

Allegany College of Maryland  
BOARD OF TRUSTEES

November 20, 2023

**PUBLIC SESSION MINUTES**

The Allegany College of Maryland Board of Trustees met Monday, November 20, 2023 at 4 p.m. in the Thomas Welcome Center Iris Eustace Halmos Community Room Board Members in attendance included: Mr. Kim Leonard, Ms. Jane Belt, Mr. Eugene Frazier, Ms. Mirjhana Buck (phone), Ms. Michele Martz, Ms. Linda Buckel, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

David Jones	Kurt Hoffman	Christina Kilduff
Melinda Duckworth	Scott Harrah	Melanie Chapman
Dione Clark-Trub	John Bone	Lori Spence

**Approval of the October 18, 2023 Minutes**

Mr. Leonard called the meeting to order at 4 p.m. On a motion by Mr. Frazier and a second by Ms. Martz respectively, the Trustees adopted the October 16, 2023 minutes as presented.

**Chairman’s Update**

Mr. Leonard reminded the Board of the upcoming events that were posted on the meeting agenda.

**President’s Update**

Dr. Bambara provided the following updates:

**Spring 2024 Enrollment**

Spring 2024 enrollment opened on November 6, 2023. As of the November 16, 2023 enrollment report, both headcount and credits were up over 20% from the same timeframe in November, 2022.

**2024 MACC Legislative Agenda**

The 2024 MACC Legislative Agenda was approved at the October 27, 2023, Board of Directors meeting which included the following priorities:

- Operational support and full support of the CADE Formula at the 29% rate.
- Capital Support – requesting full support of the 13 projects that are currently approved.

- Facilities Renewal Grant – requesting \$500,000 annually for each community college.
- Cyber Workforce Shortage – requesting \$5 million to expand and implement new cybersecurity training opportunities and resources.
- Tuition Waivers – requesting financial support to offset all state mandated tuition and residency waivers.

## **ACCESS ACM**

The next edition of ACCESS ACM was mailed on November 20, 2023. The theme of this edition is “Dual Identities” with a major focus on ACM Athletics. Dr. Bambara’s dual identity as a new grandparent will also be featured.

## **Fall Open House**

The Fall Open House on the Cumberland Campus was held on Friday, November 17. This was one of the largest fall open houses to date with 62 prospective students and 65 guests attending for a total of 127 campus visitors. A special thank you to the Advancement team as well as the ACM community for making the event a success.

## **Grants/Foundation Updates:**

### Maryland Hospitality Management Apprenticeship Program

ACM has partnered with the Maryland Department of Labor and other community colleges to pioneer the Maryland Hospitality Management Apprenticeship Program. This innovative program allows students to earn apprenticeships while pursuing their associate degrees. The grant will fund the salary and fringe benefits of an Apprenticeship Coordinator for three years, supporting students in gaining practical experience.

### Maryland Makerspace Initiative

ACM received a grant from the Maryland Makerspace Initiative to support Western Maryland Works. The funds will be used to cover operational costs, acquire new equipment such as a portable Sawmill and Kiln for the Woodworking Lab, and enhance the Makerspace with UV printing rotary and laser cutter rotary tools. Equipment is currently being purchased for this grant.

### Forestry Education Program

Rural Maryland Council has granted \$45,000 to support the Forestry Education program with a Portable Sawmill. The official award letter was received at the beginning of November 2023.

### Robotic Welding Equipment

ACM received a \$45,000 grant from the Rural Maryland Council to acquire Robotic Welding equipment for Western Maryland Works. The official award letter was received early in September 2023. After the ARC grant is submitted as a match and approved, the purchasing process will begin.

### Tennis Court Project

The ACM Foundation received \$102,500 through the Local Development Council and \$150,000 in Maryland Bond Funds to support the tennis court project, further enhancing the college's athletic facilities. ACM is working with an engineering firm on the final design and cost estimates.

### Soccer and Softball Field Improvements

ACM has secured local approval for two Project Open Space grants valued at well over \$250,000, aimed at improving irrigation for soccer and softball fields, as well as enhancing baseball field dugouts and fencing. Installation is expected to begin in the Spring of 2024

### Pantry Grant - Hunger Free Campus Grant Program

ACM applied and has been approved by MHEC's Hunger Free Campus Grant Program for funding for the Pantry and related supplies.

