

Allegany College of Maryland
BOARD OF TRUSTEES

July 17, 2023 – 4 pm
PUBLIC SESSION MINUTES
Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met Monday, July 17, 2023 at 4 pm in the Thomas Welcome Center, Iris Eustace Halmos Community Room. Board members in attendance: Mr. Kim Leonard, Mrs. Jane Belt, Mr. Eugene Frazier, Ms. Michele Martz, Ms. Linda Buckel, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Other in attendance included:

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| Dr. Kurt Hoffman | Dione Clark-Trub | David Jones |
| Melanie Chapman | Shea Bonarigo | April Higson |
| John Bone | Melinda Duckworth | Lisa Humbertson |
| John Pratt | Lori Spence | |

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

Adoption of the June 19, 2023 Minutes:

On a motion from Mr. Frazier and a second from Ms. Buckel, the June 19, 2023 minutes were approved.

Chairman’s Report

Mr. Leonard highlighted the annual report from the Maryland Association of Community Colleges (MACC) that all board members received. He noted the article featuring Dr. Ray Hoy who recently retired as President of Wor-Wic Community College. Mr. Leonard stated that he has been a great leader for his college and for MACC. He encouraged all to wish him well.

President’s Update

Middle States Commission (MSCHE) Official Accreditation Reaffirmation

On June 22, 2023 MSCHE issued recent commission actions that included ACM’s reaffirmation. Following is an excerpt from the report:

“To acknowledge receipt of the self-study report. To note the on-site evaluation visit by the Commission’s representatives to the main campus at 12401 Willowbrook Road, S.E., Cumberland, MD 21502 on April 2-5, 2023. To note the following branch campus was visited: 18 North River Lane, Everett, PA 15537. To note the following additional locations were visited: (1) 37 Lane Avenue, LaVale, MD 21502 and (2) 114 Baltimore Street, Cumberland, MD 21502. To reaffirm accreditation. To note that

Recommendation Responses in conjunction with the Annual Institutional Update (AIU) are no longer required. The next evaluation visit is scheduled for 2030-2031.”

Summer and Fall Enrollment

Summer enrollment is up 6.4% in headcount and 5.5% in credits from summer of 2022. Fall enrollment is up 4.1% in headcount and 6.3% in credits from fall of 2022. The under 20 group is up 10.9% from last fall and the over 24 group is up 10.3% from last fall.

Open House and Enrollment Days

A very successful open house was held at the Cumberland campus with approximately 30 students and 50 additional guests attending. The Bedford County campus held their 2nd enrollment day on July 13. A total of 25 students attended and registered. A virtual information session is planned for Tuesday, August 8, 2023 at 6 pm.

Maryland Association of Community Colleges (MACC) Board of Directors Meeting

Mr. Leonard and Dr. Bambara attended the June 20, 2023 MACC Board of Directors meeting via Zoom. The agenda included the treasurer’s report, approval of the 23-24 budget, and recommended slate of officers. Highlights from the 2023 Annual Report (included in the Board packets) were reviewed by Dr. Phillips. Dr. Bambara’s term on the MACC Board of Directors ended on June 30, 2023.

Maryland Council of Community College Presidents (MCCCP) Retreat

The MCCCP will hold the annual retreat at Montgomery College July 31 – August 1, 2023.

Educational Advisory Board (EAB) Presidents/Provosts Community College Roundtable

On July 11 and 12, Dr. Bambara and Dr. Hoffman attended the 2023 Community College Roundtable. The presentations included:

- A Seminar of Compassionate Leadership
- Securing Competitive Advantage Amid Historic Staffing Shortages
- What the Staffing Crisis Means for the Modern Student Experience
- How Germanna Community College Grew Enrollment During the Enrollment Crisis
- The Non-Consumption Threat

All of the presentations were excellent. Plans are to invite EAB to the next professional development day to present on several sessions.

Regional Community College Partnership - Allied Health Roundtable

Representatives from Garrett, Potomac State, Eastern West Virginia Community and Technical College, and ACM met to discuss ways to collaborate on health profession programs. The four colleges are looking to begin with Garrett’s paramedic program and eventually add other programs such as ACM’s medical lab tech and Potomac’s surgical technology. The group will meet with healthcare CEOs to identify any needed programs in the region.

Community Colleges of Appalachia Fall Conference

October 18-20, 2023, ACM will join Potomac State and Eastern West Virginia Community and Technical College in cohosting the CCA fall conference. The conference will be held in Keyser October 19-20. ACM will host a pre-conference day on October 18 that will include a tour of Western Maryland Works, lunch at the Culinaire Café, and a tour of the Cumberland Campus.

