

Allegany College of Maryland
BOARD OF TRUSTEES
March 18, 2024

PUBLIC SESSION MINUTES
Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, March 18, 2024, at 4 p.m. in the Thomas Welcome Center, Iris Eustace Halmos Community Room. Board members in attendance included: Ms. Jane Belt, Ms. Mirjhana Buck, Ms. Linda Buckel, Mr. Eugene Frazier, Mr. Kim Leonard, Ms. Michelle Martz, Mr. James Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Christina Kilduff	David Jones	Melanie Chapman
Jennifer Engelbach	Courtney Jensen	Dione Clark-Trub
John Bone	Melinda Duckworth	Liz Rockwell
John "Mo" Pratt	Rick Cooper	Lori Spence (recorder)

Adoption of the February 26, 2024 Minutes

Mr. Leonard called the meeting to order at 4:00 p.m. in the Halmos Welcome Center meeting room. On a motion from Mr. Frazier and a second from Ms. Martz, respectively, the Trustees adopted the February 26, 2024 minutes as presented.

Chairman's Update

Mr. Leonard shared that the search for the new President of Allegany College of Maryland is chaired by Ms. Belt with the assistance of Melinda Duckworth (HR Director) and Lori Spence (President's Office). Additional details will be shared with the college community throughout the search process. Mr. Leonard reviewed the list of upcoming events.

President's Update

Dr. Bambara provided the following updates:

State and Local Budget Allocations

As shared earlier, Dr. Bambara stated that the Governor of Maryland's original FY25 operating budget provided for a 10% increase in funding to Allegany College of Maryland, which was based on the CADE Formula. A Budget Reconciliation and Financing Act (BFRA) rebased the percentage, decreasing this amount equating to an increase of 2%.

Throughout the current legislative session, ACM's Leadership Team has actively worked with the Maryland Association of Community Colleges (MACC), the Western Maryland Delegation, and others to address this decrease. Last week, the Senate Budget and Taxation Committee voted to partially restore the proposed cut to community college funding by striking the proposal to lower the statutory percentage of State aid from 29 percent to 26.5 percent and instead set the percentage of State aid in the formula to 27.2 percent. The Senate Budget and Taxation Committee and the House Appropriations Committee have agreed to this budget provision; however, nothing is final until the budget is passed.

As it stands now, this would equate to an increase from the State of \$333,377 (approximately 4%) over FY24. It is important to note that nothing is final until the budget is passed. Allegany College of Maryland is only one of two Maryland community colleges expected to experience an increase in State funding, with a few experiencing a double-digit percentage decrease.

The College will present the annual budget request to the Allegany County Government on April 4th, where plans are to request an increase in the county allocation to support operational expenses, including funding to support the compensation study recommendations.

ACM Trojan News

Dr. Bambara congratulated the [Men's Basketball program](#) on their incredible performance on the court and as hosts of the Region 20 and East District Tournament, which they won. The team travels to Kansas for the NJCAA National Championship later this week.

Dr. Peg E. Daw Nurse Faculty Annual Award

Melinda Romesburg is one of 35 recipients of a Dr. Peg E. Daw nurse faculty award from the Maryland Higher Education Commission. \$350,000 in grants have been awarded to 35 full-time Maryland nurse faculty members for their outstanding contributions to nursing education. Each recipient will receive \$10,000. Award recipients were chosen for demonstrating excellence in their role as a nurse faculty member in one of five categories, including excellence in teaching, impact on students, engagement, innovation in education and technology, and contributions to nursing education. Dr. Bambara congratulated Melinda Romesburg.

Culinaire Hospitality Accreditation

On March 3-6, 2024, an ACPHA (Accreditation Commission for Programs in Hospitality Administration) Team visited ACM's Hospitality Program. The program was evaluated on nine standards. The team presented a favorable exit report, with only a few minor recommendations. The College will be notified of the outcome of the visit through a report this summer.

Chefs of Steel

Dr. Bambara announced that the Western Maryland Food Bank will present the Chefs of Steel on March 25, 2024, at the Culinaire Cafe. Tickets are \$50.00 a person, which includes food and wine, a live cooking competition between our Culinary Students and local professional chefs, a silent auction, and more.

McCoury Event

Dr. Bambara thanked the trustees for attending the McCoury reception on Wednesday, March 6. Del McCoury and his team visited the Cumberland Campus to celebrate the partnership with ACM's social media and marketing program, located at 60 Pershing Street in Cumberland.

An ARC application was submitted last week in the amount of \$250,000 to enhance the Social Media Marketing and Multi-Media Technology programs.

Grants News

The Maryland Consortium on Coordinated Community Supports and Maryland Community Health Resources Commission provided ACM a grant for \$825,000 to address the mental health crisis in Allegany County Public Schools through a partnership with The Center for Mind-Body Medicine (CMBM). This project will provide services to over 5,000 students from March 2024 – June 2025.

