Allegany College of Maryland
BOARD OF TRUSTEES
MEETING MINUTES
September 16, 2024

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, September 16, 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. Mirjhana Buck and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Dr. Kurt Hoffman	David Jones	Christina Kilduff (via phone)
Dione Clark-Trub	Scott Harrah	Melinda Duckworth
Courtney Jensen	Melanie Chapman	Shannon Redman
John Bone	Arthur Priadkin	Liz Rockwell
Lori Spence (recorder)		

PUBLIC SESSION
4 p.m.

Adopt the August 19, 2024 Minutes
Mr. Leonard called the meeting to order at 4:02 p.m. On a motion from Mr. Pyles and a second from Ms. Belt, respectively, the August 19, 2024 minutes were adopted as submitted.

Chairman's Update
Mr. Leonard reviewed the upcoming Allegany College of Maryland (ACM) calendar of meetings and events. He acknowledged the Presidential Search Committee's work, specifically thanking Jane Belt and Melinda Duckworth for their roles in the search.

President's Update
2024 Semester Fall Enrollment
As of Monday, September 16, 2024, 2,778 students were enrolled in credit courses. This is an increase of 3.7% in headcount from the same time last year and a 2.0% increase in FTEs. Online enrollment increased by 13.6% in students, and 8.8% in credits compared to fall 2023. This is primarily due to increased enrollment in the online LPN-RN program. The current enrollment reports include most, but not all, Early College students. Registrations from a few schools are being added, but should not affect the overall percentage increases.

Civic Learning and Engagement at Allegany College of Maryland
Recently, ACM was recognized for Civic Learning and Democracy Engagement by Civic Learning for an Engaged Democracy as a leading institution for embedding personal and civic responsibility in the curriculum through ACM's general education learning outcomes and Educational Master Plan. ACM was one of three community colleges mentioned in the September 12, 2024, edition of the *Community College Daily*, published by the American Association of Community Colleges.

As mentioned at the January 2024 Board of Trustees meeting, ACM is one of three Maryland Community Colleges to receive recognition as a Voter-Friendly Campus as selected by the Fair Elections Center. The award is based on ACM's effort to support voter participation and education on voter issues. While all of Maryland's community colleges comply with the Student and Military Voter Empowerment Act, ACM, Frederick Community College, and Wor-Wic Community College were recognized in the Maryland Association of Community Colleges publication *In the Crab Shell* for going above and beyond.

ACM Foundation News
The ACM Foundation was selected as a finalist for the Nonprofit of the Year in 2024 by the Allegany County Chamber of Commerce. An awards ceremony is planned for November 7, 2024.

Allegany College of Maryland's Annual Day of Giving will return in April 2025. More details about #ALLeganyGives will be forthcoming.

Grants News
Funding news is expected in the next few weeks for a $250,000 grant to replace the MAC lab to support the Multimedia Technology program as well as to purchase a variety of other related equipment to support the Multimedia Technology program and Social Media Marketing program.

A proposal for the Maryland Higher Education Commission's Hunger-Free Campus Grant has been submitted. The grant will provide funding to support the food pantry.

Three FY25 ARC applications are being prepared and will be submitted over the next few months for the following projects:
- Ventilation infrastructure for Western Maryland Works
- Computer lab enhancements
- Smart classroom technology

ACM is working with the Bedford County Technical Center and others to develop an ARC ARISE grant to support workforce development training.

ACM is working with the Education Development Center to submit a proposal to the National Science Foundation's Advanced Technological Education (ATE) program. The proposal will develop industry-aligned Data Science Programming across community colleges in Maryland.

Mr. Leonard reminded the group to save the date of November 24, 2024, from 2 – 4 p.m. in the Thomas Welcome Center for the community farewell reception for Dr. Bambara.

The Trustees will move the November Board meeting to November 11, 2024, as it is the Monday after the Presidential Search deliberations.

Use of Force Policies (Action Item)– Ms. Kilduff via phone
The State of Maryland requires that there must be a policy in place. A draft policy was brought before the Board in 2018, but was not officially approved. The policy was approved on a first from Mr. Pyles and a second from Mr. Frazier.

Academic Regulations
Dr. Hoffman thanked the academic standards committee and provided updates to the Academic Regulations, including revisions to the probation, suspension, and readmission sections.
The Board approved the document on a motion from Ms. Belt and a second from Mr. Pyles.

Curriculum Proposals (Action & Information Items)
Dr. Hoffman thanked Brandon Hoover and the Curriculum Committee. The updates included the deletion of the Associate of Science (AS) in Criminal Justice Transfer and the Lower Division Certificate (LDC) in Criminal Justice Transfer Investigations. Dr. Hoffman explained the need for the changes. On a first from Ms. Buck and a second from Mr. Pyles, the Trustees approved the recommended changes. There were also program revisions as information items.

Educational Master Plan Report
Dr. Hoffman shared the 52-page annual objectives of the Educational Master Plan. The three goals of the plan are 1) support diversity, equity, inclusion, and justice efforts and endeavors in the Instructional and Student Affairs areas, 2) foster student academic success and 3) broaden student experience growth and resilience. Each goal includes objectives, assessments, outcomes, and status updates to ensure progress on the goals continues.

Local Advisory Council Appointments (Action Item)
Dr. Hoffman recommended two members, Alex Noechell and Angela Moon, and requested their appointment to the council. On a first from Mr. Frazier and a second from Ms. Buck, the Trustees approved the recommendation.

Bedford County Advisory Committee Member Update (Action Item)
Dr. Hoffman provided information on Dr. Jennifer Nouse and requested her appointment to the Bedford County Campus Advisory Committee. Karen Everhart and Beth Hullihen have been removed from the committee. On a first from Mr. Pyles and a second from Ms. Belt, the Trustees approved the appointment.

FY24 Grants Report
Mr. Jones provided a copy of the FY24 Grants report. He thanked various faculty/staff who are instrumental in the success of the grant initiatives. The goal is to identify, plan, and submit grant proposals that meet the technical, instructional, and infrastructure needs of each ACM campus. He provided a brief overview, stating that grant funding in FY24 was $5,050,845, and there has been a 105% increase in grants over the past five years and an increase of 200% over the past 11 years as documented in the report.

Performance & Accountability Report (PAR) (Action Item)
Arthur Priadkin presented the PAR results for FY23. The report focuses on 1) Access, 2) Success, and 3) Innovation. He explained what the benchmarks mean and noted the highlights. On a first from Mr. Pyles and a second from Ms. Belt, the Trustees approved the report.

Overtime and Compensatory Policy (Action Item)
Melinda Duckworth shared that the Overtime and Compensatory Policy has been updated
to clarify the difference between overtime, straight time, and compensatory time (instead of monetary overtime.) The updated policy will have a limit on compensatory time that can accrue. After the maximum accrual is met, future compensatory time will be paid at the appropriate rate. On a first from Ms. Belt and a second from Mr. Frazier, the Trustees approved the policy.

Mr. Pyles recognized John "Mo" Pratt, coach of the men's and women's soccer teams, for his work preparing the soccer field for the season.

<div align="center">EXECUTIVE SESSION</div>

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. On a first from Ms. Belt and second from Mr. Frazier, the Trustees went into Executive Session at 5:14 p.m.

At 5:26 p.m., following a motion from Ms. Belt and a second from Mr. Frazier, the Trustees moved out of Executive Session and returned to Public Session.

<div align="center">PUBLIC SESSION</div>

President Emerita Recommendation – Mr. Leonard nominated Dr. Cynthia S. Bambara to be recognized as President Emerita of Allegany College of Maryland, effective upon her retirement January 1, 2025. Mr. Leonard requested that the Board of Trustees confer upon Dr. Bambara the designation of President Emerita for her distinguished and meritorious service rendered to Allegany College of Maryland from March 21, 2011-January 1, 2025. On a first from Ms. Buck and a second from Mr. Frazier, the Trustees conferred upon Dr. Bambara the designation of President Emerita.

Personnel Recommendations – Dr. Hoffman recommended the appointment of Sarah Bohn as the Coordinator of Adult Basic Education. On a first from Mr. Frazier and a second from Ms. Buck, the Trustees approved the appointment.

Western Maryland Works Update – Mr. Jones presented an update on the purchase of Western Maryland Works from the Allegany County Government. The Board agreed to have the College continue with the process.

With no further business to discuss, on a first from Ms. Belt and a second from Mr. Pyles, the meeting adjourned at 5:47 p.m.

Respectfully submitted,

Kim Leonard   Dr Cynthia Bambara
Board Chairman   Secretary/Treasurer