

Allegany College of Maryland  
BOARD OF TRUSTEES  
**PUBLIC SESSION MINUTES**  
August 19, 2024

Thomas Welcome Center  
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, August 19, 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. Eugene Frazier, Mr. James Pyles, Ms. Linda Buckel, Ms. Michele Martz, Ms. Mirjhana Buck (via phone), and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Dr. Kurt Hoffman	David Jones	Scott Harrah
Melinda Duckworth	Dione Clark-Trub	Shannon Redman
Courtney Jensen	John "Mo" Pratt	Sherry Buffenmyer
Cathy Zirk	Lori Spence (recorder)	

PUBLIC SESSION  
4 p.m.

**Adoption of the August 19, 2024 Minutes**

Mr. Leonard called the meeting to order at 4:04 p.m. in the Halmos Community Room. On a motion from Mr. Pyles and a second from Mr. Frazier, respectively, the July 15, 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:

First Day of Fall Semester

On August 19, 2024 the Fall 2024 semester began.

2024 Semester Fall Enrollment

As of Thursday, August 14, 2024, 1,767 students were enrolled in credit courses. This is up 2% from the same time last year. Year-to-year FTE comparison is essentially flat. Online enrollment continues to increase, 13.6% in students, and 8.8% in credits compared to fall 2023. This is primarily because of increases in the online LPN-RN program. The current enrollment reports do not include Early College students. The numbers will be included after registration is complete sometime in September. Dr. Bambara will report the final numbers at the September Board of Trustees meeting.

### Athletic Enrollment

At the June 17, 2024, meeting, Trustees approved a re-designation of Housing Subsidy for Athletic Student Support of \$45,000 in addition to the \$75,000 pre-designed by President Bambara for a total of \$120,000.

For Fall 2024, there are 114 student-athletes enrolled, with 57 student-athletes residing in student housing. This represents an increase of 24 student-athletes and seven student-athletes living in student housing over fall 2023. To date, \$80,550 has been provided through the newly established fund to support the enrollment of 32 student-athletes. Dr. Bambara shared that these numbers were expected to increase during the first week of classes, which could increase student-athletes by 12 for a total of 126 student-athletes, with 69 residing in student housing, representing a significant increase over the past academic year.

### Enrollment Looking Forward to the 2025-26 AY

The Recruitment Department has been working on improving communication with prospective students' parents and families over the past several years. A new Parents & Families webpage recently has been added to the ACM website to achieve this.

A new Transfer Programs website has been developed to highlight ACM's transfer programs.

The ACM general viewbook was redesigned for the 2024-25 academic year. Approximately 7,000 viewbooks are distributed annually. Copies were distributed to Board members.

Upcoming planned on-campus recruitment events include:

Tri-State College Night – Tues., October 15, 6:30 – 8:00 p.m.

Bedford County Campus Open House – Sat., November 9, 10 a.m. – 12 p.m.

Fall Open House (Cumberland Campus) – Fri., November 15, begins at 9:00 a.m.

Cumberland Campus Spring Open House - Sat., April 12, 2025, begins at 8:30 a.m.

### Maryland Council of Community College Presidents Retreat

The Maryland Council of Community College Presidents (MCCCP) met at Garrett College for the annual retreat on August 5-6, 2024.

Presidents heard from Senator Guy Guzzone, Chair of the Budget and Taxation Committee, and Delegate Ben Barnes, Chair of the House Appropriations Committee, who provided forecasts for the 2026 budget year, which are not encouraging. They cited the Blueprint and Transportation as funding priorities. Senator Guzzone, indicated that he believed the community colleges already took their cuts in the 2025 budget, and he didn't anticipate anything additional of significance.

Other presenters included:

Productivity with Students, Staff, and Faculty by Scott McDowell, Accountant Executive with Apple Education.

AI in Maryland Higher Education by Aimee Sprung, Microsoft State Government Relations

Round table discussions included fall enrollments, collective bargaining, and 2024-25 calendar approval.

Additionally, outcomes of the 2022-2025 MACC Strategic Plan were discussed. Dr. Bambara will be part of a planning team this fall for 2026-2029.

