

Allegany College of Maryland
BOARD OF TRUSTEES

June 19, 2023

PUBLIC SESSION MINUTES

Thomas Welcome Center
Iris Eustace Halmos Community Room and via Zoom

The Allegany College of Maryland Board of Trustees met Monday, June 19, 2023 at 4 pm in the Thomas Welcome Center, Iris Eustace Halmos Community Room. Board members in attendance included: Mr. Kim Leonard, Ms. Jane Belt (Zoom), Mr. Jim Pyles, Mr. Eugene Frazier, Ms. Mirjhana Buck (Zoom), Ms. Michele Martz (Zoom), 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	Renee Conner
Dione Clark-Trub	Lisa Humbertson	Melanie Chapman
Debby Hardinger	April Higson	Brandon Robinette
Jennifer Engelbach	Cathy Zirk	Lori Spence

Adoption of the May 8, 2023 Minutes

Mr. Leonard called the meeting to order at 4 pm. On a motion and second by Mr. Frazier and Ms. Belt respectively, the Trustees adopted the May 8, 2023 minutes.

Chairman’s Update

Mr. Leonard thanked Ms. Belt for presiding over the May 8, 2023 meeting. He asked if everyone received a copy of Expressions, ACM’s art and literary magazine. He said “The Sense of Community” article in the Trustee Quarterly publication is worth reading as it reflects how we interface with the community. He also pointed out the Foundation Benchmarking publication which reflects how well the ACM Foundation is doing compared to other Maryland community colleges.

President’s Update

Spring Commencements

Commencement ceremonies were held for the Cumberland Campus and Bedford County Campus students on May 13, 2023 and May 15, 2023 respectively. Spring 2023 had 295 graduates who completed requirements for 359 associates degrees and certificates.

Summer and Fall Enrollment

Summer 2023 classes began on May 15, 2023. There is an overall increase in enrollment from last year of 4.1% in headcount and 5.1% in credits. Fall 2023 classes

begin on August 21, 2023. Enrollment is trending in a positive direction at this time in both headcount and credits.

Middle States (MSCHE) Evaluation Team Visit

Dr. Bambara stated that the MSCHE Evaluation Team visit on April 2-5, 2023 was a huge success. She thanked everyone for their support throughout the process. She noted that the success was a result of hard work from everyone across the College. She received the team report on April 14, 2023. The President's Staff and the Self-Study Co-Chairs reviewed the report for any errors or omissions of fact. She explained that the final report was presented to the Commission earlier this month. A final decision is expected late June or early July.

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

As shared previously, Dr. Bambara noted 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 learned about the mind set of students in poverty and the barriers these students face. Much of the curriculum is based on the work of Ruby Payne and the Bridges from Poverty initiative as well as principles from Growth Mindset. The participants devised a capstone project to improve student outcomes. 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 this past year. ACM's capstone project focused on developing a plan to ensure that technology is used to its full potential for the benefit of students. Dr. Miha Wood and Dione Clark-Traub provided a summary of the plan at the recent CCA meeting in Asheville, NC. As the project develops, the REA team members will present to the Trustees later this fall.

Maryland Council of Community College Presidents (MCCCP)

The MCCCP met on Friday, June 17, 2023 at Cecil College. Presidents heard from the new Acting Secretary of the Maryland Higher Commission, the Honorable Sonjay Rai. Dr. Rai was previously the Senior Vice President of Academic Affairs at Montgomery College. Dr. Rai is a huge advocate for Maryland's community colleges.

Josh Wyner, Vice President, Founder and Executive Director of the College Excellence Program at the Aspen Institute presented "Advancing Community College Transfer Student Success." He focused on the need for transfer reform for community colleges and transfer institutions for more credit mobility and applicability.

The MACC June Board of Directors Meeting will be June 20, 2023 at 2 pm. A Zoom link will be provided for anyone who would like to attend. Mr. Leonard and Dr. Bambara will be present.

MCCCP will hold an annual retreat July 31-August 1, 2023 at Montgomery College in Gaithersburg, MD.

Staff Recognition

Leah Pepple was recognized on June 12, 2023 with the Paul I. Detwiler, III Achievement Award. This recognition is awarded to a resident of Bedford County who has given much of their time and talent in making a positive impact on the social, economic, educational, and cultural development of our region. Leah serves ACM as the Director of PA Advancement and Community Relations. Congratulations were extended to Leah!

