

Allegany College of Maryland  
BOARD OF TRUSTEES  
May 13, 2024

**PUBLIC SESSION MINUTES**  
Thomas Welcome Center  
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, May 13, 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. Michelle Martz, Ms. Mirjhana Buck (via phone), and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Christina Kilduff	David Jones	Kurt Hoffman
Scott Harrah	Melinda Duckworth	Dione Clark-Trub
Courtney Jensen	Melanie Chapman	Lisa Humbertson
Beth Nightengale	Sherry Buffenmyer	Lori Spence (recorder)

PUBLIC SESSION  
4 p.m.

**Adopt the April 15, 2024 Minutes**

The Board of Trustees approved the April 15<sup>th</sup>, 2024 minutes as presented.

**Chairman’s Update**

Mr. Leonard provided information on the upcoming dates and events listed on the agenda.

**President’s Update**

Middle States Council for Higher Education (MSCHE)

Dr. Bambara is nearing the end of her obligations as chair of the evaluation team for Williamson College of the Trades. All reports are completed and she will attend one final meeting of the MSCHE Committee on Evaluations in June. She also thanked Dr. Hoffman for his participation on a team visit this spring. She stated that she believes one reason ACM emerged so strongly on the reaffirmation process last year is because the College has a strong team of evaluators. In addition to Dr. Bambara, Dr. Hoffman, David Jones, Christina Kilduff, and Scott Harrah are trained evaluators and active participants on evaluation teams. Dr. Miha Wood is currently being trained.

ACM Day of Giving

Dr. Bambara congratulated David Jones and his team, especially Courtney Jensen and John “Mo” Pratt, for a very successful first annual ACM Day of Giving on April 17-18, 2024. In honor of 62 years of service as the community’s college, the goal was to raise

\$62,000 to support the College and the students. With everyone's support, #ALLegany Gives raised \$88,627 which was 142% of the original goal. She thanked everyone who supported the event.

### Maker's Ultimate Challenge

ACM will host the Maker's Ultimate Challenge at Western Maryland Works July 14-17, 2024. The goal of the event is to harness the power of social media to raise awareness of regions primed for economic expansion, while also advocating for education and the advantages of careers in the skilled trades, engineering and manufacturing.

Simultaneously, the event aims to facilitate connections between brands, influencers, and educators, employing effective relationship-building strategies to drive meaningful progress.

### PTK All Maryland Academic Team

On May 1, 2024, two ACM students were selected for the PTK All Maryland Academic Team and were celebrated at an awards dinner at Turf Valley Resort. Bonnie Buser, a nursing student, placed on the All-Maryland Academic Team, and Brook College placed on the All-Maryland First Team. She offered congratulations to both students.

### Arbor Day

Dr. Bambara thanked Marie Perrin-Miller and her students in the Forestry Department for honoring her by planting a magnolia tree on Arbor Day, April 24, 2024. The tree is located to the left of the sidewalk at the entrance to the Welcome Center along with a plaque. She stated it was a wonderful and thoughtful surprise.

### Maryland's Top 100 Women

Dr. Bambara thanked Jane Belt for nominating her for Maryland's Top 100 Women recognition and thanked Michele Martz for her letter of reference to support the nomination. The event was held on Monday, May 6, 2024, at the Lyric Theatre in Baltimore.

### Bedford County Campus News

The Bedford County Education Foundation utilized Educational Tax Credit donations from local businesses to cover the costs of early college tuition, fees, and textbooks for 419 unduplicated students during the 2023-2024 academic year. This represents an increase of 13.58% when compared to 368 unduplicated early college students served during the 2022-2023 academic year.

The Bedford County Campus Facility Committee will utilize \$155,969 of the Southern Tier Education Council funding to complete several facility improvement projects, including the renovation of campus restrooms, replacement of facility windows, front door access system, classroom technology upgrades, and new training tables and chairs for the nursing classroom.

The Bedford County Regional Education Foundation's Laughing for Scholarship Dinner fundraiser was held on May 3, 2024, with proceeds of approximately \$18,000 for student scholarships.

#### Other News

The Spring Open House was a success with 83 students attending. The Summer Open House and Student Housing Preview Day is planned for Monday, July 15, 2024.

The ACM Foundation reception was held on April 16, 2024, with approximately 150 donors in attendance.

Advertising campaigns in May and June will focus on reminding current non-graduates, applied, early college, and prospective students to enroll in summer and fall semester classes. Campaigns will also focus on Enrollment Days at the Bedford County Campus and new academic programs.

Current and planned advertising mediums include digital billboards, print, local and online radio, video platforms, social media, and Google Ads. Two new webpages will be developed and published on the ACM website this summer. A webpage for parents and families of prospective students will help improve connections with this audience. A webpage promoting ACM's transfer programs is also in the planning stage.

