

Allegany College of Maryland  
BOARD OF TRUSTEES  
**MEETING MINUTES**  
October 21, 2024

Thomas Welcome Center  
Iris Eustace Halmos Community Room

**PUBLIC SESSION**  
**4 p.m.**

The Allegany College of Maryland Board of Trustees met on Monday, October 21, 2024, 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, Mr. James Pyles, Ms. Linda Buckel, Ms. Michele Martz, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Dr. Kurt Hoffman	David Jones	Christina Kilduff
Scott Harrah	Melinda Duckworth	John Bone
Courtney Jensen	Dr. Tom McInroy	Liz Rockwell
Melanie Chapman	Elaine Bridges	Shannon Redman
Rick Cooper	Lori Spence (recorder)	

**Adoption of the September 16, 2024 Minutes**

On a first from Mr. Pyles and a second from Ms. Martz, the Trustees approved the September minutes as presented.

**Chairman’s Update**

Mr. Leonard reviewed the upcoming events listed on the meeting agenda.

**President’s Update**

**Community College Capital Hearing with the Department of Budget and Management (DBM)**

On September 27, 2024, ACM presented the rationale and need for the Continuing Education and Workforce Development building renovations to the DBM. A planning grant has been requested with full funding to be requested in a future budget year.

**Tech at the Gap**

On Wednesday, October 16, 2024, ACM hosted Tech at the Gap. This professional development forum attracts information technology (IT) professionals and enthusiasts from across the region. Tech at the Gap hosts expert speakers from areas such as cybersecurity, data science, artificial intelligence, and technology innovation. Speakers range from CEOs to robot wizards.

Tech at the Gap was established by the Western Maryland IT Center of Excellence in 2014. The mission is to instill high level of interest in information technology business development in Western Maryland while educating the local workforce to meet the demands of IT business retention, expansion, and attraction. The Center links regional IT industry leaders with economic development and community partners to encourage business retention, expansion, and the attraction of new

businesses within the IT sector in Western Maryland. The Center has trained over 900 incumbent workers in various industry-recognized training programs. The Western Maryland IT Center of Excellence, led by Autumn Becker, is funded by a Maryland EARN grant. ACM has been a successful recipient of this grant since its inception.

### **Class 24-02C Graduation**

ACM hosted a graduation ceremony on October 16, 2024, for the Class 24-02C corrections officers from around the region, including Allegany, Garrett, and Washington counties.

### **MSCHE News**

Mr. David Jones will be serving as part of an accreditation team for a visit to a college in upstate New York in April 2025.

### **Advancement Updates**

Upcoming planned on-campus recruitment events include:

- Bedford County Campus Open House – Sat., November 9, 10 a.m. – 12 p.m.
- Fall Open House (Cumberland Campus) – Fri., November 15, Begins at 9 a.m.
- Cumberland Campus Spring Open House – Sat., April 12, 2025

Promotional campaigns are underway for the Bedford County and Cumberland Campus Fall Open Houses.

### **Bedford County Campus News**

An appreciation reception honoring the educational support provided by Senator Pat Stefano and Representative Jesse Topper will be held on December 3, 2024, from 1:30 p.m. to 3:00 p.m. at the Bedford County Campus.

### **Grants News**

The ARC has approved funding for a \$250,000 grant to replace the MAC lab to support the Multimedia Technology program and to purchase a variety of other related equipment to support the Multimedia and Social Media Marketing programs.

A \$375,000 grant was received to support an integrated camera control system and a controlled entry door access system. The equipment will be installed in the next 6-9 months.

A grant of \$13,709 was received through MHEC's Hunger-Free Campus Grant to support the pantry.

ACM staff is working with the Bedford County Technical Center and others to develop an ARISE grant for workforce development training.

A proposal was submitted to the Farm Credit System for new GPS systems for the Forestry Department. Funding from this program supports career enhancement in agriculture.

A SEED grant for over \$500,000 was submitted to upgrade campus restrooms and outdoor sidewalks. The award announcement is anticipated in the next few months.

### **ACM Foundation News**

The ACM Foundation was selected as a finalist for the Nonprofit of the Year in 2024 by the Allegany County Chamber of Commerce. An awards ceremony is planned for November 7, 2024.

The audit for the ACM Foundation is going well with another clean opinion expected. Foundation assets through 6/30/24 were \$26,706,894, representing an increase of 8.3%. Endowed assets through 6/30/24 were \$21,655,374, representing an increase of 7.9%.

### **Incident Command Center**

The Incident Command Center reporting document was shared with all Trustees.

### **Retirement Celebrations**

On November 19, 2024, a faculty and staff reception will be held from 2-4 p.m. in the Gilpin room, honoring Dr. Bambara's legacy as ACM's 5<sup>th</sup> President. On November 24, 2024, a community reception, catered by Metz and ACM's Culinary Program students, will take place from 2-4 p.m. in the Welcome Center with the hope of raising funds to endow the Dr. Cynthia S. Bambara Scholarship.

