

Allegany College of Maryland
BOARD OF TRUSTEES

July 18, 2022
PUBLIC SESSION
MINUTES

On Monday, July 18, 2022, at 4:04 pm the Board of Trustees met in the Thomas Welcome Center. Board members in attendance included, Mr. Kim Leonard (Chair), Ms. Jane Belt (Vice Chair), Ms. Mirjhana Buck, Ms. Linda Buckel, Ms. Michele Martz, Mr. James Pyles, Mr. Eugene Frazier, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

VP Kurt Hoffman	VP David Jones	VP Christina Kilduff
Melanie Chapman	Beth Nightengale	Dione Clark-Trub
Melinda Duckworth	April Higson	Debby Hardinger
Scott Harrah	Sandi Foreman	

Approval of Minutes

Following a motion and second by Mr. Frazier and Ms. Belt, respectively, the Trustees approved the minutes from the June 20, 2022 meeting.

Chairman's Update

Mr. Leonard thanked ACM for the Cumberland Times-News story and editorial and asked David Jones to share a little more about the event.

David Jones shared that several Cumberland Times-News (CTN) staff members toured the Technology building on Monday, July 11th; the visit was a great way to showcase the new facilities and strengthen our relationship with CTN. David Jones thanked the Public Relations staff as well as several faculty, staff, and students for their involvement in the visit and follow-up.

Mr. Leonard also reviewed the list of upcoming events.

President's Update

Summer 2022 and Fall 2022 Enrollment

- Summer enrollment is up 11% in headcount and 16% in credits from summer of 2021.
- Fall enrollment is trending up as well and with an increase of approximately 1% in headcount and 3% in credits.
- Currently there is a 13.5% increase in male students; female students are flat; in-county students are currently at a 4% increase; and under 20 students are up 9%.

Summer Open House and Student Housing Preview Day

Both events were held on Monday, July 18. A total of 26 students along with 30 guests attended. The majority of students listed Fall 2022 as their intended semester to enroll. Student Housing Preview Day is a new event co-hosted by Student Recruitment and Residence Life.

The Bedford County Campus Enrollment Day

The event was held on July 14th and 31 students attended. The students in attendance were regular and early college. Bedford early college students receive EITC funds that cover the cost of tuition, fees and books.

Community Colleges of the Appalachia (CCA)—Rural Educators Academy (REA)

CCA is the recipient of an Ascendium Grant in the amount of \$475,000 to develop a REA. Teams of 10 faculty, student support staff, and administrators will learn about the mind set of students in poverty and the barriers faced. The participants will devise a capstone project to improve student outcomes and the REA for leaders will offer those in leadership roles a similar set of experiences. This professional development academy is designed to create a community of practice across Appalachia focused on ways to improve student success throughout the region. Dr. Hoffman was recognized for his work on the application process. It is anticipated that this effort can advance ACM's diversity, equity and inclusion (DEI) goals.

COVID-19 Command Team

College leadership will continue retaining one case manager for several hours per week for the foreseeable future. Leadership will meet next week to discuss fall semester protocols.

Grants

Using Project Open Space Funds, phase I of the baseball project has been completed. ACM anticipates Project Open Space Funds in FY23 in the amount of approximately \$250,000 to complete phase II of the project.

ACM received a grant in the amount of \$244,016 for FY23 to support the ACM Adult Education and Family Literacy program.

ACM received unofficial funding news of the MSDE Maryland Leads grant submitted in the amount of \$394,487 in partnership with ACPS to develop a pathway for students to an early Associate's Degree in Teacher Education and ultimately support staffing shortages at ACPS. Students will receive paid tuition, tutoring, peer mentors, advisors, paid internships, and a seamless transition to ACM.

ACM submitted a FY23 ARC Pre-application concept for Theatre upgrades and received initial approval in the amount of \$150,000.

