

Allegany College of Maryland  
BOARD OF TRUSTEES  
**PUBLIC SESSION MINUTES**  
July 15, 2024  
Thomas Welcome Center  
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, July 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. Eugene Frazier, Mr. James Pyles, Ms. Linda Buckel, Ms. Michelle Martz, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Dr. Kurt Hoffman	David Jones	Christina Kilduff
Melinda Duckworth	Dr. Renee Conner	Beth Nightengale
Courtney Jensen	John "Mo" Pratt	Liz Rockwell
Melanie Chapman	Gilbert Cochrum	Lori Spence (recorder)

PUBLIC SESSION  
4:00 p.m.

**Adoption of the June 17, 2024 Minutes**

Mr. Leonard called the meeting to order at 4:04 p.m. On a motion from Mr. Pyles and a second from Mr. Frazier, the June 17, 2024 minutes were adopted as submitted.

**Chairman's Update**

Mr. Leonard reviewed the upcoming Allegany College of Maryland (ACM) calendar of meetings and events.

**President's Update**

Dr. Bambara provided the following updates:

Fall Enrollment

Fall enrollment is currently flat from the same time last year. Online enrollment continues to increase, primarily in the online LPN-RN program.

Fall enrollment is being promoted in numerous ways:

- Today, the Cumberland Campus hosted an open house with approximately 58 prospective students and 71 family and friends for a total of 129 guests.
- The Bedford County Campus Enrollment Day is scheduled for July 18<sup>th</sup>.
- A new digital campaign promoting fall enrollment was launched last week. In addition, weekly posts are planned for the College's social media platforms and website through the week before classes. A postcard mailing was recently sent to students who have been accepted for the fall semester but have not registered.

## 2024 Richard A. Johnson Environmental Education Award

Marie Perrin-Miller, ACM's program director of forestry, has been selected for the 2024 Richard A. Johnson Environmental Education Award. She will be honored on Thursday, August 29, 2024, at the University of Maryland Center for Environmental Science Appalachian Laboratory. Dr. Bambara offered congratulations to Marie.

## Maker's Ultimate Challenge

The Makers Ultimate Challenge (MUC) began Sunday, July 14, 2024, and continues through Wednesday, July 17, 2024. MUC is an exhibition of craftsmanship and skill. The event is built around an amazing opportunity to help inspire the next generation of doers and promote the economic development of the region. On the first day of the event, MUC captains were assigned teams and briefed on the details regarding the challenge. The six teams were given the materials and tools to create an outdoor kitchen. The teams have two days to complete the project. On day three, content sharing, awards, and prizes will occur at Rocky Gap.

In addition to a standard issue set of tools and materials, each team will have access to the "MUC Store." The store will have tools and materials available to augment their creation. The only currency accepted at the "Store" will be MUC bucks, earned through social media shares of stories and content to their channels. Social media plays an important role in the outcome of the project. All of the tools used during the event will be donated to ACM.

<https://www.makersultimatechallenge.com/>

## Grants News

1. The College's Pathways for Success recently received approval of year five award of the grant of \$272,364. A new discretionary grant for this program was recently submitted and, if approved, will provide over \$1,000,000 over the project period to support the Pathways for Success program.
2. The College was recently awarded an EARN Maryland grant for \$260,696 to support the IT Center of Excellence.
3. The College expects notification on a grant later this week that would support 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.
4. An FY25 Rural Maryland Council funding request was submitted today for \$250,000 to provide ventilation infrastructure updates for welding and the woodshop at Western Maryland Works.
5. A DCHD SEED grant application was recently submitted to upgrade campus restrooms and outdoor sidewalks, with applications due later this month.
6. A Maryland Makerspace Initiative Program Grant was recently approved for \$100,000 to support the purchase and operation of several new pieces of equipment at WMW.
  - a. Digital Fabrication Lab Embroidery Machine
  - b. Smart Classroom Technology for Remote Learning Opportunities with Related Digital Signage
  - c. Storage for Makerspace Materials
  - d. Laser Welder

**Approval of Summer Graduation Applicants (Action Item)**

Ms. Nightengale presented the Summer 2024 graduates. Sixty-six students have applied for 82 degrees and certificates. On a first from Ms. Belt and a second from Ms. Matz, the Trustees approved the graduates.

**Title IX Policy (Sex-Based Harassment & Sex Discriminatory Policy) (Action Item)**

Dr. Conner shared that Title IX is a federal law that prohibits discrimination against any person on the basis of sex in any education program or activity and that it is implemented by federal regulation. Dr. Conner explained the changes to the policy. The deadline for completion is August 1, 2024. ACM has contracted with an outside organization to assist in meeting compliance measures. On a first from Mr. Frazier and a second from Mr. Pyles, the Trustees approved the update to the policy.

**CE/Workforce Development Training Renovation Project Application (Information Item)**

Ms. Kilduff presented the information related to the CE/Workforce Development Training Renovation Project, which requires Board approval before submitting it to the Maryland Higher Education Commission.

**Refunds of Tuition & Fees Policy Changes (Action Item)**

Ms. Kilduff presented changes to the Refunds of Tuition and Fees Policy. To be eligible for a refund a student must officially withdraw from the college through the registration office. If the account is unpaid, an official withdrawal is required to make the appropriate charges. Nonattendance of classes or termination of attendance of classes does not constitute official withdrawal. Specific language was added for extenuating circumstances. On a first from Ms. Matz and a second from Ms. Belt, the changes to the policy were approved.

EXECUTIVE SESSION

At 4:42 p.m. following a motion from Mr. Pyles and a second from Ms. Buckel, the Board of Trustees convened to Executive Session to discuss 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 5:08 p.m., the Trustees moved out of Executive Session to Public Session on a first from Mr. Pyles and a second from Mr. Frazier.

**Approval of New Hires**

Dr. Hoffman recommended Dr. Melody Kentrus to fill the Physical Therapy Program Director position. On a first from Ms. Martz and a second from Ms. Belt, the Trustees approved the appointment.

With no further business to discuss, on a first from Mr. Frazier and a second from Ms. Belt, the meeting adjourned at 5:11 p.m.

Respectfully submitted,



Kim Leonard  
Board Chairman



Cynthia Bambara  
Secretary/Treasurer