

Allegany College of Maryland  
BOARD OF TRUSTEES

REVISED MINUTES  
November 19, 2018

PUBLIC SESSION

The Board of Trustees Audit Committee met Monday, November 19, 2018 at 3 p.m. to review results of the FY2018 Audit Report with David Turnbull, CPA, and Diane Bonner, CPA, of Turnbull Hoover & Kahl.

Board of Trustees members in attendance were Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Ms. Linda Buckel, Mr. Jack McMullen, and Dr. Cynthia Bambara (President and Secretary/ Treasurer).

Others attending the meeting were Dr. Kurt Hoffman (Sr. 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), Ms. Christina Kilduff (VP of Finance and Administration), Mr. Scott Harrah (Associate Dean of Institutional Effectiveness, Research and Planning), Ms. Linda Miller (Director of Accounting), Ms. Cathy Zirk (Budget Coordinator) and Mrs. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

The Audit Committee meeting adjourned at 3:55 p.m.

The Board of Trustees met Monday, November 19, 2018, at 4:03 p.m. in the Board Room. Members present included Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Ms. Linda Buckel, Mr. Jack McMullen, Ms. Joyce Lapp (by phone), and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Also in attendance were Mr. David Jones (VP of Advancement and Community Relations and Executive Director of the Allegany College of Maryland Foundation), Ms. Christina Kilduff (VP of Finance and Administration), Dr. Kurt Hoffman (Sr. VP of Instructional and Student Affairs), Mr. Scott Harrah (Associate Dean of Institutional Effectiveness, Research and Planning), Mr. John Bone (Assistant Professor of Multimedia Technology and Faculty Senate Chair), Dr. Donna Brunelli (Professor of Biological Sciences and Faculty Senate Vice Chair), Mr. Nick Taylor (Coordinator of Web Services and Professional/Administrative Support Staff Association Chair), Ms. Nicole Frost (Executive Associate to the VP of Instructional and Student Affairs and Professional/Administrative Support Staff Association Vice Chair), Ms. Shea Bonarigo (Administrative Associate to the Dean of Continuing Education and Workforce Development and Associate Support Staff Association Chair), Ms. Sandi Foreman (Administrative Associate to the VP of Advancement and Community Relations/Executive Director of the Allegany College of Maryland Foundation and Associate Support Staff Association Vice Chair), Dr. Audie Klingler (Allegany College of Maryland Foundation Board Chair), Mr. Chandler Sagal (Development and Grants Associate), and Mrs. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

**Approval of Minutes**

The Trustees approved the October 15, 2018 minutes following a motion and second by Ms. Belt and Mr. McMullen, respectively.

**ACM Foundation Update**

Dr. Audie Klingler and Mr. Jones recognized the 20 members of the ACM Foundation Board for their service. The audit of the FY18 ACM Foundation's financial statements concluded the Foundation is in a very good financial position.

In FY2018, the ACM Foundation received 10,574 total scholarship applications with 2,440 awards given to support credit and CE students. The Foundation's Lunch and Learn series will continue during the academic year

for donors and friends. The Foundation's reception is scheduled in April. The Foundation is expecting several major gifts in the next 6-12 months, primarily representing estate gifts that will benefit the College and our mission.

Several Foundation members participated in this year's internal audit review that included a review of the policies and procedures. Dr. Klingler and Mr. Jones updated the Trustees on the internal audit. The auditors stated that the Foundation adhered to all control procedures and were impressed by the organization and combined years of service of the staff.

### **FY 2018 Grant Report**

Mr. Jones distributed a copy of the FY18 Grant Report, which provides a snapshot of the year. He also recognized the faculty and staff who contribute to the success of the grant development and management process. Mr. Jones reported that grant funding in FY18 was \$2,181,484 and shared that there has been a significant increase in the level of grant funds, as documented in the report. He reported that grant funding has seen an increase of approximately 12 percent over last year, 70 percent from ten years ago and a 90 percent increase from fifteen years ago. Grant funding has supported a variety of institutional needs including faculty development, technology, software, infrastructure, program development and expansion, and other college needs.

### **Welcome Center Construction Update**

Mr. Jones reported the design process for the ACM Welcome Center (funded primarily through the ACM Foundation) is being finalized with a goal to present the recommendation at the December Board of Trustees meeting. The bid for construction came in well above the budgeted amount and the architect and contractor are working together to revised the design to ensure that this project can be completed within budget.

### **ACM Outdoor Athletic Complex Concept**

VP Jones shared a concept with the Trustees for their input for the development of an outdoor athletic complex on a flat portion of land donated to the Foundation located behind the Technologies Building. Grant monies are available to develop the area. The County is interested in the concept. An additional wooded area is available for further development. The Trustees endorsed Mr. Jones to move forward with the concept.

