

Allegany College of Maryland
BOARD OF TRUSTEES
February 26, 2024

PUBLIC SESSION MINUTES
Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, February 26, 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, Ms. Mirjhana Buck (via Zoom), Mr. Eugene Frazier, and Dr. Cynthia Bambara (President and Secretary/Treasurer). Ms. Michele Martz was unable to attend.

Others in attendance included:

Christina Kilduff	David Jones	Kurt Hoffman
Scott Harrah	Courtney Jensen	Dione Clark-Trub
John Bone	Melinda Duckworth	Liz Rockwell
Lori Spence (recorder)		

Adoption of the January 15, 2024 Minutes

Mr. Leonard called the meeting to order at 4 p.m. On a motion from Mr. Frazier and a second from Ms. Belt, respectively, the Trustees adopted the January 15, 2024 minutes as presented.

Chairman's Update

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

President's Update

Dr. Bambara provided the following updates:

- Spring 2024 enrollment opened on November 6, 2023. As of the latest report, headcount was up 13.15% and credits were up 11.7% from the same timeframe in January 2023. Continuing Education and Workforce Development has also experienced record FTE.
- Dr. Bambara reported on the State of Maryland's FY25 operational budget and the impact of the Budget Reconciliation Financing Act (BRFA), which reduces the CADE formula (community college funding) from 29% to 26.5%. Dr. Bambara provided testimony for the House and Senate hearings. The outcome of the BRFA will be known by the end of the legislative session.
- Dr. Bambara attended the MACC Student Advocacy Day on Tuesday, February 6, 2024 in Annapolis. Erin Yokum, Student Activities Director, and six students attended with Dr. Bambara. After a rally of students from all 16 Maryland Community Colleges, Dr. Bambara, Erin Yokum, and the students met with the Western Maryland Delegation to share their concerns regarding the BRFA and other matters, affecting Allegany College of Maryland students.
- The second-year Forestry students attended the annual Allegheny Society of American Foresters meeting and quiz bowl in Kersey, PA. ACM dominated the quiz bowl, winning over Penn State University Park (4-year program) and Penn State Mont Alto (2-year program). This is the seventh time in the history of the quiz bowl that ACM has won this event.

- Advancement Public Relations (PR) staff worked with academic programs identified in the Strategic Marketing Plan on advertising campaigns to promote their programs. A campaign for the Massage Therapy program and Data Analytics program will begin in March.
- A brand awareness campaign is currently underway through April 1st. The target region for this campaign covers Allegany, Bedford, Somerset, Mineral, Garrett, and several other Pennsylvania and West Virginia counties.
- February is Financial Aid Awareness Month and the PR staff are working with Financial Aid to revise the Financial Aid webpages in coordination with the changes to the new FAFSA, as well as improve the overall messaging to increase students' understanding of the complex process. Content is also being created for ACM's social platforms to encourage students to complete the FAFSA.
- The PA Governor released the FY23-24 Southern Tier Education Council funding for \$962,825 with \$6450,887 allocated for PA tuition subsidy and \$311,938 for facility improvements and campus operations. The PA Department of Education processed the grant agreements on January 25, 2024.
- An ARC Grant was submitted for \$80,000 to purchase new equipment to enhance several computer labs across campus including labs in Nursing, Medical Assistant, and CE/Workforce Development.
- The Foundation reception is scheduled for April 16, 2024. ACM is planning our first annual Giving Day on April 17, 2024. In honor of 62 years of service as the community's college, our goal is to raise \$62,000 to support the College and the students we serve. Additional details will be provided in the weeks ahead.

Facilities Master Plan Letter of Maryland Higher Education Commission (MHEC)

Christina Kilduff reviewed the Facilities Master Plan Letter, that was submitted to MHEC on January 25, 2024. The purpose of the communication was to confirm the validity of the college's current Facilities Master Plan and to inform MHEC and other state agencies of the progress that has been made toward the priorities identified in the 2014-2023 Facilities Master Plan and subsequent 2020 Update Companion Document.

MOU for Bedford County Campus Facilities and Campus Operations

Ms. Kilduff and Mr. Jones reviewed the MOU process that has been developed between the Bedford County Regional Education Foundation, Southern Tier Education Council, and Allegany College of Maryland. The agreements outline how funds from the Commonwealth of Pennsylvania flow through these entities. The Southern Tier Education Council anticipates receiving the 2023/2024 State of Pennsylvania Regional Community Grant Agreement stating that the Pennsylvania State Department of Education has been appropriated \$311,938 by the General Assembly for facility improvements and campus operation 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 Count Campus Facility. The general MOU process has been shared with ACM legal counsel to ensure compliance and good stewardship. On a first from Mrs. Belt and a second from Mr. Pyles, the Trustees approved the signing of the MOU.

Western Maryland Works Electrical Upgrade (Information Item)

Ms. Kilduff shared that the current electrical wiring at Western Maryland Works (WMW) in LaVale is insufficient for the needs of current and newly acquired equipment that is to be installed in the building. Allegany County Public Schools (ACPS) is donating several pieces of equipment to WMW allowing ACM to establish an enhanced space for individual makers and businesses wishing to utilize the equipment in the 33,000 square feet building. Given the President’s new authority to approve purchases and contracts with a value of less than \$100,000, Dr. Bambara approved moving forward with a contract with Pennsylvania Power Solutions, LLC. for the WMW electrical upgrade and equipment installation.

Land Donation

Dr. Kurt Hoffman shared that informal conversations have taken place between Allegany College of Maryland and the Allegany County Public Schools to establish a childcare center on the Cumberland Campus. This project, which aligns with Maryland’s Blueprint for Education, is in the initial stages. Dr. Hoffman asked the Board for guidance in considering providing land for this facility given that funding for the construction and maintenance would be provided by Allegany County Public Schools. Dr. Hoffman will continue this conversation to determine future interest.

EXECUTIVE SESSION

At 5:06 p.m. following a motion from Mr. Pyles and a second from Ms. Buckel, the Trustees convened 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 the Public Session as a result of items discussed in the Executive Session.

Personnel Recommendations

Ms. Kilduff recommended that Shyann King be appointed as Professional Support Staff in the Accounting and Budgeting department.

Dr. Kurt Hoffman recommended Mr. Dwight A. Wink, Jr., Bedford County Commissioner be added to the Bedford County Campus Advisory Committee.

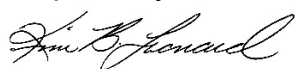
Confidential Briefing

Dr Bambara announced her intention to retire as President on January 1, 2025. She provided a retirement letter to each trustee and thanked them for their support over the years.

The Trustees moved out of the executive session to the public session to approve the personnel recommendation and the addition to the Bedford County Campus Advisory Committee. On a first from Mr. Pyles and a second from Mr. Frazier, the Trustees approved the recommendations.

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

Respectfully submitted,



Kim Leonard
Board Chairman



Cynthia Bambara
Secretary/Treasurer