

Allegany College of Maryland

BOARD OF TRUSTEES

MINUTES

February 20, 2017

4:00 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, February 20, 2017, at 4:00 p.m. in the Board Room. Members present included Mr. Kim Leonard (Chair), Mrs. Jane Belt (Vice Chair), Mrs. Joyce Lapp, Mr. Jack McMullen, Mr. Jim Ortiz, Mr. Barry Ronan (via phone), and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Also in attendance were Dr. Kurt Hoffman (Senior VP of Instructional and Student Affairs), Mr. David Jones (VP of Advancement and Community Relations and Executive Director of the Allegany College of Maryland Foundation), Mrs. Christina Kilduff (VP of Finance and Administration), Mr. Scott Harrah (Associate Dean of Institutional Effectiveness, Research and Planning), Mrs. Melinda Duckworth (Director of Human Resources), Mrs. Stacey Rohrbaugh (Professor of Medical Laboratory Technology and Faculty Senate Chair), Mr. John Bone (Assistant Professor of Multimedia Technology and Faculty Senate Vice Chair), Mrs. Tara DeVore (Director of Pathways for Success and Professional/ Administrative Support Staff Association Chair), Ms. April Higson (Administrative Assistant for Athletics and Physical Education Department and Associate Support Staff Association Chair), Mrs. Martha Steele (CE Assistant Registration Specialist and Associate Support Staff Association Vice Chair), Attorney Mike Llewellyn, and Mrs. Bobbie Cameron (Executive Assistant to the President).

Approval of Minutes

The Trustees approved the minutes of the December 12, 2016, meeting following a motion from Mr. Ortiz and a second from Mr. McMullen.

Board of Trustees Bylaws Update

Following a motion by Mr. Ortiz and a second by Mrs. Belt, the Trustees approved the revised bylaws which include editorial changes for clarity and added the list of duties of the President in accordance with Maryland Code Annotated, Community College § 16-103, as recommended by Mr. Llewellyn. He also suggested specific processes the Board follows be included in the Board Policy Manual being developed as suggested by MSCHE.

Chairman's Update

Mr. Leonard noted the extensive work Trustee Pyles is doing to address the opioid epidemic and on the MPT documentary. The documentary is a case study of three individuals and their problems with addiction and their struggles overcoming addiction. Trustee Ronan has WMHS conducting summits with local groups to address what is happening and what can be done to address the opioid/heroin epidemic.

Mr. Leonard reviewed the upcoming events noting the commencement ceremonies as well as the foundation reception with invitations being mailed soon.

President's Update

Regional Tuition SB117 – Community College Out-of-State Fee (tuition) Border State Residents – Hagerstown Community College President Dr. Guy Altieri, HCC Board Chair John Williamson and Dr.

Bambara testified before the Senate Education, Health, and Environmental Affairs Committee February 1. There was no opposition to the bill by committee members. The bill was passed by the Senate last week and will need to be introduced in the House. Community Colleges are part of 120 different bills this session.

Congratulations to 2017 League for Innovation John and Suanne Roueche Excellence Awards – Allegany College of Maryland recently recognized three faculty and staff members as 2017 recipients for their outstanding contributions and leadership excellence in higher education, sponsored by the League for Innovation in the Community College. This year's recipients of the prestigious honor are Mr. John Bone, assistant professor of multimedia technology (faculty), Marsha Clauson, faculty secretary for business, economics, computer technology and multimedia (associate support staff), and Scott Harrah, associate dean of institutional effectiveness, research and planning (professional/administrative support staff). The three were nominated for the awards by the College community and selected by peer review. The three recipients and Dr. Hoffman will travel to San Francisco in March to attend the 2017 League for Innovation in the Community College conference. Mr. Leonard extended congratulations on behalf of the Board to the League for Innovation recipients.

MACC Trustees Leadership Conference – Trustee Belt and Dr. Bambara attended the conference on January 23, 2017. Due to inclement weather, they arrived for lunch and then returned home. Travel conditions were very difficult.