Courtney Jensen was honored as a 2023 Leading Women Under 40 in Maryland, recognizing Maryland women who are 40 years old or younger for the accomplishments they have made in their careers. The recipients are judged on professional experience, community involvement, and their commitment to inspiring change. Courtney serves ACM as the Director of Grants and Development. Congratulations were extended to Courtney!

Grants News

ACM received funding news for the Student Support Services/Pathways for Success in the amount of \$272,364, which represents a 4% increase. This highly successful program, with strong student performance outcomes, works to increase retention, grade point average, graduation, and transfer rates. The target audience includes first generation students, low-income students, and students with documented disabilities.

The FY24 Adult Basic Education and Family Literacy grant has been funded in the amount of \$261,790. The grant program offers a variety of programs and services to prepare for high school equivalency and literacy services for family and workforce development.

ACM was recently notified that the Rural Maryland Council grant in the amount of \$45,000 for a portable sawmill for the Forestry program is in line for funding. The sawmill will be used by the program to break down wood material and once purchased, could also be used by the Makerspace. The final submission will occur in July with formal funding provided in August.

ACM was recently notified that the Rural Maryland Council grant in the amount of \$45,000 for robotic welding equipment for Western Maryland Works is in line for funding. The \$45,000 will match an ARC grant in the amount of \$45,000 to purchase the \$90,000 equipment. The final submission will occur in July with formal funding provided in August.

ACM was recently notified that the Rural Maryland Council grant in the amount of \$200,000 is in line for funding to support the new social media marketing program and provide necessary technology upgrades to the mac lab. These funds will be used to support the development and expansion of this program.

ACM was recently notified that the Rural Maryland Council grant in the amount of \$100,000 to develop a sterile compounding lab in partnership with CAIS, Inc.

(PharmaCare Network) is in line for funding to support students enrolled in the Pharmacy Technician program to expand current internship offerings.

Through private donor funding and grant funding, the ACM outdoor basketball courts will be completed this month. This includes new paving as well as sealing and lining the court.

The ACM Baseball Field Phase II renovation is underway with completion expected later this summer. Funded through Project Open Space, this will make the Steve Bazarnic Field the premier field in the entire region.

The ACM Foundation submitted three proposals for consideration through the Local Development Council funding:

- a. Tennis Court Project (\$150,000)
- b. Wetlands Deck Upgrade (\$35,000)
- c. Evitts Creek Bridge Repair/Enhancement (\$30,000)

ACM is preparing a SEED grant to upgrade campus restrooms and outdoor sidewalks. The project is expected to cost \$900,000.

ACM submitted a proposal in the amount of \$100,000 through the Maryland Makerspace Initiative to support operational costs, equipment, and programming at Western Maryland Works as well as a \$25,000 request for some specific entrepreneurial training.

Community Story

Mr. Pyles shared an experience he encountered recently. On June 9, an individual had a heart attack and during the transport to the hospital, he coded. The ambulance stopped when Destiny, an EMT paddled him 5 times and after she changed to a different procedure, the individual woke up. The male patient had 100% blockage. The individual was treated at UPMC WM. Last week he was able to travel to the Flintstone Fire Department to meet the paramedics who saved his life, including Destiny. Mr. Pyles complimented Trustee Michele Martz, CEO of UPMC WM on the efforts of the medical team. Ms. Martz stated that our community should feel proud that there is such a highly qualified medical team at UPMC WM and she offered praise to the many people involved in providing these medical services to our community.

Infectious Disease/Condition Policy

Dr. Conner presented the Infectious Disease/Condition Policy. She thanked the allied health directors for their assistance in developing the improved policy. She noted two corrections needed to finalize the policy. On a motion from Mr. Pyles, and a second from Ms. Belt respectively, the Trustees approved the policy.

Solicitation Policy

Dr. Conner thanked Melinda Duckworth, David Jones, Christina Kilduff and Shauna McQuade who assisted in crafting the Solicitation Policy. On a motion from Mr. Frazier and a second from Ms. Martz, the Trustees approved the Solicitation Policy.

First Amendment Free Speech/Religious Freedom Policy

Dr. Conner explained the companion policy, First Amendment Free Speech/Religious Freedom Policy had originally been only for speech and expression. The new policy covers faith-based practices, required under Maryland law. The law also requires that the College dedicate space for those who wish to practice their religion while on campus. CC19 in the College Center has been designated as the space for small groups of students to use. The already established Unity Center can also be used for larger groups. On a motion from Ms. Martz and second from Ms. Belt, the Trustees approved the policy.

