

Allegany College of Maryland
BOARD OF TRUSTEES

September 19, 2022

PUBLIC SESSION
MINUTES

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met Monday, September 19, 2022, at 4 pm in the Thomas Welcome Center, Iris Eustace Halmos Community Room, in person and via Zoom. Board members in attendance included: Kim Leonard, Jane Belt, Mirjhana Buck, Linda Buckel, Eugene Frazier, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Kurt Hoffman	David Jones	Christina Kilduff
Melinda Duckworth	Miha Wood	Dione Clark-Trub
Shannon Redman	Heather Greise	Jenna Gallion
Melanie Chapman	Donna Morgan	Debby Hardinger
April Higson	Lisa Humbertson	Scott Wasserman (J-4 Designs)
Bobbie Cameron		

Mr. Leonard called the meeting to order at 4:05 pm.

Adoption of the August 15, 2022 Minutes

On a motion and second by Ms. Belt and Ms. Buckel, respectively, the Trustees adopted the August 15, 2022 minutes with one correction.

Chairman's Update

Mr. Leonard reviewed the upcoming events.

President's Update

Fall 2022 Enrollment

Dr. Bambara reported that fall 2022 enrollment is up 4% in headcount and 7% in credits from Fall 2021. Male students are up 10.9%, first-time students are up 17% and the under 20 age group is up 4.2% from last fall semester. Recruitment and enrollment continue to be a focus at ACM to ensure student access and success.

New Programs

This semester ACM introduced three new programs to meet the workforce needs of the area, including a Data Analytics degree and certificate, a Social Media Marketing certificate, and an Engineering - Automated Manufacturing Technology degree.

A grant to expand and enhance nursing by adding a hybrid weekend program and simulation equipment to benefit Cumberland and Garrett Nursing sites has been submitted in the amount of \$480,255 through the Rural Maryland Economic Development Fund. ACM has received tentative approval with final approval expected fall of 2022.

Maryland State Department of Education (MSDE) Maryland Leads Grant

A MSDE Maryland Leads grant was received in the amount of \$394,487 in partnership with Allegany County Public Schools to develop a pathway for Early College students to an 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.

Maryland Community Colleges

WalletHub, a personal finance website, has ranked Maryland Community Colleges as the second-best system in the nation in its 2022 report released in August. To determine where students can receive the best education at the least expensive rates, WalletHub compared more than 650 community colleges across 19 key indicators of cost and quality. The data set ranges from the cost of in-state tuition and fees to student-faculty ratio to graduation rates.

Middle States Commission on Higher Education (MSCHE) Chair Preliminary Visit

On November 6-8, 2022 Dr. Cathleen McColgin, MSCHE evaluation team chair will visit the College for preliminary planning of the team for the April 2-4, 2023 evaluation.

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

Dr. Bambara reported that CCA is the recipient of an Ascendium Grant in the amount of \$475,000 to develop a REA. Through this professional development experience, teams of 10 faculty, student support staff and administrators will learn about the mind set of students in poverty and the barriers these students face. Much of the curriculum is based in the work of Ruby Payne and Bridges from Poverty as well as principles from Growth Mindset. The participants will devise a capstone project to improve student outcomes. In parallel, the REA for leaders will offer those in leadership roles a similar set of activities. This professional development academy is designed to create a community of practice across Appalachia focused on ways to improve student success throughout the region. ACM was selected to be one of six colleges to participate in the pilot project. ACM will hold one of two orientations to the program for the six colleges, hosting WVU Parkersburg September 27 and 28, 2022.

Fall Conference

Dr. Bambara and Becky Ruppert will attend the CCA Fall Conference at Hocking College in Nelsonville, OH, to provide a presentation on Western Maryland Works. They also presented at the annual conference in Asheville this past June. At that meeting, ARC Federal Co-chair Gayle Manchin featured a video on Western Maryland Works as an example of how ARC funds are used.

