

Allegany College of Maryland
BOARD OF TRUSTEES
March 20, 2023
Thomas Welcome Center
Iris Eustace Halmos Community Room

EXECUTIVE SESSION

MINUTES

At 3:30 pm, following a motion by Jim Pyles and a second by Jane Belt, the Board of Trustees convened to Executive Session to discuss personnel items, covered under [Article 3-305(b) (1)], and to comply with a statutory requirement [Article 3-305(b)(7)] that prevents public disclosure 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.

On a motion and second from Jim Pyles and Jane Belt respectively, the Board moved out of executive session into public session at 3:47 pm to approve personnel items.

PUBLIC SESSION

MINUTES

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

Others in attendance included:

Dione Clark-Trub	Melanie Chapman	Debby Hardinger
Christina Kilduff	Scott Harrah	David Jones
April Higson	Kurt Hoffman	John Bone
Stacey Rohrbaugh	Melinda Duckworth	Lori Spence

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

Approval of Personnel Appointment

On a motion by Michele Martz and a second by Mirjhana Buck, the Trustees approved the following personnel appointments: Chelsey Bennett, Admissions and Scheduling Coordinator position.

Adopt the February 20, 2023 Minutes

On a motion and second by Eugene Frazier and Jane Belt respectively, the Trustees adopted the February 20, 2023 minutes.

Chairman's Update

Mr. Leonard reminded the group of the upcoming Middle States Team visit. The schedule is posted on the meeting agenda.

President's Update

Employee Bonus – Dr. Bambara thanked the Board for approving the mid-term employee bonus that was provided on the March 10th pay. She received many notes of appreciation thanking the Board and Administration.

County Budget Presentation - All Trustees are welcome to attend the College budget presentation to the County on Thursday, March 24, 2023 at 1 pm at the County Commissioners meeting room.

Middle States Commission Visit - The dates of the Middle states visit are posted on the agenda. Dr. Bambara asked the Trustees to plan to meet for dinner at the Culinaire Café, second floor, on April 2, 2023. On Monday, April 3, 2023 at 3 pm there will be a meeting with the Board and the visiting team in the Board Room. On Wednesday, April 5, 2023, at 10 am the team will provide their exit report in the gymnasium.

Evaluation Team Chair - Dr. Bambara will chair an evaluation team at the Williamson School of the Trades in Media, Pennsylvania. She met with the schools Self-Study co-chairs a week ago and will go to the school in October for the chairs preliminary visit.

MACC - The legislation submitted by Delegate Buckel and Senator McKay, to revise the P-TECH program by allowing participants to receive their high school diploma upon completing all high school graduation requirements, has passed the House and is on the floor of the Senate. House Bill 0689 and Senate Bill 0822 address this legislative change. David Jones provided testimony on February 22, 2023 in the House, and Dr. Bambara provided testimony March 1, 2022 in the Senate.

Read Across America – On March 2, 2023, Dr Bambara participated in Read Across America at George's Creek Elementary School as a celebrity reader. The 1-3 grade students enjoyed the story "*The Day the Crayons Quit.*"

Teacher of the Year – Dr. Bambara recently served as a Teacher of the Year judge for the Board of Education, reviewing six portfolios and interviewing the nominees.

Leadership Allegany Rising – On March 12, 2023, Leadership Allegany Rising Class was recognized at a graduation breakfast at the Cumberland Country Club. Since the program began in 2017, four high school juniors from each public and private high school in the county, participate in a seven-month experience, exploring opportunities in Allegany County. In a forum of open discussion and interaction, class members gain

the knowledge and motivation to affect positive changes within the region on the topics of: Orientation and Leadership Development, Health Care/Social Services, Government, Business/Economic Development/Careers, and Higher Education. Autumn Becker serves as the chairwoman of the program and Dr Bambara is a member of the steering committee. ACM and FSU co-sponsor the medallions and a \$1000 scholarship to be used at either college chosen by the student to support the goal of keeping young talent in the region.

Foundation & Grants -The Rural Maryland Economic Development Fund for the Nursing Expansion and Enhancement to Meet the Needs of Western Maryland project award notice was signed last week. This ARC grant provides \$480,255 for a nursing weekend/hybrid program as well as approximately \$250,000 for simulation equipment. The program will start in the fall.

