

Allegany College of Maryland
BOARD OF TRUSTEES
June 17, 2024

PUBLIC SESSION MINUTES
Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland (ACM) Board of Trustees met on Monday, June 17, 2024, at 4 p.m. in the Thomas Welcome Center, Iris Eustace Halmos Community Room. Board members in attendance included: Mr. Kim Leonard, Mr. James Pyles, Mr. Eugene Frazier, Ms. Linda Buckel, Ms. Michelle Martz, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Christina Kilduff	David Jones	Kurt Hoffman
Melanie Chapman	Courtney Jensen	Dione Clark-Trub
Sandi Foreman	Lisa Humbertson	John "Mo" Pratt
Brandon Robinette	Renee Conner	Lori Spence (recorder)

PUBLIC SESSION
4 p.m.

Adopt the May 13, 2024 Minutes

Mr. Leonard called the meeting to order at 4:01 p.m. in the Thomas Welcome Center's Halmos Community Room. On a motion from Mr. Frazier and a second from Ms. Martz, respectively, the Trustees adopted the May 13, 2024 minutes as presented.

Chairman's Update

Kim Leonard reviewed the calendar of events. He briefly reviewed the Presidential Search process. Mr. Leonard requested a moment of silence in remembrance of Gary Durr, who passed away recently.

President's Update

Board of Trustees Reappointments

Dr. Bambara congratulated Ms. Martz and Ms. Buckel for reappointment to the ACM Board of Trustees for a six-year term beginning July 1, 2024. She thanked each member for their service as a Trustee.

Summer/Fall Enrollment

Dr. Bambara reported that as of June 17, 2024, summer enrollment is up 6.7% in headcount and 12.4% in credits from last year at the same time. She stated that fall enrollment is currently flat in both headcount and credits compared to last year at this time. She stated that a more accurate fall enrollment report will be available in August.

A final Fall 2024 enrollment campaign will kick off on July 1st and run through August 11th. Current and planned mediums include digital advertisements, billboards, print, local and online radio, video platforms, social media, and Google Ads.

The Bedford County Campus Enrollment Day on June 13th was a success with a second Enrollment Day scheduled for July 18th.

The Cumberland Campus Summer Open House and Student Housing Preview Day is scheduled for Monday, July 15th.

Spring 2024 Graduation

Dr. Bambara thanked the Trustees who were able to participate in the May 18, 2024 and May 20, 2024 commencement ceremonies. Spring graduates included 305 individuals who completed the requirements for 368 associate's degrees and certificates.

Community Colleges of Appalachia (CCA)

Dr. Bambara, Dr. Hoffman, and Heather Greise attended the 31st Annual Conference of the Community Colleges of Appalachia, June 9-11, 2024 in Asheville, NC. Dr. Bambara currently represents the state of Maryland on the CCA Board of Directors. Dr. Hoffman presented on civic learning and Heather presented on the evolution of the ACM food pantry.

Middle States Commission on Higher Education (MSCHE)

On June 5, 2024, Dr. Bambara attended the MSCHE Committee on Evaluation Reports to complete her final responsibility as team chair for Williamson College of the Trades.

Maker's Ultimate Challenge

ACM will host the Maker's Ultimate Challenge at Western Maryland Works on 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 skilled trades, engineering, and manufacturing. Simultaneously, the competition aims to facilitate connections between brands, influencers, and educators, employing effective relationship-building strategies to drive meaningful progress. More information can be found at <https://www.makersultimatechallenge.com/>.

Grants News

ACM submitted a grant for \$1,069,200 to the Maryland Higher Education Commission to enhance security at the Cumberland Campus. The request includes an integrated camera control system, a campus wide controlled entry door access system, a new campus security vehicle, a new mobile campus security cart, and AED devices for every building.

The FY25 TRIO Student Support Services (Pathways for Success) competition has opened with applications due by Monday, July 15, 2024. ACM's program is very strong with high retention and graduation rates. Dr. Bambara offered special thanks to Tara DeVore and the entire Pathways team.

A FY25 Rural Maryland Council funding request is currently being developed for \$250,000 to provide ventilation infrastructure updates for welding and the Woodshop at Western Maryland Works (WMW).

A DCHD SEED grant application is currently in development to upgrade campus restrooms and outdoor sidewalks with applications due later in June.

Three FY25 Appalachian Regional Commission (ARC) projects are tentatively approved. These include:

- Western Maryland Works Infrastructure Updates (\$350,000)
- Smart Classroom Technology Enhancement (\$98,000)
- Workforce Development and Training Computer Replacement Project (\$80,000)

A full ARC application was submitted at the beginning of March for \$250,000 to enhance the Social-Media Marketing and Multi-Media Technology programs. ACM is currently waiting on final funding approval.