A Maryland Higher Education Commission grant to expand the Hybrid Weekend Nursing Program Expansion was submitted for \$941,098 as well as a grant for \$34,500 for nursing professional development.

Advancement News

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 Cumberland Campus Spring Open House will be held on April 20th from 8:30 a.m. to 2:00 p.m.

The Bedford County Regional Education Foundation's "Laughing for Scholarships" fundraising dinner will be held on May 3, 2024, at Clear Ridge Event Center.

The ACM Foundation reception is scheduled for April 16, 2024.

ACM is planning the first annual Giving Day in April 2024 (April 17-18). In honor of 62 years of service as the community's college, the goal is to raise \$62,000 to support the College and the students we serve. Information about ways to support this initiative, including challenges and matches, and other key components of the program are available.

ACM Gives – Giving Day

Courtney Jensen and Mo Pratt provided additional information about the upcoming Giving Day. They shared how the event would be promoted to the community which included a GiveCampus website, social media post, and video with options for giving and incentives. The goal is to raise \$62,000 to support the College and students served, and recognize the 62 years as the community's college.

Academic Calendar Updates

Jennifer Engelbach provided an update for the Academic Calendar, which was previously approved by the Board of Trustees. This recommendation included a revision to the last day to add classes to the Summer 2024 and Summer 2025 Full-Term, which is now May 22, 2024, and May 21, 2025. This change would ensure consistency with the College's Academic Regulations. On a first from Ms. Belt and a second from Ms. Buck, the Trustees approved the change to the Academic Calendar.

Nursing Admission Policy

Rick Cooper provided an updated copy of the Nursing Admissions Policy for consideration, which has not been revised since 1991. Changes to the current policy include a better flow for easier readability and consistency as well as information about standardized testing and pre-requisite grades required to be admitted into the program. On a first from Ms. Martz and a second from Ms. Belt, the Trustees approved the changes to the Nursing Admissions Policy.

Bedford County Campus Bathroom Renovation

Christina Kilduff shared that as part of the efforts to update the Bedford County campus, the Bedford County Facilities Committee has overseen many different projects over the last several years. The Southern Tier Education Council has applied for a facility renewal grant from the State of Pennsylvania to pay for restroom renewals and other projects. The request for proposals (RFP) for the renovation of the restrooms at the Bedford County campus was publicly advertised on the college website and eMaryland marketplace. It was recommended that the ACM College Board of Trustees approve the selection of LMJ Contractors, Inc. as the contractor, for a project total of \$68,300 to

renovate the Bedford campus restrooms and install a replacement water heater using facilities/campus operations funds provided by the State of Pennsylvania via Southern Tier. On a first from Mr. Pyles and a second from Mr. Frazier, the Trustees approved this recommendation.

Acceptance of Single Audit Report (Action Item)

Ms. Kilduff noted the ACM Finance Office completed the acceptance of the FY23 ACM audit reports from SB & Company, which included the Audit of Federal Funds (Single Audit). Christina shared that it was a clean report with no deficiencies detected. Following a motion by Ms. Buck and a second by Mr. Pyles, the Trustees accepted the Single Audit Report of Federal Funds for FY23.

The regular session of the Board of Trustees ended at 4:43 p.m.

EXECUTIVE SESSION

At 4:45 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 the Public Session as a result of items discussed in the Executive Session.

Personnel Recommendations

Ms. Duckworth presented the recommendation from Dr. Hoffman and the search committee for the appointment of Dr. Karin Savage to the position of Dean of Career Education.

Presidential Search Update

Melinda Duckworth previously provided various documents to all Board members about the upcoming Presidential Search. Ms. Duckworth, Ms. Belt, and Ms. Spence met previously to begin organizing and planning the search process. A draft request for proposal (RFP) was presented to the Trustees for approval, with plans to send it to recruiting firms on March 19, 2024. The RFP will remain open until April 5, 2024. When the RFPs are received from the search firms, Ms. Belt will provide additional details on the selection process for a search firm.

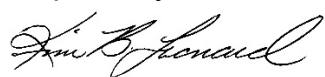
At 5:27 p.m. the Trustees moved out of the Executive Session to the Public Session on a first from Mr. Frazier and a second from Ms. Belt.

On a first from Ms. Martz and a second from Mr. Frazier, the Trustees appointed Dr. Karin Savage as the Dean of Career Education.

On a first from Mr. Frazier and a second from Ms. Buck, the Trustees approved the RFP for the Presidential Search.

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

Respectfully submitted,



Kim Leonard
Board Chairman



Cynthia Bambara
Secretary/Treasurer