ACM submitted five concepts this spring to the Rural Maryland Council and was invited to support a full proposal. Funding news will be announced in August 2022. The following requests were made:

1. A \$45,000 MAERDAF Request was submitted for “Skidding to Sustainability: Forestry Education in Rural Western Maryland.” This grant will be used to purchase skidder equipment for the ACM Forest Technology program.
2. A \$45,000 MAERDAF Request was submitted for “Supporting Makerspace Education in Rural Western Maryland.” This grant will be used to purchase equipment and supplies to enhance Western Maryland Works Makerspace.
3. A \$250,000 RMPIF Infrastructure request has been submitted to “Revitalizing a Community Asset: The Allegany College of Maryland Community Theatre.” This grant will be used to finish the in-progress ACM community theatre project for workforce development and community use.
4. A \$250,000 RMPIF Entrepreneurship request has been submitted for “ACM Wood Biofuel Value Chain Development, Workforce Development and Entrepreneurship Collaborative.” This request is for funds to develop and test feasibility of renewable fuel source in partnership with Optimize Renewables. This project will involve ACM forest technology and Makerspace students.
5. A \$112,032 RMPIF Healthcare request has been submitted for “Health Access Through Talent Development in Western Maryland.” This grant is for funds to increase number of phlebotomists and laboratory professionals in rural Maryland. The proposal is in partnership with Aeon Technologies and will involve ACM Med Lab Tech and Phlebotomy students

\$950,000 was secured through the Southern Tier Education Council, an increase of \$100,000. The funding for 2022-2023 academic year represents \$650,000 for PA tuition subsidy and \$300,000 for the facility. Representative Topper’s efforts will continue to benefit PA residents participating in classes through the Bedford County Campus and the Somerset Education Site.

Educational Advisory Board (EAB) President’s Round Table

Dr. Bambara will be attending EAB’s President’s Round Table for Community Colleges at EAB Headquarters in Washington, DC on Tuesday, July 19th and Wednesday, July 20th. The agenda includes presentations on the State of the Sector as well as future forecasting of the Sector.

Maryland Council of Community Colleges (MCCCP)

The MCCCP will hold an annual retreat on August 1 - 2, 2022 at Prince Georges Community College.

Middle States Update

Scott Harrah shared that the steering committees have written their draft reports. Both Jenna Gallion and Scott will be reviewing and compiling the reports over the summer. A draft Self-Study report should be completed by the end of August and plans are to share with the Board of Trustees and the campus community. Dr. Bambara indicated that the Middle States Chair will be visiting in early November.

Approval of Summer Graduates

Associate Registrar Beth Nightengale presented the list of candidates that applied for Summer 2022 graduation. The list includes 68 candidates who have applied for 77 degrees and certificates. Following a motion by Ms. Buck and second by Ms. Martz, the Trustees approved the list of candidates for Summer 2022 graduation.

Softdocs Content Management and Electronic Workflow Automation Recommendation

Christina Kilduff shared a recommendation to implement this new software system, which will replace several other software programs currently being utilized. This new software system is more robust and efficient and will be included as a fund balance expenditure. Following a motion by Mr. Pyles and second by Ms. Buck, the Trustees approved the purchase of the new software system.

Approval of College Closure and additional employee holiday on December 18, 2023

Dr. Bambara shared that Monday, December 18, 2023 is the final scheduled work day in 2023. She asked for approval to grant this as a one-time holiday, as this would be a moral booster for employees and a cost savings for the College. Following a motion by Mr. Frazier and second by Ms. Martz, the Trustees approved Monday, December 18, 2023 as a one-time holiday.

Major Project Update

Christina Kilduff shared that the Allied Health roof project is complete. She also shared that the College Center roof project should be completed by the end of August.

On a motion and second by Ms. Belt and Mr. Pyles, the Trustees went into Executive Session at 4:47pm to discuss personnel items [Article§ 3-305(b) (1)], 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.

At 5:11 pm the Trustees returned to Public Session to act on the appointment of full-time professional staff, Lynn Grimm, following a motion by Ms. Belt and second by Mr. Pyles.

Dr. Hoffman presented the credentials of the following being recommended for appointment:

Lynn Grimm: Full-time Professional Staff – Administrative Coordinator of Career Education

The trustees approved Lynn Grimm's appointment, as presented, on a motion by Ms. Martz and second by Ms. Belt.

At 5:13 pm the Trustees went back into Executive Session to review the results of both the President's Annual Evaluation and the Board of Trustees Self-Evaluation.

With no other business, the Trustees adjourned the meeting at 5:35 pm.

Respectfully submitted,

Handwritten signature of Kim B. Leonard in black ink.

Mr. Kim B. Leonard
Chairman

Handwritten signature of Cynthia Bambara in blue ink.

Dr. Cynthia Bambara
Secretary/Treasurer