

Allegany College of Maryland  
BOARD OF TRUSTEES

December 11, 2023

**PUBLIC SESSION MINUTES**

Thomas Welcome Center  
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, December 11, 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, Ms. Michele Martz, Ms. Linda Buckel, Mr. James Pyles and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

David Jones	Christina Kilduff	Scott Harrah
Melinda Duckworth	Shea Bonarigo	Melanie Chapman
Dione Clark-Trub	John Bone	Courtney Jensen
Liz Rockwell	Beth Nightengale	Miha Wood
Laura Fiscus	Jared Ritchey	Lori Spence (recorder)

**November 20, 2023 Minutes Adoption**

Mr. Leonard called the meeting to order at 4 p.m. On a motion and a second by Ms. Buckel and Ms. Martz respectively, the Trustees adopted the November 20, 2023 minutes.

**Chairman’s Update**

Mr. Leonard wished those in attendance a happy holiday and thanked everyone for their work at ACM. Mr. Leonard reviewed the upcoming ACM events.

**President’s Update**

**Spring 2024 Enrollment**

Spring 2024 enrollment opened on November 6, 2023. As of the December 7, 2023 enrollment report, both headcount and credits, were up over 15% from the same timeframe in December 2022.

**MSCHE**

Dr. Hoffman, Dr. Wood, Christina Kilduff, Scott Harrah, and Dr. Bambara attended the Middle States Commission on Higher Education annual meeting on December 4-6, 2023 in Philadelphia. ACM was represented at the student poster session by Anna Cullen. Her presentation was on *Frameshift in the Stolen From ERC Bacteriophage Genome*. There were numerous sessions on Diversity, Equity, and Inclusion that

several ACM participants attended. Two sessions were of special interest from the Husch Blackwell law firm: Top Ten Legal Issues for Higher Education Administrators and Federal Regulatory Update for Higher Education Institutions. The Top Ten Legal Issues discussed were:

1. Campus Safety
2. Student Mental Health Issues
3. Title IX Current and Proposed Regulations
4. Artificial Intelligence
5. Religious Accommodations
6. Faculty and Tenure Issues
7. Tuition Discounts
8. Enrollment Cliff
9. Mergers and Acquisitions
10. Affirmative Action

An update on Federal Regulations was also provided.

### **Western Maryland Delegation Meeting**

David Jones, Courtney Jensen, and John Pratt met with the Western Maryland Delegation on December 5, 2023. They provided several College and program updates, shared the MACC Legislative Agenda (which was provided in the November Board materials), and discussed a Bond request related to the final funding needed for the tennis court upgrade. The meeting was very positive and the delegation was supportive of ACM.

### **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 for 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.

### **Advancement**

Photos and videos of ACM's allied health students were shared with the Maryland Hospital Association to assist with their statewide JoinMDHealth marketing campaign.

### **Willowbrook Outdoor Wellness Complex (WOW)**

ACM is collaborating with Allegany County and Project Open Space staff to develop a College and Community Athletic Complex, with an anticipated start date in 2024. The project is an agenda item on the Allegany County Commissioners meeting on Thursday, December 13, 2023. Approval of the project will allow the development of the complex.

## **Pennsylvania Locations**

Due to PA state fiscal code negotiations, the Southern Tier Education Council is still awaiting the release of FY24 funding for \$950,000. When released, the funding will provide \$650,000 for PA tuition subsidy and \$300,000 for facility improvements and campus operations. The facility improvement funding will be used to renovate campus restrooms, replace facility windows, install an entry door system, upgrade classroom technology, and purchase training tables and chairs for the nursing classroom.

## **Grants**

### 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.

### Martin Luther King Jr. Day Grant

Allegany College of MD has applied for and has been awarded a \$2,000 Martin Luther King, Jr. National Day of Service Grant from Transform Mid-Atlantic. The grant will support a comprehensive MLK Day Celebration on January 17, 2024, featuring Diversity, Equity, Inclusion and Justice (DEIJ) training sessions from the WVU Extension office, a re-enactment of MLK Jr.'s speech, and NAACP presentations. The event aims to serve 50-100 students and engage community partners, focusing on racial justice, equity, and community involvement.

### Coordinated Community Supports Partnership Grant

Allegany College of Maryland is applying for funding through the Maryland Department of Health Coordinated Community Supports Partnership Grant to address the mental health crisis in Allegany County Public Schools (ACPS). The grant aims to expand the proven Mind-Body Skills program from The Center for Mind-Body Medicine (CMBM) to benefit all 23 Allegany County Public schools. The holistic initiative, focusing on stress relief and building connections, includes training facilitators, engaging thousands of students, and establishing Mind-Body Medicine Ambassador Clubs. The requested grant amount is \$831,794, with services expected to commence in February 2024, offering a comprehensive approach to mental health support. The awards will be made in late January.

