

Allegany College of Maryland
BOARD OF TRUSTEES
January 15, 2024

PUBLIC SESSION MINUTES
Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, January 15, 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. Michele Martz via Zoom, Ms. Linda Buckel, Mr. Eugene Frazier, and Dr. Cynthia Bambara (President and Secretary/Treasurer). Ms. Mirjhana Buck was unable to attend.

Others in attendance included:

Christina Kilduff	David Jones	Kurt Hoffman
Scott Harrah	Melanie Chapman	Dione Clark-Trub
John Pratt	Debby Hardinger	John Bone
Melinda Duckworth	Courtney Jensen	Lori Spence (recorder)

Adopt the December 11, 2023 Minutes

Mr. Leonard called the meeting to order at 4:00 p.m. On a motion from Ms. Buckel and a second from Mr. Pyles, respectively, the Trustees adopted the December 11 minutes with two minor editorial changes.

Chairman's Update

Mr. Leonard noted the Trustees who would be attending the upcoming PACE and MACC President's meetings in Annapolis during the next week. He shared that he and Mr. Pyles attended the Bedford County Campus Advisory Committee and the Bedford County Regional Education Foundation meetings last week and thanked everyone involved with both groups.

President's Update

Dr. Bambara shared a video of Trustee Eugene Frazier reciting a poem that he wrote in honor of Martin Luther King, Jr. Day. The video, recorded by ACM, was shared on ACM social media.

Dr. Bambara noted that on December 15, 2023 Allegany College of Maryland recognized 161 individuals who completed the requirements for 175 associate's degrees and certificates awarded this past fall. The graduates reined from 8 states across the nation. She thanked those serving ACM's outstanding programs and services, both academic and athletic, for attracting students nationwide.

Dr. Bambara reported that spring 2024 enrollment opened on November 6, 2023. As of the January 7, 2024 enrollment report, headcount was up 6.1% and credits were up over 5.8% from the same timeframe in January 2023.

Dr. Bambara thanked John Bone for coordinating a very successful AFACCT conference earlier in January at ACM. Faculty traveled from across the state for an outstanding professional development experience. Many stated they were impressed with the state-of-the-art equipment and technology that ACM offers.

Dr. Bambara mentioned that a year ago this time, the College was putting on the final touches of our MSCHE Self-Study in anticipation of the April evaluation team visit. She stated that even though ACM had a very successful MSCHE reaffirmation, ACM remains committed to maintaining excellence at all times. She emphasized that a strong leadership team will continue to maintain the high expectations of MSCHE. Dr. Bambara stated that she is committed to strengthening ACM's accreditation position by maintaining a strong team of trained evaluators at the College. At present, Dr. Hoffman, Scott Harrah, David Jones, Christina Kilduff and Dr. Bambara are trained evaluators. Dr. Wood will be trained in the coming year.

Dr. Hoffman, Dr. Wood, Christina Kilduff, Scott Harrah, and Dr. Bambara attended the Middle States Commission on Higher Education annual meeting on December 4-6, 2023 in Philadelphia. ACM was represented at the student poster session by Anna Cullen. Her presentation was on *Frameshift in the Stolen From ERC Bacteriophage Genome*.

Dr. Bambara shared the upcoming events which included the annual PACE reception on Thursday, January 18, the MACC president's meeting on Friday, January 19, and the MACC Trustee Leadership Conference and Legislative Reception on Monday, January 22. On Tuesday, January 23, a press conference with Del McCoury will be held on Pershing Street to help promote ACM's social media and marketing efforts and highlight the launch of an ARC grant for program equipment.

Dr. Bambara provided the status of the following grants:

ACM submitted a grant from AED.com to enhance emergency response capabilities and strengthen the safety of the academic community and the broader public during events and activities hosted on campus. The grant proposal will support the acquisition of seven additional Philips HeartStart AED units, aligning with the existing six units on campus, to ensure that every building on campus has a unit in case of emergency.

An ARC Dental Hygiene Enhancement grant was developed, submitted, and approved to support the dental hygiene program and the equipment and supplies are being procured.

An ARC Robotic Welding Training grant to support Western Maryland Works will be submitted this week.

An ARC Computer Training Lab Enhancement grant to support credit and workforce development training will be submitted next week.

An ARC Social Media Marketing/Multimedia Technology grant to support these programs will be submitted by early February.

Advancement Update

Mr. Jones provided an Advancement unit update, with a focus on the following highlights:

Mr. Jones first recognized and acknowledged all Advancement Staff. He stated that Public Relations and Marketing are focused on high school and college fairs and groups visiting campus as well as coordinating upcoming campus open houses and enrollment days. He provided highlights of advertising campaigns and brand awareness and gave an overview of the ACCESS ACM publication. He reviewed the annual benchmarking reports and provided the status of Foundation funds in both Cumberland and Bedford. He reminded the Trustees of the upcoming Foundation Reception on April

16, 2024 and Annual Giving Day on April 17, 2024. He provided an overview of grants reviewed by Dr. Bambara and updated the Trustees on the status of the Willowbrook Outdoor Wellness Complex (WOW) scheduled to begin development early in 2024.

Instructional Affairs Update

Dr. Hoffman joined Dr. Bambara in thanking John Bone for coordinating the Maryland statewide AFACCT conference earlier in January. He summarized the student evaluations of faculty for fall 2023 and provided an overview of Blueprint Maryland and the partnership with Allegany County Public Schools. He highlighted the programming and training planned for January 17 in honor of Martin Luther King, Jr. Day. He announced that ACM has received the Voter-Friendly Campus Recognition as selected by the Fair Elections Center. ACM is one of two Maryland community colleges receiving this recognition, based on ACM's effort to support voter participation and education on voter issues.

Administrative and Finance Update

Ms. Kilduff provided an update on the interim operations financial statement as of December 31, 2023 in advance of the meeting. As part of the updates, Ms. Kilduff focused on an overview of the Interim Statement of Operations as of December 31, 2023, and the available cash on hand, which she stated is determined to be sufficient, but not excessive to meet the ongoing needs of the College. She also provided an overview of the major project list with estimated costs, source of funds, and project timeline as well as a summary of the Community College Facilities Renewal Grant Project Master List.

EXECUTIVE SESSION

At 5:00 p.m., following a motion first from Ms. Belt and 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 Public Session as a result of items discussed in Executive Session.

Personnel Recommendation

Dr. Hoffman recommended the following personnel additions and changes:
Sarah Bowman, Coordinator Career & Employer Solutions
Shea Bonarigo, Operations Manager
Alissa Tomlinson, Coordinator of Lifelong Learning to replace Kathy Diehl

At 5:06 p.m. the Trustees moved out of executive session to public session on a first from Mr. Frazier and a second from Ms. Belt.

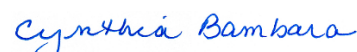
On a first from Ms. Martz and a second from Mr. Frazier, the Trustees appointed the personnel recommendations.

With no further business to discuss, on a first from Mr. Pyles and a second from Ms. Belt, the meeting adjourned at 5:06 p.m.

Respectfully submitted,



Kim Leonard
Board Chairman



Cynthia Bambara
Secretary/ Treasurer