Diversity Report

Dr. Conner explained the annual reporting requirement now has two documents requiring signatures. This year, the Maryland Higher Education Commission changed the requirements and the current report satisfies these requirements. On a motion from Mr. Pyles and a second from Ms. Martz, the Trustees approved the report.

Approval of FY24 Budget

Ms. Kilduff stated the action item is a summary of detail that was reviewed by the Board finance committee previously. She thanked Brandon Robinette and Cathy Zirk for their work on the budget, as well as, the Board for their support. On a motion from Ms. Belt and a second from Mr. Pyles, the Trustees approved the FY24 Operating Budget of \$34,741,716 as presented.

Approval of FY23 Fund Balance Re-Designation

Ms. Kilduff explained that the FY23 fund balance designations were made last fall. She requested approval of a redesignation of \$715,500 in fund balance, previously designed for the Allied Health air handler replacement that is now covered by additional allocated state facilities renewal funds. She requested that these funds now be used for to the completion of the Continuing Education building assessment (\$23,000); Part I and Part II narrative justification development (\$9,000); pool conversion to fitness center (100,000); Humanities building fan coil replacement (\$395,000); sidewalk repairs (\$150,000); and the compensation study (\$40,500). On a motion from Ms. Belt and second from Ms. Buck, the Trustees approved the FY23 Fund Balance Re-Designation.

Request for Email Approval of Contractor Volleyball Courts

Mr. Jones thanked Tommie Reams, April Higson and Instructional and Student Affairs staff for their help with this project. Three bids were submitted but were much higher than the available funding. The companies were asked to value engineer the project and resubmit bids. These bids will be returned in the next few weeks. Mr. Jones requested permission to have the approval by email so the project can be scheduled within the timeframe of the grant funding available. On a motion from Mr. Frazier and a

second from Ms. Buck, the Trustees provided permission to conduct the approval process by email. Ms. Belt recused herself from the voting process due to a conflict of interest.

Approval of Compensation Study Consulting Company

Ms. Duckworth explained the process used to select the company for the compensation study. She asked for approval of Bolton. On a motion from Ms. Belt and a second from Mr. Pyles, the Trustees approved the Bolton to conduct the compensation study for \$40,500.

Features of Navigate

Dr. Hoffman and Ms. Engelbach presented the features of Navigate, a student success software. The College began using Navigate in 2019. Dr. Hoffman and Ms. Engelbach stated that this software platform furthers the culture of care at ACM, moving conversations from transactional to relational. They explained the care units that have been established including advising, academic resources, tutoring, etc. Faculty and staff can now view the full story of a student which allows them to know not only about academics but other challenges that students may be facing. This is an important retention tool.

Approval of Navigate Contract

Dr. Hoffman requested approval of the Navigate Contract for the period June, 30,2024 through June 30, 2029. The early commitment allows ACM to take advantage of a financial discount. The annual cost of the contract is \$135,070. On a motion from Ms. Belt and a second from Mr. Frazier, the Trustees approved the renewal of the Navigate Contract.

EXECUTIVE SESSION

At 6:30 pm, following a motion by Ms. Buckel and a second by Mr. Frazier, the Board of Trustees convened to Executive Session to discuss personnel items, covered under [Article 3-30c(b) (1)], and to comply with a statutory requirement [Article 3-305 (b) (13)] that prevents public disclosure covered under the Maryland Open Meetings Act. If necessary, action may be taken in Public Session as a result.

At 6:35 pm, on a motion and second from Mr. Pyles and Ms. Buck respectively, the Board resumed to the Public Session of the meeting to approve the following personnel recommendations:

Dr. Hoffman recommended Stephanie Brown for the full-time day nursing faculty position on the Cumberland Campus. Dr. Hoffman also recommended Tammy Wolfe for a full-time nursing faculty position at the Garrett County teaching site.

Mr. Jones recommended Christine Parisi as a full-time College Recruiter.

Ms. Kilduff recommended the promotion of Wendy Knopsnider to Coordinator of Web Services.

The personnel items were approved on a motion and second from Mr. Pyles and Mr. Frazier respectively.

Other Business

The Educational Master Plan review was tabled for a future meeting. In addition, The President's and Board evaluations were tabled for a future meeting.

With no further business to discuss, on a motion from Ms. Buckel and second from Mr. Pyles the meeting was adjourned at 6:36 pm.

Respectfully submitted,



Mr. Kim B Leonard
Board of Trustees Chairman

Dr. Cynthia Bambara
Secretary/Treasurer