Appalachian Regional Commission (ARC) Conference

ARC Conference will be held at Rocky Gap October 17-19, 2022. Governor Hogan (ARC's State Co-chair) and MBA Hall of Fame Inductee Cal Ripken Jr. will hold a fire side chat on

the 18th at 10 a.m. Federal Co-chair Gayle Manchin will be speaking. At some time during, before or after the conference the Governor will be visiting Western Maryland Works.

Western Maryland Works Ribbon Cutting and Open House

On Thursday, August 18, 2022, ACM officially dedicated the Western Maryland Works Training Center and Makerspace, a 33,000 square foot facility with over \$3.5 million of state-of-the-art and high-tech training equipment to meet workforce demand for manufacturing and technology jobs. At the event, a ribbon cutting and open house were held. The event was very well attended and included a number of elected officials along with ARC representatives.

Room Naming Events

UPMC Western Maryland leadership joined ACM leadership to celebrate the dedication of the UPMC Western Maryland Nursing Simulation Laboratory. The event included several current nursing students and a program alumnus. UPMC has committed a future six-figure gift to support our Nursing and Allied Health program and scholarships as ACM continues to provide the critical workforce needed by UPMC.

There will be a ceremony on September 30, 2022, at 4 p.m. to honor the Halmos family as the Iris Halmos Community Room is named.

College and Community Athletic Complex

ACM is working with Allegany County and the Project Open Space staff to develop a College and Community Athletic Complex (WOW-Willowbrook Outdoor Wellness Complex). The anticipated start date is expected in 2023.

ACM Pool Update

ACM leadership is currently working to get firm cost estimates to convert the pool into a space much needed by the growing athletics department. When the estimates are received, a formal recommendation will be brought to the Board.

Maryland Council of Community College Presidents (MCCCCP)

The MCCCCP met on Friday, September 16, 2022, at the College of Southern Maryland. Martin Rosendale, CEO of the Maryland Tech Council presented growing demand for talent in the Life Sciences and Technology. The Maryland Tech Council is primarily made up companies and he is working with his members to show how associate degree holders can help to fill the workforce shortages.

FY2022 Foundation Year-to-Date Revenue

The year-to date revenue for the ACM Foundation was \$1,890,871, which represents an increase of 44% from the previous year. Scholarships and other College support was \$1,250,360, which represents an increase of 9% from the previous year

Bedford County Campus

The Southern Tier Education Council will receive \$950,000 in funding from Pennsylvania Department of Education during the 2022-2023 fiscal year. The PA tuition subsidy funding increased from \$550,000 to \$650,000. An additional \$300,000 will be received for facility

improvements, maintenance, and instructional equipment. The facility funding will be used to repair and repave the lower parking lot at the Bedford County Campus in June 2023.

The Bedford County Regional Education Foundation will be utilizing funding from various sources to purchase a Gaumard nurse simulator and an Anatomage table clinical for the Bedford County Campus nursing and science programs.

2022 Expressions Presentation

This year ACM was awarded the national “**Best Magazine**” in the Community College Humanities Association’s annual literary magazine competition for the Expressions 2022 magazine . While ACM has been entering this contest for many years, receiving regional recognition for the student’s original essays, poems, drawings, paintings, prints or sculptures, this is the first ever national recognition for this annual publication.

The 2022 edition was submitted for competition and ACM received first place nationally with 30 students contributing to the submissions.

Shannon Redman, co-chair of the 2022 Expressions Committee provided a presentation on the development of the 2022 Expressions edition. Heather Greise, assistant editor of poetry, and Donna Morgan who served as the student editor also provided remarks. Dr. Tino Wilfong served as co-chair and faculty editor for the 2022 edition of Expressions and will travel with several students to receive the national award at the fall conference of the Community College Humanities.

Mr. Leonard congratulated the faculty, staff and students for their excellent contributions to the publication. Dr. Wood thanked Donna and everyone from the Expressions committee and the student contributors for their work.