### **Annual Day of Giving**

ACM's first annual Giving Day is scheduled for April 17 and 18, 2024. In honor of 62 years of service as the community's college, the goal is to raise \$62,000 to support the College and the students ACM serves.

### **New ACM Promotional Videos**

ACM's new general brand awareness video, "Who is ACM?", is complete and can be found on the ACM YouTube Channel: [https://youtu.be/LZ1ZP0wl MY](https://youtu.be/LZ1ZP0wlMY). It is available for anyone to use as part of a professional presentation, new business development, or recruitment presentation. The video was created by ACM alum Caitlin Squires Diehl. Several shorter videos will also be produced for advertisements. A new general brand awareness video is in development.

### **2023 Great Colleges to Work for Results**

Dr. Bambara provided an overview of the 2023 Great Colleges to Work For survey results including a five-year trend for each of the 10 categories. The survey has taken place every year since 2015. A summary from the most recent Great Colleges to Work For survey includes the following:

- a. The survey reflected a 38% response rate.
- b. There were increases in nearly every category.
- c. The overall survey average shows a 3% increase over last year.

### **NeoEd Software**

Melinda Duckworth shared the plan for ACM to move to NeoEd. As a cloud-based module, the software will serve and meet human resources needs for application tracking, performance management, and onboarding of new employees. The system will help to automate and support the entire employee lifecycle, all from one centralized platform. It is currently being implemented and will be fully operational by February 2024.

## **College Audit**

The FY23 College audit was presented by Tobi Hollander and Graylin Smith from SB & Company, LLC for the period ending June 30, 2023. The audit was conducted by auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. As stated in the audit report, it was the opinion of the auditor that the financial statements presented fairly, in all material respects, the financial position of Allegany College of Maryland. On a first from Ms. Martz and a second from Mrs. Buckel, the Trustees approved the audit. The firm was also very complimentary of our staff.

## **Purchasing & Bidding Threshold Policy**

Christina Kilduff presented Purchasing Threshold Revisions. In a survey recently done of other Maryland Community Colleges, it was determined that six of the thirteen colleges have already moved or are in the process of moving their required sealed competitive bid processes. The required Board approval threshold is being increased from \$50,000 to \$100,000, reflecting higher purchase costs. This is in line with the State statutory small procurement threshold increase from \$50,000 to \$100,000 House Bill 43 which took effect October 1, 2023, and was approved by the governor on April 24, 2023. Based on these changes within the State, the College is proposing the following procurement procedures:

1. All purchases must have documentation of the purchase price from the outside vendor.
2. Purchases over \$10,000, but less than \$100,000 require three (3) written quotes from vendors.
3. Purchases between \$25,000 and \$100,000 additionally require approval by the College President.
4. Purchases over \$100,000 additionally require approval by the ACM Board of Trustees.

On a first from Mrs. Belt and a second from Ms. Martz, the Trustees approved the revised purchasing threshold.

## **Academic Year 2024-2025 Calendars**

Dr. Hoffman presented the draft of the Fall 2024 and Spring/Summer 2025 academic calendars. Kurt discussed the process used to develop the calendars. On a first from Mr. Frazier and a second from Ms. Belt, the Trustees approved the Academic Year Calendars.

## **EXECUTIVE SESSION**

At 5:10 p.m. following a motion by Ms. Belt and second from Ms. Buckel, the Board of Trustees convened to Executive Session to discuss personnel items [Article 3-30c(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.

**Personnel Recommendation**

Christina Kilduff, VP of Finance and Administration and David Lancaster, Director of Security and Public Safety recommended the appointment of Sarah Scott to the position of Special Police Officer Sergeant, Security and Public Safety.

On a first from Ms. Belt and a second from Ms. Buckel. the Trustees agreed to move out of Executive Session and return to Public Session.

On a first from Ms. Belt and a second from Mr. Frazier, the Trustees approved the personnel recommendation.

With no further business to discuss, on a first by Ms. Belt and a second by Ms. Martz, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,



Kim Leonard  
Board Chairman



Cynthia Bambara  
Secretary/Treasurer