### **President Emeritus/Emerita Policy Editorial Update**

The Trustees recently approved a President Emeritus Policy and approved the honorary title for Dr. Bambara at the September 16, 2024 meeting. Dr. Bambara explained that the reason for the edits is to include the feminine equivalent "emerita" of the title "emeritus" in the policy. Emeritus is a male honoree, emerita is the feminine equivalent, and "emeriti" is plural for both. The edited title and corresponding language are "President Emeritus/Emerita Policy".

### **Admissions Policy Prerequisite Deletion for Certified Medical Assistant (CMA) to Nursing (Action Item)**

Mr. Cooper explained that the Maryland State Board of Nursing requires every nursing program to have clearly defined board-approved written policies for ethical practices when performing activities such as recruiting, admissions, and advertising. Mr. Cooper explained that the current Board Approved nursing admissions policy is limited to only ACM Certified Medical Assistant (CMA) graduates. In order to create a more ethical admission practice, he requested that the prerequisite of "ACM CMA graduates" be deleted and changed to open admission to any certified CMA. On a motion from Ms. Martz and a second from Mr. Frazier, the Trustees approved the policy prerequisite deletion.

### **Security & Special Police: Comprehensive Principles, Guidelines, Procedures & Safety Action Plans (Information Item)**

As an information item, Ms. Kilduff explained that the Security & Special Police Policy is a guide for police actions on campus and refers to legal statutes and resources for reference. Ms. Kilduff referred to the Use of Force Plan approved by the Trustees at the September 16, 2024, meeting. Copies were provided to the Trustees.

### **Fund Balance Designations (Action Item)**

Ms. Kilduff presented the Fund Balance Designations, in which the detail was reviewed by the Trustees at the September meeting. On a first from Ms. Belt and a second by Ms. Martz, the Trustees approved the Fund Balance Designations.

### **Workforce Development Computer Training Lab Enhancement (Action Item)**

Mr. Jones explained that Allegany College of Maryland was awarded an \$80,000 grant from the Appalachian Regional Commission (ARC), which requires an \$80,000 match. Funding will support the purchase of 105 computers (20 desktops and 85 laptops) to support CE/Workforce Development, Nursing, and Allied Health programs. He shared that Dr. Bambara pre-approved this purchase using College funds up to \$80,000 to ensure that the computers can be purchased and received before the end of the grant period on December 31, 2024. Mr. Jones requested that the Board of Trustees officially approve this purchase, up to \$160,000, with \$80,000 in pre-designated fund balance to

match the \$80,000 in Appalachian Region Commission funding in support of the Computer Lab Enhancement project. On a first from Ms. Belt and a second by Ms. Martz, the Board approved the purchase.

### **End-of-Year Report: Continuing Education & Workforce Development**

Dr. Tom McInroy provided an FY24 Continuing Education (CE) year-end report which included an overview of the various CE divisions. He shared that CE experienced an increase of 10.2% in FTE over FY23 with 11,736 students registered and 1,116 courses offered.

Dr. McInroy further discussed CE initiatives and anticipated trends. These included some initial conversations about the feasibility of heavy equipment training, pilot and airplane maintenance training and other needs in the region. He thanked his staff for their work with employers and the community to provide quality job training.

### **EXECUTIVE SESSION**

At 4:55 p.m. following a motion from Mr. Pyles and a second from Ms. Belt, the Trustees convened to Executive Session. The Board of Trustees will convene to Executive Session to discuss personnel items [Article § 3-305(b) (1), (3)] 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.

At 5:09 p.m., following a motion from Ms. Martz and a second from Mr. Frazier, the Trustees moved out of Executive Session.

### **Contract of Sale for Western Maryland Works Building**

Ms. Kilduff presented a draft contract of sale for the purchase of Western Maryland Works. She requested that Dr. Bambara be given authority to sign on behalf of the Trustees to move the transaction forward upon final review and approval by staff of the contact. She anticipated that an MOU would be forthcoming to complete the sale in the near future.

On a motion from Ms. Martz and a second from Ms. Belt, the Trustees approved the request to authorize Dr. Bambara to sign the related documents to move forward with the Western Maryland Works property transactions.

### **Presidential Search Update**

Ms. Duckworth and Ms. Belt reminded the Trustees of the upcoming interview and deliberation schedule over the next two weeks for the Presidential Search. Trustees are required to attend the interviews.

With no further business to discuss, on a first from Mr. Frazier and a second from Ms. Belt, the meeting adjourned at 5:28 p.m.

Respectfully submitted,



Kim Leonard  
Board Chairman



Cynthia Bambara  
Secretary/Treasurer