## **Foundation News**

The ACM Foundation reception is scheduled for April 16, 2024.

ACM is planning the first annual Giving Day on April 17-18, 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 served. Additional details will be provided in the months ahead.

## **Finance and Administration Update**

Dr Bambara discussed the ACM financial statements, which were shared with the Board. She asked Christina Kilduff to provide a financial update. Christina explained

the charts and graphs of cash on hand for November could appear to be skewed since the State reimbursement of over \$2,000,000 arrived on December 1<sup>st</sup>.

### **Approval of Graduates**

Beth Nightengale provided a list of Fall 2024 graduation candidates where 185 students applied for 208 degrees and certificates. On a first from Mr. Frazier and a second from Ms. Belt, the Trustees approved the tentative list.

### **Rural Educators Academy**

Miha Wood, Laura Fiscus, and Jared Richey provided a report on the Rural Educators Academy (REA). The Community Colleges of Appalachia received an Ascendium Grant for \$475,000. Through this professional development experience, teams of nine faculty, student support staff, and administrators learned about the mindset of students in poverty and the barriers they face. The training is based on the work of Ruby Payne and her strategies outlined in Bridges Out of Poverty as well as the principles from the Growth Mindset. ACM was chosen to be one of six colleges to participate in the pilot project. In the Spring of 2023, the ACM group began its capstone project to address the challenges students have with technology at ACM and ways to improve student outcomes. A group attended the Community Colleges of the Appalachia Annual Conference in Ashville, NC in June. They presented the ACM capstone project. The team shared an update on their work, the barriers the students face, and the collaborative efforts planned to address these barriers. In August, 2023 a task force was formed to address the technology challenges faced by ACM students.

### **Dental Hygiene Program Enhancement Bid Recommendation**

David Jones shared that the College is expected to receive grant funds through Perkins and the Appalachian Regional Commission to support the enhancement of the College's dental hygiene program. The funds will cover dental chairs, sensors, ScanX, and Statim. The RFP was developed for the procurement of the equipment following the College's procurement process. The committee recommended that the Board approve Benco Dental at \$96,780.56 for the purchase. On a first from Mr. Frazier and second from Ms. Belt, the Trustees approved the recommendation.

### **Program Advisory Committee Update**

Dr. Bambara presented the listing of Program Advisory Committee updates. After some editorial changes, on a first from Ms. Martz and a second from Ms. Buck, the recommendations were approved.

### **Bedford Advisory Committee Update**

Dr. Bambara presented a listing of Program Advisory Committee updates for the Bedford County Campus Advisory Committee. On a first from Ms. Buck and a second from Ms. Belt, the trustees approved the recommendations.

### **2023 Great Colleges to Work For Discussion**

Mr. Leonard inquired how survey results are used. Mr. Harrah explained that leadership reviewed and developed the goals for their areas. Additional questions were added to

the annual fall survey to gain perspective on lower-scoring items. Mr. Harrah stated key performance indicators and strategic plan outcomes are used to evaluate progress. When themes emerge in the comments from multiple people, they are also examined further.

### **EXECUTIVE SESSION**

At 5:06 p.m., following a motion by Ms. Belt and a second from Ms. Martz, the Board of Trustees convened to Executive Session to discuss personnel items [Article 3-30c(b)91]] 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**

Ms. Duckworth presented the recommendation from Dr. Kurt Hoffman, Vice President of Instructional and Student Affairs, and Dr. Bill Rocks, Dean of Career Education, to hire Courtney Love Cooper for the grant-funded position of Apprenticeship Coordinator (Hospitality, Culinary, and Brewing).

#### **Professor Emeritus**

Dr. Bambara presented the Professor Emeritus recommendation from Dr Hoffman, Vice President of Instructional and Student Affairs, to award Cynthia Zumbrun the status of Professor Emeritus.

On a first from Mr. Frazier and a second from Ms. Belt, the Trustees moved out of executive session to public session.

On a first from Ms. Buck and a second from Ms. Belt, the Trustees approved the position recommendation for Courtney Love Cooper as Apprenticeship Coordinator.

On a first from Ms. Buckel and a second from Mr. Frazier, the Trustees approved Cynthia Zumbrun for Professor Emeritus.

With no further business to discuss, on a first by Mr. Frazier and a second by Mr. Pyles, the meeting was adjourned at 5:14 p.m.

Respectfully submitted,



Kim Leonard  
Board Chairman



Cynthia Bambara  
Secretary/Treasurer