gaschler
Aleena Rock, PTK

VP David Jones
Melinda Duckworth
Nick Taylor
Sandi Foreman
Michael Kerns, PTK Alum
Bobbie Cameron

VP Christina Kilduff
John Bone
Nicole Frost
Shauna McQuade
Jennifer Riley, PTK

Approval of Minutes

The Trustees approved the March 18, 2019 minutes on a motion and second by Mr. McMullen and Mr. Pyles, respectively.

Chairman's Update

Mr. Leonard reviewed the calendar of events and discussed Trustees attendance at the upcoming commencement exercises. He also commended the students who spoke during the recent Foundation Reception and applauded Melody Gaschler and the ACM Choir for an outstanding performance during the event. Mr. Leonard also offered special thanks to the entire faculty, staff and administration for all the work they do on behalf of ACM.

President's Updates

Community Colleges of the Appalachia

Dr. Bambara and Autumn Becker will give a presentation on the Western Maryland IT Center of Excellence at the Community Colleges of the Appalachia (CCA) 2019 Conference in Asheville, NC in June. The presentation is entitled "The Success and Lessons Learned of a Strategic Industry Partnership."

Earlier in the year, Dr. Bambara nominated the Western Maryland IT Center of Excellence for the 2019 CCA Innovation Award. CCA selected the ACM nomination as the 2019 recipient. Dr. Bambara and Ms. Becker will receive the award at the CCA conference in June.

Dr. Bambara also noted that on May 2, Ms. Becker and Jonathan Hutcherson (president of Exclamation Labs) will present the Western Maryland IT Center of Excellence program to The Greater Cumberland Committee General Membership Meeting.

Legislative Update

Dr. Bambara provided the Maryland Association of Community Colleges (MACC) summary of the 2019 Legislative Session to the Trustees in the board meeting materials. The MACC Legislative Committee reviewed 128 bills. Dr. Bambara highlighted six areas of focus:

1. MACC colleges realized an operating budget increase of 3.9% overall. ACM will receive a 5% increase or \$245,789 in the Community College State Aid Distribution; \$22,720 additional in small community college grants, and level funding of the Small Community College Appalachian Grant that amounts to \$360,000.
2. Facilities Renewal Grant – ACM will receive \$475,000 effective July 1, 2019 for facilities renewal purposes. This grant is awarded every two years to eight of the 16 community colleges.
3. Capital Budget – The capital budget allocation for the MACC institutions increased by \$2.7 million bringing the total of the FY2020 allocation to \$76.7 million. ACM is part of this budget to complete the Technology Building renovations through 2021.
4. Maryland Community College Promise Scholarship Amendment – Several changes were made to the Maryland Community College Promise Scholarship. The most significant amendments for ACM is that local promise scholarships will be last dollar in and students from other counties can obtain the scholarship at colleges with residence halls.
5. Workforce Readiness Grant – A bill passed that allows the state to match up to \$5.5 million for donations made from local area businesses to community college campuses to maintain state-of-the-art technology equipment.
6. Disabilities Support – A request for \$2.5 million to fund previously passed legislation, however, did not pass.

Maryland Council of Community College Presidents (MCCCCP) Chair 2019-21

Dr. Bambara currently serves as a member of the MCCCCP Executive Committee. She will serve as chair for a two-year term beginning in July.

Middle States Commission on Higher Education (MSCHE)

Dr. Bambara will chair a MSCHE evaluation team visit at SUNY Adirondack in Queensbury, New York. She will make two visits to the College, one in October of 2019 and one in April of 2020. The October visit is to do preliminary planning for the actual team evaluation that will occur in April.

Evaluation Instructions

Trustees received both the President's evaluation materials and the Board's evaluation materials in their meeting packet. Dr. Bambara reviewed the instructions and the deadline to complete the evaluations.

Board Education

Dr. Bambara shared the results of a research study entitled *President and Board Chairs: Navigating the Future of Education Together* published by The Chronicle of Higher Education.

Additional Calendar Reminders

Dr. Bambara reminded the Trustees of the Retirement Reception on April 30, 2019 in CE 12-14 from 2-4 p.m.

She extended an invitation for the Trustees to join her at the Allegany County Government recognition of Steve Bazarnic for his baseball career on June 6, 2019 at 5 p.m. at the Allegany County Government Offices. She also shared that the Bob Kirk Invitational Basketball Tournament will be held on the ACM campus in the Bob Kirk Arena, January 31-February 1, 2020.