The next Open House will be held Saturday, April 15, 2023 from 8:30 am to 1 pm.

Extensive marketing campaigns for Criminal Justice, Data Analytics, Teacher Education, Allied Health programs, and Nursing are underway with videos completed for some of the programs.

ACM received a preliminary approval for funding in the amount of \$200,000 through the Western Maryland Economic Investment Board to support the purchase of a metal and composite 3D printer for Western Maryland Works.

ACM submitted a Maryland bond request/application in the amount of \$300,000 to support the tennis court project.

ACM submitted a \$250,000 grant to the Maryland Energy Administration for the Western Maryland Wood Biofuel Training Initiative. ACM is taking the lead to build out the education and workforce training portion of wood biofuel value chain that is being developed in Western Maryland. Through collaboration with several industry partners, this project will allow ACM to create new curriculum, provide faculty and staff development, and to obtain the necessary equipment to be the first in the region to train the future renewable energy workforce.

The College submitted the FY24 Adult Basic Education and Family Literacy grant in the amount of \$261,790 which will offer a variety of programs and services to prepare for high school equivalency and literacy services for family and workforce development.

ACM, in partnership with FSU and Garrett College, received preliminary approval of a \$250,000 economic development grant. This workforce development program, which includes training/certification and internship initiatives, will train a workforce to serve the needs of the outdoor recreation economy. The focus at ACM will be bicycle repair training where the college will immerse students in a 4-day experience in bicycle mechanics, covering essential maintenance material with hands-on training. Garrett College will focus on motor boat engine repair, and Frostburg State University will train students in kayak and canoe repair.

The ACM Foundation reception is set for April 18, 2023 beginning at 5:30 pm.

“Smart” Apartment Bid Approval – Jane Belt recused herself from this agenda item. Christina Kilduff and David Jones presented the plans and explained this is a grant funded, design and build project for an Occupational Therapy Assistant “Smart” apartment. It will be located in a building at the back of campus. The space will allow students to practice their skills and to simulate the return of a patient from the hospital to a home setting, further allowing students to learn in an environment in which they will one day work.

An RFP was developed for the procurement of design-build services for the project. The work must be completed by June 30. Two bids were received and only one came in within the budget range of \$70,000-\$120,000. Only one bid met the required criteria, and also included a detailed breakdown of costs. Christina and David recommended Harbel, Inc. for the project. On a motion and second from Mr. Frazier and Mr. Pyles respectively, the Trustees approved Harbel to complete the project.

MSCHE Standard 6 Review

Mr. Harrah provided an overview of MSCHE Standard VI - Planning, Resources, and Institutional Improvement. The standard states that “The institution’s planning processes, resources, and structures are aligned with each other and are sufficient to fulfill its mission and goals, to continuously assess and improve its programs and services, and to respond effectively to opportunities and challenges.”

Mr. Harrah reviewed the 9 criteria outlined in the standard.

Board Interviews - Monday, April 3, 2023 at 3 pm the team will conduct Trustees interviews in the Board Room. Mr. Harrah provided basic tips to prepare them for the visit. Topics covered could include the Performance Accountability Report, Strategic Plan, Fiscal Plan, Budgets, Facilities Master Plan, Compensation Study, employee surveys, as well as president and board evaluations.

Other Business - Mr. Pyles shared that local Emergency Medical Services (EMS) members were recognized and will be featured on a Fox News ABC7 TV segment, as well as on an EMS Facebook page. Mr. Pyles is the Director of Emergency Services for Allegany County.

Mr. Pyles shared that he met with Steve Bazarnic and Steve agreed to have the ACM baseball field named in his honor. Jim shared that the goal is to develop a field halo (artificial turf around home plate with his name/logo). He further indicated that he would work with David Jones on a naming event, likely in late April or early May.

With no further business to discuss, on a motion from Mrs. Buckel and a second from Ms. Buck, the meeting was adjourned at 5:15 pm.

Respectfully submitted,



Mr. Kim B. Leonard
Board of Trustees Chairman



Dr. Cynthia Bambara
Secretary/Treasurer