College Center Theatre Bid Recommendation

Ms. Belt recused herself during discussions on the College Center Theatre bid recommendation to avoid any conflict of interest. Christina Kilduff explained the College Center Theatre project and answered the Trustees’ questions about the project.

Ms. Kilduff recommended that the Board approve selection of Harbel, Inc., as the general contractor, and S&S Electric Inc., as the electrical contractor. A mixture of internal College fund balance and sustainability funds, Foundation, State, Federal, and grant funding is being used for this project. Approximately \$2.2 million is currently being held by the college for this project, but an additional \$637,000 in grant funding for the project is still pending. Therefore, it is recommended that the electrical and general contractor base bids be definitively approved at this time in the amounts of \$1,469,000 and \$446,500 respectively, for a total of \$1,915,500 to renovate the ACM College Center Zimmer Theater as outlined in the advertised project scope. The add alternates on both the electrical and general contractor sides total an additional \$710,500 for a grand project total of \$2,626,000.

It is recommended that the Board approve the add alternates contingent upon the additional grant funding, or if grants are not approved, upon approval of additional internal college funds. The College expects to receive notification on two of the pending grants in October and the third grant in late winter or early spring next year. It is also recommended that the college work with the theater consultant and general and electrical contractors to determine

which add alternates are critical to start the purchasing process, and which ones can wait with a more minimal impact to the overall project flow and project completion timeline. This will allow the college to best manage approval of the various add alternates to ensure that grant funds are not spent before they are approved by the granting agency.

It is recommended that the Board approve moving forward with the additional design and construction management related services in the amount of \$67,100 to be paid to J4 Design, for a grand total amount of \$135,600. Upon receiving theater renovation and equipment bids, the ACM team will return to the Board of Trustees with an Action Item detailing a recommendation for what bid the College should accept or hold, based on the bids received, professional opinion, and the funding that the College has been able to secure for the project.

It is also recommended for the Board to allow the College to move forward with the applicable notices to proceed and agreements with the contractors. The notice to proceed should state that acceptance of add alternates is contingent upon receipt of grant funds that have been applied for, and/or upon future Board approval of additional college funds for the project.

Following a motion by Ms. Buckel and second by Mr. Frazier, the Trustees approved the selection of Harbel, Inc. and S&S Electric, Inc. for the theatre renovation.

Year-End Transfer of Sustainability Fee Funds

Ms. Kilduff requested the Board approve the transfer of FY22 sustainability fee net revenues from the General Operating Fund to the Plant Fund for future capital renewal/replacement projects. The amounts to transfer are: Main Campus \$186,215.46, Bedford County Campus \$8,618.01, for a total transfer amount of \$194,833.47. The Trustees approved the Sustainability Fee Funds transfer following a motion by Ms. Buck and Mr. Frazier.

Transfer of Funds for Food Service Auxiliary Fund Loss

Ms. Kilduff explained that the College has determined that the Metz management fee, plus operational losses each year are the cost of providing food services to students and staff on campus. Continuing efforts are being made by Metz and ACM staff to find new ways to reduce costs, increase sales, and increase the sales margins, while trying to keep food prices at a reasonable level compared to the local market.

To reconcile the accounting records for the auxiliary fund, Ms. Kilduff is requesting to zero out the Auxiliary Food Fund Balance by transferring funds from the Operating Fund to cover the deficits for fiscal years 2021 and 2022. At the end of FY21, Food Service had a deficit of \$78,054.59 and FY22's deficit was \$113,783.66 for a total of \$191,838.25. Ms. Belt thanked Ms. Kilduff and Sherry Buffenmyer for all the time they have put into trying multiple options to improve the finances of the cafeteria food service.

On a motion by Ms. Belt and second by Ms. Buck, the Trustees approved the requested transfer of Operating Funds in the amount of \$191,838.25 to the Auxiliary Food Service Operating Fund, and to cover the deficit in that fund, and to bring the balance of the fund back to zero effective June 30, 2022.