Funding was approved earlier in May for two Nursing grants to enhance and expand the program: Hybrid Weekend Nursing Program Expansion - \$913,019 in funding for expansion of the hybrid weekend program; and Resource Grant Program - \$34,560 in funding for professional development for nursing faculty.

#### **Approval of Graduates (Action Item)**

Ms. Nightengale requested the approval of 353 students achieving 427 degrees. Final review and approval are being conducted by Admissions/Registration. On a motion from Ms. Belt and a second from Mr. Pyles, the Board approved the graduates.

#### **Compensation and Classification Study Results/FY25 Pay Scales Approval (Action Item)**

Ms. Duckworth shared the Compensation and Classification Study results completed by Bolton. A new compensation structure was recommended, to include a step structure, which is a more comprehensive pay system, and easier to understand and manage. On a motion from Ms. Martz and a second from Ms. Belt, the Trustees approved the implementation of the Compensation and Classification Study results and the FY25 pay scales.

#### **Bereavement Policy Revisions (Action Item) - Moved to Executive Session**

**Metz Food Service Contract (Information item)**

Ms. Kilduff discussed a new contract with the cafeteria service provider, Metz Culinary Management, which will have an annual fixed fee to ACM of approximately \$60,000. As a cost-saving measure, the cafeteria will close in July of 2024 and in June and July in future years. If larger caterings are needed during this time, Metz will try to accommodate.

**FY24 Fund Balance Re-designation (Action Item)**

Ms. Kilduff presented a Fund Balance re-designation request of \$70,000 to support the external presidential search process and \$4,000 for a pipe crimping machine. On a motion from Ms. Buckel and a second from Ms. Martz, the Board approved the re-designation.

**Strategic Plan (Information Item)**

Mr. Harrah provided a copy of the FY25-28 ACM Strategic Plan for Board as an information item. The four strategic priorities include: Student Access; Student Success; Diversity, Equity, Inclusion and Justice; and Workforce Development. A priority group was established for each of the Strategic Priorities and will meet at the beginning of the fall semester to evaluate progress, determine if any changes are needed. Mr. Harrah thanked Desktop Publishing and Printshop for their work on the document.

EXECUTIVE SESSION

At 5:01 p.m. following a motion from Ms. Martz and a second from Ms. Belt, 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 Public Session as a result of items discussed in Executive Session.

PUBLIC SESSION

At 5:30 p.m. the Trustees returned to public session to approve the following:

**Personnel Recommendations (Action Item)**

Ms. Kilduff recommended the appointment of Andrew Clark as the Facilities Planner & College Risk Manager.

Mr. Jones recommended the appointment of Jordan Marini as a College Recruiter.

Dr. Hoffman recommended the following new hires: Lindsay Ryan to the position of Coordinator, Data Collection Specialist for the *Mind Body Medicine: Healing for Students, Hope for a Community* Grant; and Emily Rhodes to the position of OTA Faculty/Fieldwork Coordinator.

On a first from Ms. Buckel and a second from Mr. Pyles, the Trustees appointed the personnel recommendations.

### **Bereavement Policy Revisions (Action Item)**

Ms. Duckworth presented the updates to the Bereavement policy as they relate to part-time staff. In the past, part-time staff were not included. After much consideration, on a motion from Ms. Martz and a second from Ms. Buckel, the Trustees approved three days for part-time staff and four days for full-time staff.

### EXECUTIVE SESSION

On a first from Ms. Belt and a second from Ms. Buck, the Trustees returned 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.

### **Presidential Search Update**

Ms. Belt and Ms. Duckworth presented the names of candidates for the Presidential Search Committee as well as a timeline moving forward. The search firm, American Community College Trustees (ACCT), visited to the campus on May 6 – 7, 2024 to hold forums for all college faculty and staff to attend and provide feedback on the Presidential Profile. An anonymous survey link was provided for suggestions or comments. Employees provided many good suggestions.

The Presidential Profile draft will be shared with the Search committee on May 20<sup>th</sup>. At that time the profile will be approved by the Board and sent to ACCT to begin advertising the position. Applications will be due in August after which interviews will be scheduled. A finalist will be selected in October.

### PUBLIC SESSION

After returning to public session, on a first from Ms. Buckel and a second from Ms. Martz, the Trustees approved the Presidential Search Committee.

With no further business to discuss, on a first from Ms. Martz and a second from Mr. Pyles, the meeting adjourned at 5:48 p.m.

Respectfully submitted,



Kim Leonard  
Board Chairman



Cynthia Bambara  
Secretary/Treasurer