

Allegany College of Maryland  
BOARD OF TRUSTEES  
**PUBLIC SESSION MINUTES**  
December 9, 2024

Thomas Welcome Center  
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, December 9, 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. James Pyles, Ms. Linda Buckel, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Dr. Kurt Hoffman	David Jones	Christina Kilduff
Melinda Duckworth	John Bone	Melanie Chapman
Courtney Jensen	Elaine Bridges	John "Mo" Pratt
Beth Nightengale	Lori Spence, recorder	

PUBLIC SESSION

**Adoption of the November 11, 2024 Minutes**

On a first from Ms. Belt and a second from Ms. Buckel, the minutes were approved as presented.

**Senator Citation Presentation**

Senator Michael McKay presented a citation to Dr. Bambara from the Maryland General Assembly recognizing Dr. Bambara's 14 years of service to Allegany College of Maryland and the community.

**Chairman's Update**

Mr. Leonard reviewed the upcoming calendar. He requested confirmation of Board member attendance at the commencement ceremony on December 13, 2024. Mr. Leonard, Ms. Belt, Mr. Pyles, and Ms. Martz confirmed their attendance. Mr. Leonard shared remarks about the November 24, 2024, Retirement Reception and the President Emerita recognition for Dr. Bambara. He thanked David Jones and the Advancement Department for planning the special event.

**President's Update**

Rather than providing an ACM update, Dr. Bambara shared personal remarks about her 14-year Presidential journey. She thanked the Board for their support, discussed the challenges and highlights of her service, and thanked the Board for recognizing her as President Emerita.

**Preliminary List of Graduates (Action Item)**

Ms. Nightengale provided a listing of the Fall 2024 prospective graduates, stating that 214 students have applied for 250 degrees and certificates, pending final review and approval. On a motion from Mr. Pyles and a second from Ms. Belt, the Trustees approved the preliminary list of graduates.

### **Facilities Master Plan (Action Item)**

Christina Kilduff presented the Facilities Master Plan for Board review and approval. The plan was distributed electronically before the meeting. The plan will be submitted to the Maryland Higher Education Commission and includes facility priorities, renewal projects, and deferred maintenance planning. On a first from Ms. Belt and a second from Mr. Pyles, the Trustees approved the plan.

### **College Audit (Action Item)**

Christina Kilduff shared that the FY24 College audit was presented by Tobi Hollander and Graylin Smith from SB & Company, LLC, for the period ending June 30, 2024. The audit was conducted using auditing standards applicable to financial audits contained in the Government Auditing Standards issued by the Comptroller General of the United States. As stated in the audit report, it was the opinion of the auditor that the financial statements presented fairly, in all material respects, the financial position of Allegany College of Maryland. On a first from Ms. Belt and a second from Ms. Buckel, the Trustees approved.

### **Video Surveillance Policy (Action Item)**

Christina Kilduff presented a revised Video Surveillance Policy for Board consideration. The revision included the amount of time the footage would be maintained. The purpose of this policy is to provide guidelines for the use of video surveillance on ACM property in a way that enhances security but also respects a reasonable expectation of privacy. On a first from Mr. Pyles and a second from Ms. Buckel, the Trustees approved the policy.

### **College Calendar Winter Intersession Addendum**

Dr. Hoffman stated that the winter intersession calendar had already been approved; however, an editorial change was made to one sentence.

### **“All In” Recognition**

Dr. Hoffman shared that ACM was recognized as an “All IN” Most Engaged Campus for College Student Voting in 2022. He shared that a plaque was presented to the College and special recognition was provided to Jade Kenney and her advisor, Kathy Condor, in support of this initiative.

### **Memorandum of Understanding--Allegany College of Maryland, Bedford County Regional Education Foundation, and Southern Tier Education Council (Action Item)**

Mr. Jones reviewed the MOU process, which outlines how funds from the Commonwealth of Pennsylvania flow through the three entities. The Southern Tier Education Council anticipates receiving a 2024-25 State of Pennsylvania Regional Community Grant Agreement stating that the Pennsylvania State Department of Education has been appropriated at \$311,938 by the General Assembly for facility improvement and campus operations to be used for the Bedford County Campus. The MOU clarifies the rights and responsibilities of each entity regarding facility renewal and campus operations projects at the Bedford County Campus Facility. The general MOU process has been shared with the ACM legal counsel to ensure compliance and good stewardship. On a first from Ms. Buckel and a second from Ms. Belt, the Trustees approved signing the MOU.

### **EXECUTIVE SESSION**

The Board of Trustees will convene to Executive Session to discuss personnel items [Article § 3-305(b) (1)] 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 4:45 p.m., the Trustees moved out of Executive Session to Public Session on a first from Mr. Pyles and a second from Ms. Belt to approve the following items:

**Holiday Employee Bonus Proposal (Action Item)**

Ms. Kilduff and Ms. Duckworth proposed providing ACM employees a holiday bonus with funds remaining from reserved funds no longer needed for the rescinded Fair Labor Standards Act. On a first from Mr. Pyles and a second from Ms. Belt, the Trustees approved the holiday employee bonus proposal.

**Western Maryland Works Property Update**

Mr. Jones presented an update on the Western Maryland Works property purchase.

**Ratification of President's Contract (Action Item)**

The Trustees approved the Ratification of the Contract for incoming President Jones. The contract was ratified by Mr. Leonard, Ms. Belt, Mr. Pyles, and Ms. Buckel.

With no further business to discuss, on a first from Ms. Buckel and a second from Mr. Pyles, the meeting adjourned at 5:05 p.m.

Respectfully submitted,

Kim Leonard  
Board Chairman

Cynthia Bambara  
Secretary/Treasurer