FY24 State Facilities Renewal Projects

Ms. Kilduff noted the first facilities project on the facilities renewal list is the Allied Health Air Handler to replace the rooftop units on the Allied Health Building as well as VAV boxes throughout the building for a cost of \$993,000. Following a motion by Ms. Buckel and second by Ms. Buck, the Trustees approved the air handler facilities project.

Jury Duty and Court Appearance Policy Updates

Melinda Duckworth provided an update to the current Jury Duty Policy. The current Jury Duty Policy, 03.06.006, did not clarify who was eligible for the paid leave to fulfill jury duty. Current practice pays part-time employees. The amended Jury Duty and Court Appearances Policy now clarifies the positions that are eligible for paid leave that include full-time faculty and staff and part-time regular budgeted faculty and staff. Additionally, paid leave for employees subpoenaed for court appearances has been added. On a motion by Ms. Belt and second by Ms. Buckel, the Trustees approved the title change and amendments to Jury Duty and Court Appearances, Policy 03.06.006, as presented.

FY 2022 Allegany County Opportunity Scholarship Report

David Jones provided a FY 2022 update on the Allegany County Opportunity Scholarship Program and shared that the information would be presented to the Allegany County Commissioners at a public meeting this fall. David explained that the Allegany County Opportunity Scholarship Program has greatly enhanced the economic opportunities for our citizens and our community by supporting education, job training, and career preparation. David distributed a copy of the FY 2022 report, which included the following key statistics:

- Recipients represent every community in Allegany County.
- All public and private schools in Allegany County, as well as homeschooled and GED students, have been awarded.
- Recipients include students from nearly every major/curriculum.
- The age range of recipients is 18-58, with an average age of 22.
- The Allegany County Opportunity Jump Start Early College Scholarship provides assistance to students from the Allegany County Public Schools who receive free and reduced-cost school meals. This \$100-per-course award covers the full family cost for taking a three-credit course.
- The Allegany County Opportunity Merit Scholarship encourages academic excellence. 276 scholarships have been awarded.
- The Allegany County Opportunity Tuition Subsidy for Credit Students is intended to offset tuition costs not covered by federal or state aid or by other support. 152 scholarships have been awarded.
- The Allegany County Opportunity Continuing Education and Workforce Development Scholarship supports Allegany County residents who are taking Professional and Workforce Training. 107 scholarships have been awarded.
- The demand far exceeds the funding provided.

David provided additional details about the program, including a summary of the four award types, credit majors supported, examples of workforce training supported, high schools represented, and cities represented. The report highlighted the economic impact of Allegany College of Maryland and investment in training. David shared some direct quotes from student thank you letters. He indicated that he would be sharing a copy of each letter to the County Commissioners and County staff and reviewed a few from the annual report.

He closed by thanking Allegany County and the Allegany County Commissioners for their vision and support of this investment in education and economic development.

EXECUTIVE SESSION

Following a motion by Ms. Belt and second by Ms. Buck at 5:40 pm, the Trustees went into Executive Session to discuss a personnel item [Article § 3-305(b) (1)], covered under the Maryland Open Meetings Act.

At 5:43 pm, the Trustees adjourned the Executive Session and returned to Public Session to consider a faculty appointment.

Faculty Recommendation

Dr. Kurt Hoffman and Rick Cooper recommended the appointment of Edward Howard for the full-time, tenure track faculty position in Nursing. Mr. Howard holds Associates' degrees from Golden West College in Nursing and in Health Science; a Bachelor's and a Master's of Science in Nursing, with a Geriatric Nursing Practitioner certificate from California State University. He has over seven years of work experience as a Registered Nurse. On a motion by Ms. Buck and second by Mr. Frazier, the Trustees approved the nursing faculty recommendation of Mr. Howard.

With no further business, the meeting adjourned at 5:52 pm.

Respectfully submitted,



Mr. Kim Leonard
Board of Trustees Chairman



Dr. Cynthia S. Bambara
Secretary/Treasurer