National Civilian Community Corp (NCCC) Western Maryland Service Learning

Evergreen Heritage Center, Frostburg State University and ACM will host a group of AmeriCorps NCCC participants from September 14 through October 10. Members are between the ages of 19 and 26. There are several projects planned for the group. They will establish a trail extension on the Evergreen property, distribute food to low-income families from the Frostburg United Methodist Church, restore FSU's existing trails and other recreational facilities as well as create a community garden. ACM participants will learn how to develop a campus-wide sustainability action plan.

Grants News

ACM submitted a \$39,000 grant through the Maryland Police and Correctional Training Commission to support security and safety on campus by providing necessary equipment upgrades and training for security staff. This includes the purchase of a portable radio with encryption and the installation and training for the security camera system upgrade. Funding will allow for two staff members to complete the mandated professional development hours as part of the MD Special Police training.

A \$100,000 ARC request has been submitted to match funding from the Western Maryland Economic Future Investment Board (Edwards Fund) and ACM (\$50,000) to support the purchase of a metal and composite laser 3D printer. The cost of this specialized unit is \$250,000.

Three FY24 ARC applications will be prepared and submitted over the next few months for the following projects: Dental Hygiene Enhancement Project, Robotic Welding Training at Western Maryland Works, and Workforce Development Computer Training Lab Enhancement.

Three proposals were submitted for consideration through the Local Development Council funding: Tennis Courts Project (\$150,000), Wetlands Deck Upgrade (\$35,000), and Evitts Creek Bridge Repair/Enhancement (\$30,000).

As part of Senate Bill 515, the Community College Workforce Readiness Program was created as a matching program to support technology at Maryland Community Colleges. Colleges that raised at least \$250,000 in FY20 and FY21 are eligible to receive matching funds of \$250,000 for technology and will be eligible to raise an additional \$250,000 in FY22 and FY23 for an additional match of \$250,000 for technology. The majority of Maryland Community Colleges were not able to raise the funds and did not participate. ACM raised \$507,369 and received the full \$250,000

match. The Foundation has successfully raised the next \$250,000, which will be matched by the State for technology at ACM at the full \$250,000.

Approval of Summer Graduation Applicants (Action Item)

Dr. Hoffman reported this summer, 62 students applied to graduate with 74 degrees and 22 certificates. On a first from Ms. Belt and second Ms. Martz the Trustees approved the summer graduation applicants.

Outdoor Volleyball Court Approval (Action Item)

David Jones reviewed the details of the bids for the outdoor volleyball court. He recommended Carl Belt, Inc. for the project with a bid of \$124,640. Ms. Belt recused herself from the discussion and action. On a first from Ms. Martz and second from Mr. Frazier, the Trustees approved the recommendation.

Educational Master Plan Review – Dr. Hoffman reviewed the Educational Master Plan and referred to the three broad objectives: 1) Student success improvement, 2) Ensuring quality faculty and staff experience, and 3) Improvement of student experience. He commended the planning team for their efforts to develop the plan.

Other Business

The Culinary program achieved full accreditation status. Dr. Hoffman thanked Deb Swope and her staff who worked hard to achieve this status. The college will start recruiting as an accredited program. This educational site will have less focus on running a restaurant and more on classroom instruction.

EXECUTIVE SESSION

At 5:09 pm, following a motion by Ms. Belt and second from Ms. Buckel, the Board of Trustees convened to Executive Session to discuss personnel items, covered under [Article 3-30c(b) (1)], and to comply with 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 5:26 pm, on a motion and second from Ms. Buckel and Ms. Belt respectively, the Board resumed to the Public Session of the meeting to approve the following personnel recommendations:

Dr. Hoffman recommended the following faculty for appointment:

Tara Michaels – Nursing Faculty, Skills Lab & Simulation Lead
Stephanie McCoy – Faculty, Assistant Program Director, Medical Administrative Assistant, Billing and Coding
Melissa Kelly – Biology Faculty
Shyamala Ratneyeke – Biology Faculty

David Jones recommended the following staff for appointment:

John Pratt – College Recruiter & Development Associate

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

With no further business to discuss, on a motion from Ms. Belt and second from Mr. Frazier, the meeting was adjourned at 5:35 pm.

Respectfully submitted,



Mr. Kim B. Leonard
Board Chairman



Dr. Cynthia S. Bambara
Secretary/Treasurer