### Bedford County Campus News

The Bedford County Campus Facility Committee has completed or will soon complete the following Bedford County Campus facility projects totaling \$155,969:

- Restroom Renovations
- Window Replacements
- Front Door Access System
- Classroom Technology Upgrades
- New Nursing Classroom Tables and Chairs

The Southern Tier Education Council will receive \$900,887 in FY25 (an increase of \$250,000) to provide PA tuition subsidy to PA residents from 7 counties who take classes at the Bedford County Campus, the Somerset Education Site, or online. An additional \$311,938 will support campus operational expenses and facility improvement projects in FY25.

### Foundation News

In FY2024, the Cumberland Foundation total revenue was \$3,407,132, which represents an increase of 34% from the previous year. Scholarships and other College support was \$1,648,754, with \$1,492,554 in scholarship funding provided. Total assets for the Foundation exceed \$25 million.

### Grants News

The College received a \$375,000 grant to support an integrated camera control system and controlled entry door access system.

A FY25 Rural Maryland Council grant of \$250,000 was awarded to supplement a \$350,000 ARC grant to provide ventilation infrastructure upgrades for welding and the Woodshop at Western Maryland Works.

Allegany College of Maryland's Annual Day of Giving will return in April 2025. Stay tuned for more details about #ALLeganyGives as we prepare for another impactful event.

### **Bereavement Policy Revision (Action Item)**

Melinda Duckworth presented a revised Bereavement Leave Policy for Board consideration. The revised policy expanded the definition of immediate family and provided for one paid bereavement day for a family member not defined as immediate family. The Board did not approve the revised policy.

### **Food Service Auxiliary Fund Loss (Action Item)**

Sherry Buffenmyer provided an overview of the ACM Food Service Operations. She requested that the Board approve the transfer of Operating Funds of \$59,480.87 to the Auxiliary Food Service Fund to cover the deficit from FY24. Sherry discussed ACM's new contract with Metz Culinary Management, which will limit the College's loss in FY25. The Board approved the transfer of funds in the amount of \$59,480.87.

### **Year-end Transfer of Sustainability Fee Funds (Action Item)**

Cathy Zirk provided an overview of the ACM Sustainability Fees to support campus infrastructure repairs and updates. Cathy shared that the sustainability fees collected for the Bedford Campus totaled \$7,166.49 and recommended that these funds be transferred from the General Operating Fund to the Plant Fund for future capital renewal/replacement projects. The Board approved.

## EXECUTIVE SESSION

At 5:02 p.m. following a motion from Mr. Frazier and a second from Ms. Buck, the Trustees convened to Executive Session to discuss personnel items. The Board of Trustees will convene 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 5:21 p.m., following a motion from Ms. Martz and a second from Mr. Frazier, the Trustees moved out of Executive Session to public session.

As presented by Dr. Hoffman, personnel appointments included the following:

**Professional and Administrative Approvals**

Aimee Dawson, Student Support Coordinator  
Amdrea' Beall, Director, Western Maryland Works  
Jessica Orndoff, Coordinator, Data Collection Specialist

**Faculty Approvals**

As presented by Dr Hoffman, the approvals included:  
Donna Nasser, Temporary Nursing Faculty  
Jesse Middle, Nursing Faculty  
Daniell Shertzer, Nursing Faculty  
Lennae Trotter, Nursing Faculty

On a first from Ms. Martz and a second from Ms. Belt, the Trustees approved the personnel recommendation.

**President Emeritus Policy**

Mr. Leonard provided a draft policy which was presented at the previous Trustee meeting. The Trustees agreed to adopt the policy as written. On a motion from Mr. Frazier and a second form Ms. Belt, the Trustees approved the President Emeritus policy.

**Presidential Search Update**

Ms. Belt and Ms. Duckworth provided an update on the Presidential Search which included the timeline for applicants and interview dates.

With no further business to discuss, on a first from Mr. Frazier and a second from Ms. Belt, the meeting adjourned at 5:29 p.m.

Respectfully submitted,



Kim Leonard  
Board Chairman



Cynthia Bambara  
Secretary/Treasurer