PACE – VPs Kilduff, Jones, and Hoffman, along with Ms. Becky Ruppert and Dr. Bambara attended the PACE reception and breakfast on January 26 and 27. The President participated in a variety of visits with The Greater Cumberland Committee.

Allegheny Society of American Foresters Quiz Bowl 2017 Championship – The Allegheny Society of American Foresters is comprised of Foresters from West Virginia, Pennsylvania, New Jersey, Maryland and Delaware. As a component of their annual Winter Meeting a Quiz Bowl is held which can include any forestry school from within this multistate area. In the finals of the competition on Thursday, February 16th the Allegany College of Maryland team defeated a team from Penn State University to win the 2017 championship. We are very proud of this accomplishment and hope that you agree this is a great achievement.

Spring 2017 Enrollment – Approximately 2,650 enrolled this spring. This is approximately 4.5 percent decline in credits from last year and 3.9 percent decline in headcount. First time students are up 7.9 percent.

Student Advocacy Day – Once again, a group of Human Services students, led by Cherie Snyder, Megan Rowan and Erin Yokum, visited state legislators in Annapolis during the Maryland Community College Student Advocacy Day February 8.

Leadership Allegany Education Day – On Wednesday, February 8, 2017, the Allegany County Chamber of Commerce Leadership Allegany! Class of 2017 participated in the program's annual Education Day co-hosted by the Allegany County Public Schools, Allegany College of Maryland, and Frostburg State University. The day's theme was "Working Together Today for a Strong Tomorrow."

The class began the day at Frostburg State University, where they heard from a panel consisting of ACPS Superintendent of Schools, Dr. David Cox; ACM President, Dr. Cynthia Bambara; and FSU President, Dr. Ronald Nowaczyk, about the day's theme. Class members were able to gain a better understanding of the

educational institutions in Allegany County and their efforts to meet the needs of students in today's rapidly changing world. After tours at FSU and stops at ACPS sites, the day concluded at ACM with an information session focused on cybersecurity and the nurse managed wellness center.

Bridges to Opportunity Poverty Simulation – The second year Human Services students, under the leadership of Cherie Snyder, are studying the Bridges to Opportunity program here in Allegany County. As a capstone project this spring, these students will conduct a Poverty Simulation for faculty and staff on March 30 from 5-8 p.m. in the ACM gymnasium. The students invite you as trustees to participate.

Occupational Therapy Assistant Admissions Policy Update

The OTA program has seen a decrease in the level of “soft skills” in students entering the clinical phase of the program. In working with Cengage Learning, Program Director Dr. Rae Ann Smith plans to use a College Success Factors Index as a tool to evaluate a student's soft skills as part of the application process to predict the student's ability to be successful in the very challenging OTA program. Dr. Smith is requesting a change in the OTA admissions policy to include the results of the soft skills assessment tool as part of the student's overall rating for admission to the clinical phase. The Trustees approved the OTA admissions policy change following a motion by Mrs. Belt and a second by Mr. Ortiz.

Dental Hygiene Admissions Policy Update

The selective admissions process for acceptance into the Dental Hygiene Program has not been updated since 2004-05 academic year. Program Director Cathy Wakefield requests approval to six revisions to the admissions criteria. The revisions which are being made to insure better success for the students include:

1. deleting the entire “Recent High School Graduate” pathway since 2010 was the last direct admission from high school;
2. decreasing from 10 years down to 5 years the time frame to accept credits from laboratory science courses;
3. raising the required math course from Math 105 Elements of Math to Math 109 Elements of Statistics;
4. adding additional options to include Chemistry 100 (Chemistry 101) and Biology 201 Human Anatomy and Physiology (or Biology 207 (Anatomy/Physiology Human I) and Biology 208 (Anatomy/Physiology Human II);
5. requiring students to pass the science placement test with a score of 32 or greater to register for Biology 201 or 207; otherwise students must take Biology 93, 100 or 101 as a pre-requisite for Biology 201 or 207;
6. changing the required pre-requisite courses which will in turn create changes in the semester by semester sequencing of the program.
 - a. In our current sequencing of courses, BIO 201 is listed as a first semester course (FALL). We are running into problems because the science department no longer plans to offer BIO 201 in the fall semester.
 - b. Because the current requirements state that a person is “eligible” to apply if they have either BIO 201 OR BIO 204, we are running into problems where a person has completed BIO 204 and ranks high enough that they should be offered a spot in the program but again according to the sequencing they would need to be able to take BIO 201 in the fall and it is not being offered.
 - c. Lastly, if a student is accepted into the program they are required to take BIO 201 in the first semester according to current sequencing. However, now that BIO has a pre-requisite, if the student doesn't “pass” the science placement test they can't take BIO 201 when needed.

On a motion by Mr. McMullen and a second by Mr. Ortiz, the changes to the Dental Hygiene Program admissions criteria were approved.

Request Re-designation of Fund Balance for IT

VP Kilduff requested Board approval to move \$17,750 in designated fund balance from lab/classroom computer replacements of \$11,000 and Somerset wireless upgrade of \$6,750 approved at the 9/26/16 Board meeting to purchase HelpDesk software to track computer needs. The Trustees approved the request following the motion from Mr. Ortiz and the second from Mr. McMullen.

FY18 Budget Submission to Allegany County

The Trustees reviewed the FY18 draft budget during the Board Finance Committee meeting February 15. The preliminary budget is scheduled to be presented to Allegany County on March 9 with a flat funding request. The FY18 budget will be presented in May to the Trustees for final approval once the State and County appropriations are finalized. A discussion ensued regarding future funding needs. It was suggested to keep the County informed on innovation needs as well as capital improvement projects and the salary study implementation.

FY18 Capital Improvement Program Submission to the County

This agenda item was addressed in the previous item by Ms. Kilduff.

Strategic Priority One Update

Dr. Hoffman described the break-out sessions held in conjunction with the All-College Assembly to discuss characteristics of educational excellence and how can we improve. Some of the topics included increasing enrollment; evaluating program viability, administration and intervention; developing an intervention plan for the two-thirds of dropouts who list mental health as the reason; integrating helpful services for students as standalones; conducting workshops for students on using Career Coach software and through the ACM website to research jobs.

Dr. Hoffman is also researching ways to improve developmental education and developing methods to help students be more successful.

Strategic Issue – EMSI Economic Impact Fact Sheet

The economic impact study is conducted in conjunction with all the Maryland community colleges and was last conducted in 2012. The study shows the value of all ACM campuses regionally. Mr. Harrah reviewed the impact created by ACM as noted in the FY 2015-16 study.

Impact Created by ACM in FY2015-16	Added Income	Jobs
Operations Spending Impact	\$26 million	601
Student Spending Impact	3.8 million	89
Alumni Impact	67.6 million	1,229
Total Impact	\$97.4 million	1,918

The report indicated a 15.4 percent annual return for ACM students, a 9.1 percent average return for rental landlord, and a 7.2 percent stock market 10-year average return.

Items Approved Electronically by Board of Trustees

The Fall 2018, Spring and Summer 2019 Academic Calendars were approved electronically by the Board of Trustees.

The Trustees electronically approved the full-time faculty appointment of Dr. Diane McMahon for the full-time tenure track faculty position in the Sociology Department as well as the full-time Professional Staff

appointments of Ms. Theresa Reese for the position of College and Career Coach; Mr. Matthew Knopsnider for the position of Coordinator of Technical Services; and Mr. Luther Weigle for the position of Laboratory/Forestry Technician.

On a motion by Mr. Ortiz and a second by Mrs. Belt, the Trustees went into Executive Session at 5:20 p.m. to discuss personnel, financial, and Board administrative matters covered under the Maryland Open Meetings Act.

Respectfully submitted,

Kim Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer