

Allegany College of Maryland
BOARD OF TRUSTEES
April 15, 2024

PUBLIC SESSION MINUTES
Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, April 15, 2024, at 4:00 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, Mr. Eugene Frazier, Ms. Linda Buckel, Ms. Michelle Martz, Ms. Mirjhana Buck, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Christina Kilduff	David Jones	Melanie Chapman
Kurt Hoffman (Zoom)	Courtney Jensen	Dione Clark-Trub
Gilbert Cochrum	Melinda Duckworth	John "Mo" Pratt
Laura Fiscus	Jennifer Light	Sandi Foreman
Lori Spence (recorder)		

PUBLIC SESSION
4:00 p.m.

Adopt the March 18, 2024 Minutes

Mr. Leonard called the meeting to order at 4:05 p.m. in the Halmos Welcome Center meeting room. On a motion from Ms. Belt and a second from Ms. Buck, respectively, the Trustees adopted the March 18, 2024 minutes as presented.

Chairman's Update

Mr. Leonard reviewed the upcoming Allegany College of Maryland (ACM) calendar of meetings and events. He shared the passing of ACM supporter and past Board chair, Tom Finan.

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 for ACM, which was based on the CADE Formula. A Budget Reconciliation and Financing Act (BFRA) rebased the percentage, decreasing this amount to a 2% increase.

The Maryland Association of Community Colleges (MACC), along with strong advocate support from the sixteen community colleges, was successful at getting \$10M restored to the CADE funding allocation for a total of \$384.8M (a 2.2% decrease from FY24 instead of a 5% decrease from FY24, as originally proposed in the BRFA).

For ACM, the FY25 increase is 4.3% from FY24. The FY24 CADE appropriation was \$7,840,829. The FY25 General Assembly Restoration is \$8,174,206 for an increase of \$333,377.

The College presented the annual budget request to the Allegany County Government on April 4, 2024. A \$500,000 increase was requested to support operational expenses, including funding to support the compensation study recommendations.

MACC Annual Report

Dr. Bambara asked the Trustees to send information on any awards they received this past year to be featured in the MACC Annual Report.

Mid-Atlantic Woodsmen's Competition

Recently, the ACM Forestry students competed at the Mid-Atlantic Woodsmen's Competition at Penn State Mont Alto. The competition involves technical skills such as orienteering, tree and wood identification, as well as, physical skills including chopping, sawing, climbing, and others.

ACM placed first in the competition among 7 schools: Penn State Mont Alto, Haywood Community College, Mountain Gateway Community College, Wayne Community College, West Virginia University, and Penn State University Park. This is the first time in the history of the Mid-Atlantic Competition (roughly 22 years) that ACM has placed first. Congratulations to the Forestry students!

Estonian Visitors

On Monday, April 15, 2024, a group of Estonian educators visited ACM's Culinary Arts and Hospitality program, as well as, Western Maryland Works, to develop a student exchange partnership. The visitors represented two different schools, one with a program in Culinary Arts/Hospitality and the second with a program in historic restoration.

Middle States Commission on Higher Education (MSCH) News

Dr. Bambara chaired an MSCHE evaluation team visit at Williamson College of the Trades located in Media, PA, April 7-10, 2024. The school offers six industry-leading, three-year trade programs in Carpentry, Electrical, Landscape Construction and Management, Machine Tool Technology, Masonry, and Power Plant Technology. The school enrolls just over 300 low-income, male students in a residential environment. The student's graduate debt-free with tuition and fees covered by grants and scholarships generated from endowment funds.

Dr. Hoffman is currently participating in a team visit in upstate New York this week.

Maker's Ultimate Challenge

ACM will host the Maker's Ultimate Challenge at Western Maryland Works from 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 organization 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/>

Summer and Fall Registration

Summer and fall registration opened on April 15, 2024. Promotional channels include press releases, social media posts, digital and social advertisements, billboards, print, local and internet radio, online streaming, and Google Adwords. Additional marketing efforts continue to focus on new and low-enrollment academic programs: Social Media Marketing, Data Analytics, Engineering – Automated Manufacturing Technology, and Massage Therapy.

Cumberland Campus Spring Open House

The Cumberland Campus Spring Open House is on April 20, 2024. The event will be held from 8:30 a.m. to 2:00 p.m. To date, 94 prospective students with 150 additional guests have registered to attend this event.

ACM Foundation News

The Foundation reception is on April 16, 2024.

Bedford County Campus News

The Bedford County Regional Education Foundation utilized Educational Improvement 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. The investment of \$446,018.56 enabled students to take 3,513 credits. 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 Regional Education Foundation's Laughing for Scholarships Dinner fundraiser will be held on May 3, 2024, at Clear Ridge Event Center. The evening will feature a buffet dinner, silent auction, and entertainment by comedian Johnny Beehner. Tickets are \$40 per person and all proceeds will be used to provide scholarship support to students attending the ACM Bedford County Campus.

Grants News

The request for ACM to be part of the Rural College Practitioner Design and Data Academies 2024 Cohort was approved. Funding will support the cohort and a \$50,000 incentive grant for pilot implementation and sustainability. Courtney Jensen, Dione Clark-Trub, and Dr. Diane McMahon will serve as members of this cohort and will travel to Tennessee on April 23, 2024, to attend the first in-person convening.

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 and is still awaiting funding status.

FY25 ARC – pre-application concepts have been submitted. These include:

- Western Maryland Works Infrastructure Updates (\$250,000)
- Smart Classroom Technology Enhancement (\$70,000)
- Workforce Development and Training Computer Replacement Project (\$57,000)

ARC has invited AACC and partners to submit the full application for our Cyber ACCESS ARISE grant to address cybersecurity challenges. If funded, this partnership would provide \$200,000 to ACM.

Ethics Filing Reminder

Dr. Bambara reminded the Board to submit the annual Ethics Filing to the State of Maryland by April 30, 2024.

League for Innovation Awards

Dr. Bambara and Mr. Leonard presented Jennifer Light, Sandi Foreman, and Laura Fiscus with certificates from the 2024 League Excellence Awards from the League for Innovation. The three were nominated and selected by their peers. The League Excellence Awards recognizes those who have demonstrated exceptional dedication and leadership in the community college field. The winners

attended the League's annual conference in Anaheim, California in March and all shared a highlight of their experience at the conference.

MACC Tuition Fees Survey (Information Item)

Ms. Kilduff shared the results of a report published by the Maryland Association of Community College Business Officers. The organization conducted a survey in March 2024 which included data on in-county, out-of-county, and out-of-state tuition and fees and also predicts tuition and fees for FY25. ACM's tuition and fees are at or near the average of all Maryland Community Colleges.

County Budget FY25 Summary

Ms. Kilduff shared that the College presented its annual budget request to the Allegany County Government on April 4, 2024. The College requested an increase in the County allocation of \$500,000, which represents a 6% increase from FY24 to support operational expenses, including funding to support the compensation study recommendations. The College expects to hear from the County late in May on their recommendations for the FY25 budget.

Robotic Welding Purchase (Information Item)

Mr. Jones shared that Allegany College of Maryland's "Welding Workforce: Robotic Welding Training" program aims to provide specialized manufacturing training to enhance workforce skills and support regional businesses. Focusing on robotic welding, the program will equip students with advanced skills, addressing the evolving demands of the modern manufacturing sector. By bridging the gap between industry needs and workforce capabilities, ACM is contributing to the economic development of the region, empowering local businesses to thrive in a competitive global market. Grant funding for this purchase was provided by the Appalachian Regional Commission and the Rural Maryland Council. The College Finance Department has confirmed that this purchase complies with ACM procurement policies as part of a State of Maryland contract with Amtek, following ACM policy, Dr. Bambara approved this purchase on April 11, 2024.

ACM Foundation Annual Report

Mr. David Jones provided summary statistics on a benchmarking initiative that has been completed for all Maryland community colleges and the affiliated foundations. As part of the Foundation's annual benchmarking initiative, information from ACM related to net assets, contributions, endowment, and scholarship support is compared to all other Maryland Community Colleges. The benchmarking report was provided to each Board member and in summary, reflects that:

- Allegany County has the lowest median household income in the state;
- ACM Foundation's net assets are third, only to Montgomery College and Wor-Wic Community College;
- Allegany College of Maryland has the second-highest donor contributions per FTE;
- Allegany College of Maryland has the highest net assets per FTE;
- Allegany College of Maryland has the second-highest endowment per FTE;
- Allegany College of Maryland has the highest scholarships per FTE.

Mr. Jones provided a copy of the report which was also mailed to 5,500 donors and friends who support the Foundation.

Mr. Jones shared that ACM is planning the first annual Giving Day on April 17-18, 2024, and 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. A postcard reminder was distributed with information on Giving Day. Board members as well as students, faculty/staff, and members of the community were encouraged

to give during this period. He shared that donors will have the opportunity to select any campus or fund they wish to support.

EXECUTIVE SESSION

At 5:07 p.m. following a motion from Ms. Martz and a second from Mr. Frazier, 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 Recommendations

Ms. Duckworth presented the recommendation for a Professional and Administrative position and the appointment of Emily Beck to the position of Payroll Administrator.

Based on the recommendation from Dr Hoffman, Ms. Duckworth recommended the appointment of Holly Montana to the position of Financial Aid Counselor.

Tenure and Promotion-in-Rank Recommendations

Dr. Hoffman recommended Rachel Cofield for tenure, Karen Baughman for tenure and advancement to Associate Professor, Samantha Vickory for tenure and advancement to Associate Professor, Patsy McKenzie for advancement to Professor, Melinda Romesburg for advancement to Professor, and Aimee Younkin for advancement to Professor.

ASSA In-Class Advancement Recommendations

Ms. Kilduff recommended Leonard Petrilla advance from Level 1 to Level 2 and Elaine Bridges from Level 2 to Level 3.

PASSA In-Class Advancement Recommendations

Mr. Jones recommended David Potts and Tiffany Boone advance to Level 2 and Melinda Duckworth to Level 3.

Presidential Search Update

Melinda Duckworth and Jane Belt provided various documents to all Board members pertaining to the upcoming Presidential Search and the bids from various recruiting firms.

At 5:22 p.m., the Trustees moved out of executive session to public session on a first from Ms. Buckel and a second from Mr. Pyles.

On a first from Mr. Pyles and a second from Ms. Belt, the Trustees appointed the personnel recommendation.

On a first from Ms. Martz and a second from Mr. Pyles, the Trustees approved the Tenure and Promotion In-Rank, ASSA In-class Advancements, and PASSA In-class Advancements.

On a first from Ms. Martz and a second from Ms. Buckel, the Trustees approved the hiring of ACCT as the recruiting firm for the Presidential Search.

With no further business to discuss, on a first from Ms. Belt and a second from Mr. Frazier, the meeting adjourned at 5:37 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Kim Leonard". The signature is written in a cursive style with a large, looping initial "K".

Kim Leonard
Board Chairman

A handwritten signature in blue ink that reads "Cynthia Bambara". The signature is written in a cursive style with a large, looping initial "C".

Cynthia Bambara
Secretary/Treasurer