

Allegany College of Maryland  
BOARD OF TRUSTEES

MINUTES  
May 13, 2019

PUBLIC SESSION

The Board of Trustees met Monday, May 13, 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, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

Sr. VP Kurt Hoffman	VP David Jones	VP Christina Kilduff
Scott Harrah	Melinda Duckworth	John Bone
Dr. Donna Brunelli	Nick Taylor	Nicole Frost
Shea Bonarigo	Sandi Forman	Marianne Shedlock
Jim House	Tara DeVore	April Higson
Cherie Snyder	Emily Ryan	Keri Pfitzenmayer
Bobbie Cameron		

**Approval of Minutes**

The Trustees approved the April 22, 2019 minutes on a motion and second by Ms. Belt and Mr. McMullen, respectively.

**Chair's Update**

Mr. Leonard reminded the Trustees of the Finance Committee meeting as well as the upcoming commencement ceremonies as well as the awards ceremony. Trustee Pyles plans to attend the May 16<sup>th</sup> Nurse Pinning ceremony as well as the County Commissioners' meeting June 6<sup>th</sup> when Steve Bazarnic will be honored by the County Commissioners. Ms. Belt will attend the MACC Board of Directors' meeting with Dr. Bambara. Mr. Leonard commented how well the dedication ceremony went for the Dr. Glenn O. Workman, Jr. Tennis Complex.

**President's Update**

Arbor Day Event – Once again, ACM received designation as a Tree Campus USA.

Retirement Reception – ACM recognized five retirees during the recent Retirement Reception. Retirees are Lynn Bowman, Cheryl Gilton, Jack Lancaster, Maureen Swogger, and Theresa Woy.

ACPS Student Achievement Awards Banquet – Dr. Kurt Hoffman, David Jones, Tom Striplin, Tracey Reese and Dr. Bambara attended the ACPS Student Achievement Awards Banquet. ACM tracks those students attending ACM and sends each student a letter of congratulations. Approximately 60 students were honored with approximately 25 percent of the students indicating they plan to attend ACM.

Tennis Courts – The Dr. Glenn O. Workman, Jr. Tennis Complex was dedicated this past Saturday, May 11. The event featured comments from family, the unveiling of a plaque, and free tennis lessons for community members.

PTK – Syully Koroh was honored as a member of the All Maryland First Academic Team on May 1, 2019. Syully was introduced to the Trustees last month at the Board meeting where she and other members spoke about the awards the chapter received this year.

Maryland Council of Community College Presidents (MCCCP) – MCCCP met May 3, 2019. MHEC reviewed the application process to access funds for the Maryland Promise Program for Academic Year (AY) 19-20. The process is based on last year's legislation. There are several changes in proposed amendments that are expected to pass. As mentioned last month, 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. It is anticipated the amendments should pass by the end of the month but will not be applied until the AY20-21 cycle. The group also discussed planning for the upcoming retreat August 5-6, 2019. Dr. Bambara will serve a two-year term as Chair of the MCCCP beginning in July 2019.

MACC – The MACC Board of Directors meets at 2 p.m. on June 12 at Anne Arundel Community College. All Board members are encouraged to attend. As the chair of MCCCP, Dr. Bambara will also serve as an officer of the MACC Executive Committee.

Allegany County Public Schools (ACPS) Biology Students – In addition to the successful program that ACM held this past spring for the Middle School After School students, ACM has an opportunity to bring all ACPS 9<sup>th</sup> and 10<sup>th</sup> grade biology students on campus throughout the academic year. Next year, the College will start small with students with a group of students from Fort Hill High School and expand to the other high schools in future years. This is a partnership between ACPS, The Evergreen Foundation and ACM. While Evergreen will provide the instruction, the ACM campus will serve as a lab. ACM will introduce the students to our science programs as well as other ACM programs and services.

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 grant. The grant application was accepted and ACM is currently recruiting for the position. This individual will work and live at the College with the main focus of reaching the “no go on” population in the ACPS high schools.

Western Maryland IT Center of Excellence – Autumn Becker represented ACM well at the May 2 meeting of The Greater Cumberland Committee (TGCC) General Membership meeting. Ms. Becker and Jonathan Hutcherson along with others on a panel presented on the Western Maryland IT Center of Excellence. The program was well received.

In June, Ms. Becker and Dr. Bambara will present on the Western Maryland IT Center of Excellence at the Community Colleges of the Appalachia (CCA) 2019 Conference in Asheville, NC. The presentation is entitled “The Successes 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. Ms. Becker and the President will receive the award at the CCA conference in June.

### County Budget

While still no final word, the ACM leadership is optimistic that the College will receive a small increase from Allegany County. ACM will see a 5 percent increase from the State of Maryland.

### ACM Budget

The leadership team and the President continue to work on the FY2020 budget and are very close to having a balanced budget to present at the Board of Trustees Finance Committee meeting scheduled for May 28<sup>th</sup>.

Western Maryland LPN to RN Grant – ACM awarded a \$236,000 grant:

1. to increase the number of Registered Nurses who enter the online program as a Licensed Practical Nurse and graduate in two or three semesters as a Registered Nurse to ensure that additional qualified nurses are ready to enter the workforce.
2. to enhance the accessibility of the current online program for Licensed Practical Nurses that will meet the needs of those who wish to further their education despite work schedules, family responsibilities, and rural and/or urban localities.

### **Approval of Graduates**

Ms. Shedlock provided information on the preliminary list of spring 2019 graduation candidates that includes 307 students applying for 359 degrees and certificates. Following a motion by Ms. Lapp and a second by Ms. Belt, the Trustees approved the current list of preliminary candidates for the 2019 spring graduation, pending final grades.

### **League for Innovation Conference Presentation**

Jim House, Tara DeVore, and April Higson received the League for Innovation Awards and attended the national conference. They spoke about their experiences at the conference. Each one shared how they will incorporate what they learned into their respective positions.

### **Human Service Capstone Project**

Professor Cherie Snyder, Salisbury University Masters in Social Work Program Intern Keri Pfitzenmayer, and Emily Ryan, Human Service Student, discussed the Human Service Program's Capstone Project entitled "What Were You Wearing" in a non-traditional way of expressive arts to raise awareness for victims of sexual assault. Emily Ryan said the students chose the topic because it addressed something different. They learned about each other, expanded their horizons, and were shocked with the number of people who attended and talked about their experiences. Two showings with approximately 200 people attended the day session and 50-60 people attended in the evening. Attendees were able to start the conversations to help heal. Emily felt the project helped the individuals heal after holding in the issue for so long.

Keri Pfitzenmayer noted that it was a powerful program and display. With students' clothes mounted on foam boards and displayed on the stage validated each victim's experience. A reflection gave people a voice. There were 38 stories from the community. Anonymous surveys were taken with survey results distributed. The project focused on "what can you do" with discussions on the survey comments. The next step is to move forward into high schools and colleges in the future. Keri thanked numerous ACM employees and groups, as well as community partners for their support. Keri noted stories were from adults with many of those adults assaulted as children. She also discovered there are voices not being heard and asked why we are not hearing them. There is a lack of visible resources available to help the victims in the healing process.

### **Salary Scales**

Ms. Duckworth presented the changes to the FY2020 salary scales due to the changes in minimum wage laws. All other scales remain unchanged. The Trustees approved the FY2020 salary scales following a motion and second by Ms. Belt and Ms. Lapp, respectively.

## **Updated Human Resources Policies**

- a. Extension of Group Health Benefits (07.005 Retiree Health and COBRA) – Ms. Duckworth explained the policy was updated and approved in October 2018, effective for all retirements after 7/1/19. As health plan costs are reviewed each year and employee/employer premium cost-sharing amounts are determined, the dollar amount fluctuates from year to year. Setting percentages that the college will pay eliminates the need to have the policy approved each year. Please note: (1) the percentage is the employer share of the contribution (after what an employee pays for health insurance), not a percentage of the total premium. (2) This benefit is for retirees of ACM. On a motion by Mr. McMullen and second by Ms. Belt, the Trustees approved the revised policy.
- b. Retirement Policy – The revised policy defines Retirement as separation from the college with either (1) the eligibility to draw retirement benefits under the Maryland State Retirement and Pension System (MSRPS); eligibility criteria are defined in the MSRPS BENEFIT HANDBOOK; or the eligibility to draw benefits under the Optional Retirement Program (ORP) at a minimum age of 55. The revised policy lists the plan options, supplemental retirement annuities, and retirement benefits. The Trustees approved the revised policy on a motion by Ms. Belt and a second by Mr. McMullen.

## **Financial/Administrative Update**

Ms. Kilduff provided a few notes for her areas.

- She is working with Metz, ACM's food service provider at the Cumberland Campus, to address food insecurities for our students. They will donate leftover foods to be distributed to the students through the Food Pantry.
- Tech Building renovations are moving forward.
- Renovations to begin soon for the Financial Aid Office as well as the Business Office to provide spaces for private conversations.
- Allegany County is moving forward on the WCI Building floor plans. Discussion followed on the funding for the WCI Building and the need for additional square footage for two CE classrooms and for WCI to offer additional training classes.
- ACM is offering parking for DelFest staff to help manage traffic control.
- Cash on hand is good. Continuing a conservative approach with fund balance items to manage cash flow.

## **Humpty Dumpty Lease Agreement**

Dr. Bambara provided an update that the draft lease agreement is moving forward with Humpty Dumpty Learning Center.

## **Program Advisory Committee Updates**

Following a motion from Mr. Ronan and second from Ms. Buckel, the Trustees approved the following changes to the Program Advisory Committees (PAC): remove Jennifer Hare from the Business Management PAC; add Bill Boyer, Chick-fil-A owner to the Business Management PAC; and add Misty Colledge to the Nursing PAC, ACM graduate working at UPMC Bedford.

On a motion by Ms. Lapp and second by Ms. Belt, the Trustees went into Executive Session at 5:35 p.m. to discuss personnel Article § 3-305(b) (1)], and to discuss before a contract is awarded or bids are opened, a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process Article § 3-305 (b) (14) covered under the Open Meetings Act.

Following a motion by Mr. McMullen and second by Ms. Lapp, the Trustees went out of Executive Session at 5:40 p.m. and returned to Public Session to take action on the faculty appointment.

**Faculty Appointment**

The Trustees appointed Elizabeth Smearman to the full-time tenure track Nursing Faculty position on a motion by Ms. Belt and second by Mr. Pyles.

**Welcome Center**

Mr. Jones provided an update on the Welcome Center project.

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