PTK Presentation

Omicron Pi has had another outstanding year and received recognition for their efforts at the national and international conventions. Advisor Melody Gaschler along with PTK members Jennifer Riley, Aleena Rock and PTK alumnus Michael Kerns spoke about the awards the chapter received. The awards are:

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.

Michael Kerns, ACM and PTK alumnus received an International Alumni Award.

Melody Gaschler received the Distinguished Advisor Award based on a nomination by the chapter.

The Trustees commended the chapter members for their outstanding efforts.

ACM Emergency Communication Plan

As an information item, Ms. Shauna McQuade and Mr. Jones shared ACM's "Emergency Communication Plan" with the Trustees. Mr. Jones recognized Ms. McQuade for all her hard work on the plan. She said it is a guide to ensure safety for faculty, staff, students and visitors. The Trustees acknowledged all those involved for creating a strong and very thorough plan.

Human Resources Development Commission, Inc. (HRDC) Child Care Center Lease Agreement

Ms. Kilduff provided background on the lease agreement developed with the Human Resources Development Commission, Inc. for the property located at 12423 Old Willowbrook Road. She explained that the organization requested a long-term lease in order to invest in improvements to the property. The Trustees approved the HRDC Child Care Center lease agreement on a motion and second by Mr. McMullen and Mr. Pyles, respectively.

Humpty Dumpty Learning Center Letter of Intent

Following a motion by Mr. Pyles and second by Mr. McMullen, the Trustees approved a Letter of Intent for the development of a land lease for the organization to construct a new facility at the rear of the campus. Dr. Bambara said that meetings were progressing to finalize the details of the lease. The design work has begun.

Financial/Administrative Update

Ms. Kilduff reviewed highlights of the finance, facilities, IT, and security areas. She noted the Technologies Building lobby is open and the special functions room updates are welcoming for visiting high school groups. Mr. Leonard thanked Ms. Kilduff and her staff for the prudent job in managing fund balance items. He also noted how proud the Board of Trustees is of the employees – Dr. Bambara, the faculty, and staff for all their accomplishments.

On a motion by Mr. McMullen and a second by Ms. Lapp, the Trustees went into Executive Session at 4:50 p.m. to discuss personnel [Article § 3-305(b) (1)], and to consider a matter that is not related to public business [Article § 3-305(b) (2)], covered under the Maryland Open Meetings Act. If necessary, action may be taken in Public Session because of items discussed in Executive Session.

Trustees in attendance were Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), 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. Christina Kilduff, Ms. Melinda Duckworth, and Ms. Bobbie Cameron.

In accordance with the Maryland Open Meetings Act, the Trustees returned to Public Session at 5:30 p.m. to take action on items discussed in Executive Session.

PASSA In-Class Advancements

On a motion by Ms. Belt, second by Mr. Pyles, the Trustees approved the advancement of the following Professional & Administrative Support Staff members: Kathy Condor, Melinda Duckworth, Lindsay Miller, Beth Nightengale, Leah Pepple, and Tina Verba from Level I to Level II; and Sherry Buffenmyer and Pam Deering from Level II to Level III.

Faculty Tenure

The Trustees approved the recommendation to advance Will Kwok to Associate Professor on a motion by Ms. Belt and second by Mr. Pyles.

Faculty Promotion

Following a motion by Ms. Belt, second by Mr. McMullen, the Trustees approved the following advancements: Jaime Striplin – Associate Professor; Clorinda Calhoun – Assistant Professor; Brenda Owens – Professor; and Dr. Miha Wood – Professor.

Professor Emeritus Recommendations

The Trustees approved the recommendations to bestow the honor of Professor Emeritus to the following faculty members Dr. Beverly Wilcox, Steve Resh, and Maureen Brown on a motion and second by Ms. Belt and Mr. McMullen, respectively.

Faculty Appointment

The Trustees appointed Tina Courtney from the full-time Temporary to the full-time Tenure Track Dental Hygiene Faculty position following a motion and second by Ms. Belt and Mr. McMullen, respectively.

On a motion by Mr. McMullen and a second by Ms. Belt, the meeting adjourned at 5:45 p.m.

Respectfully submitted,

Kim Leonard
Chair

Cynthia Bambara
Secretary/Treasurer