FY25 Project Open Space funding requests/concepts were submitted last month to provide upgrades to the outdoor Athletics restrooms, Wetland's boardwalk, and the Evitts Creek pedestrian bridge repair.

Two Maryland Energy Administration grant proposals were submitted in mid-March and were recently approved. This includes \$30,000 to support a feasibility study/plan for WMW and \$750,000 for a microgrid on the Cumberland Campus.

A \$50,000 grant to the Lumina Foundation was submitted on April 30, 2024, to provide funding for specialized digital outreach. Funding will be announced Summer 2024 and will be used for digital outreach to first-generation and low-income individuals, and disenfranchised communities.

A Maryland Makerspace Initiative Program Grant was submitted in mid-May for \$100,000 to support the purchase and operation of several new pieces of equipment at WMW. The items include:

- Digital Fabrication Lab Embroidery Machine
- Smart Classroom Technology for Remote Learning Opportunities with Related Digital Signage
- Storage for Makerspace Materials
- Laser Welder

A \$5,000 grant was submitted and awarded through the Community Partnership Center to the Ask Every Student. Funds will be utilized during the fall semester to expand civic learning and engagement with a specific focus on voter registration and education efforts.

Diversity Report Approval

Dr. Renee Conner provided an explanation of the requirements for the Diversity Report. The report includes programs and activities during the past year that support the College's diversity initiatives recommended by the Diversity Committee. The report will be submitted to the Maryland Higher Education Commission. On a motion from Ms. Martz and a second from Mr. Pyles, the Trustees approved the Diversity Report.

Approval of FY23 Fund Balance Re-Designation: Housing Subsidy for Athletic Student Support

Christina Kilduff asked David Jones to present background information. He shared that the College has subsidized ACM student housing for the past several years due to low occupancy rates with an average level of \$293,219 over the past five years and an average level of \$143,700 over the past two years. He recommended approval to reallocate \$120,000 in fund balance from the existing Budget Reduction Contingency item. This would provide the opportunity for ACM to remain competitive with other Colleges in the region, provide scholarship support to increase occupancy in

Willowbrook Woods, as well as, increase ACM's overall enrollment. On a motion from Mr. Pyles and second from Ms. Martz, the Trustees approved the reallocation.

Approval of Contractor for Athletic Field Irrigation System Installation

Mr. Jones shared that ACM received grant funding through Project Open Space to enhance the quality of the existing softball and soccer fields on the Cumberland campus through the installation of an underground irrigation system. Additional funding was approved by the Board of Trustees in October 2023 through a student fee designation. In advance of the RFP, ACM secured the services of TRIAD Engineering, who prepared the Irrigation Plan drawing set, which was included as part of the bid specifications. It was recommended by the project planning team that the Board approve Collentro Landscaping and Design in the amount of \$97,500, which meets the requirements of the bid solicitation. On a motion from Mr. Frazier and a second from Ms. Buckel, the Trustees approved the recommendation.

Approval of FY25 Budget

Ms. Kilduff referred to the bound budget booklet, previously shared with the Trustees. She stated that highlights are described in the action item. The revenue includes Student Tuition and Fees, State Funding, and County Funding. The expenditures include Compensation, Contracted Services, Supplies/Materials, Communications, Conferences/Meetings/Travel/Professional Development, Student Grants/Waivers, Utilities, Fixed Charges, Furniture/Equipment, and contingency. On a motion from Ms. Martz and a second from Mr. Pyles, the Trustees approved the FY25 Budget.

FY2025 Pay Scales Approval

Ms. Kilduff presented minor changes to the FY25 Pay Scales, which were shared at the previous finance committee and board meetings. On a motion from Mr. Pyles and a second from Ms. Buckel, the Trustees approved the FY 25 Pay Scales.

EXECUTIVE SESSION

At 5:10 p.m. following a motion from Mr. Frazier and a second from Ms. Martz, 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.

At 5:50 p.m., the Trustees moved out of Executive session to Public Session on a motion by Mr. Pyles and a second from Mrs. Martz.

PUBLIC SESSION

On a motion from Ms. Martz and a second from Mr. Pyles, the Trustees approved the following new hires:

Professional and Administrative Approvals

As presented by Dr. Hoffman, the approvals included:

Mr. Ryan Lechner, Residence Life Area Coordinator

Dr. Thomas McInroy, Dean of Continuing Education and Workforce Development

Dr. Karin Savage, Dean of Career Education

Faculty Approvals

As presented by Dr. Hoffman, the approvals included:

Patricia Beal, Dorothy Dunn, Kim Kaisner, and Kelly McKenzie, as nursing faculty and Kristin Grassi as biology faculty.

With no further business to discuss, on a first from Mr. Pyles and a second from Mr. Frazier, the meeting adjourned at 5:51 p.m.

Respectfully submitted,



Kim Leonard
Board Chairman



Cynthia Bambara
Secretary/Treasurer