### **Summer 2019 Academic Calendar Revision**

Dr. Hoffman requested the Trustees consider the Calendar Committees' recommended changes to the Summer 2019 schedule to increase summer enrollments. The proposed schedule includes:

- Full Term May 20 – July 26, 2019
- A Term May 20 – June 21, 2019
- B Term June 24 – July 26, 2019
- Days Off Monday, May 27 and Thursday July 4
- Grades Due Wednesday, July 31 at 10 a.m.
- Graduation Date Friday, August 2, 2019

Mrs. Belt made the motion. Mr. McMullen seconded the motion. The Trustees approved the academic calendar revision for summer 2019.

### **Learning Management System Recommendation**

Following a motion and second by Mr. McMullen and Ms. Buckel, respectively, the Trustees approved the purchase of Learning Management System through Desire2Learn (D2L) using Brightspace Core software with Performance Plus for a cloud-based system. The D2L learning management system will allow ACM to more effectively communicate with students, offer e-portfolio and digital badging, provide a video streaming option, offer real-time remediation, identify at-risk students, trigger student support services and retention strategies, and align student learning outcomes while reducing costs for other ancillary software packages in the future. The yearly subscription rate is comparable to our previous learning management system. Implementation costs will be made over two fiscal years with half being paid in January 2019 and the remainder in July 2019. The total amount for the six-year contract is \$386,412.50, averaging \$64,250.42 each year over the length of the contract.

## **Chairman's Update**

Mr. Leonard reviewed the upcoming events and the 2019 Board of Trustees meeting schedule. December 10 is the next Board of Trustees meeting. December 13 is the All-College Assembly for the end of the fall semester. December 14 is commencement at 7 pm. ACM will be closed from December 19 through January 1. The spring semester All-College Assembly Meeting is January 10 at 9 am.

## **President's Update**

MACC 2019 Legislative Agenda – Dr. Bambara reviewed the highlights of the 2019 MACC Legislative Agenda and provided a copy for the Trustees in their packets.

Hall of Fame Award – The Bedford County Campus of ACM will receive the “Hall of Fame” Award at the Bedford County Chamber of Commerce Annual Meeting this evening.

Middle School After School Program – ACM will begin participating in the Allegany County Public Schools (ACPS) after school program that is coordinated by the Evergreen Heritage Program and Science Division of ACPS. Students from each of the four programs will visit in March. This program is part of a larger strategy to provide hope to students who may think College is out of reach for them. Next year, ACM plans to host an entire grade of middle school students for a visit to the campus.

Campus Compact Mid-Atlantic AmeriCorp Vista Program – ACM is in the process of applying for an AmeriCorp Vista volunteer to launch a program in the area high schools to students who may not be aware of opportunities to go to College. A significant number of students in Allegany County choose not go on to College. This is part of a strategy to educate students of pathways available to them and to instill a desire to continue their education.

Campus Compact – Dr. Kurt Hoffman, Dr. Diane McMahon and Dr. Bambara attended the 10<sup>th</sup> annual Presidents' Campus Compact on November 8 at Gallaudet University. The program was excellent and highlighted many outstanding service and community engagement initiatives throughout the region.

Workforce Development Summit – On October 31 ACM hosted a highly successful Workforce Development Summit sponsored by DLLR. There was standing room only at the event. The Summit featured many of ACM's programs and services.

Western Maryland Works Announcement – Also on October 31 Allegany County Government and ACM announced the launching of Western Maryland Works. The 30,000 square-foot facility will be used for a “Maker Space” and will be the new home of ACM's advanced manufacturing and welding programs.

Community Colleges of the Appalachia (CCA) – Dr. Bambara attended the regional meeting of the CCA held at Beaver Community College near Pittsburgh October 31-November 2. In addition to interesting and relevant sessions, the group toured the site for the \$6 billion Shell Oil Cracker Plant. The plant will employ 6,000 construction-related workers during the building phase and 600 plant workers. CCBC received \$1M to implement training programs for the facility. Following the site tour, the group traveled to the Energy Innovation Center in the Lower Hill District of Pittsburgh. This is a renovated 200,000 square foot building that functions as a living laboratory for industry-informed education and training programs in energy-related areas. A “Taste of Pittsburgh” dinner followed.

Community Colleges of the Appalachia – Dr. Bambara is among several community college presidents selected to attend the AACC Workforce Development Institute January 30 to February 2, 2019, in San Diego, CA. An ARC grant is funding this opportunity.

TGCC Regional Presidents Meeting – On October 29, the regional presidents and superintendents met to discuss future partnerships.

P-TECH Celebration – On November 12, a celebration was held at the Culinaire Café for our second cohort of P-Tech students. There is another excellent group of 25 in the cohort.

Office 365 – The College is in the process of a major migration to Office 365, a cloud-based solution for email, document repository and much more. The email transition occurred earlier this month. Documents will be moved to Office 365 over the next few months. Documents will be accessible from off-site locations. Kudos to our IT staff for a relatively smooth transition and to e-Lets staff for providing training opportunities.

Maryland Council of Community College Presidents – The MCCCCP met on October 19, 2018 and November 16, 2018. The topics of discussion included:

- October 19:
  - Maryland Promise Scholarship Regulations
  - Kirwan Commission Update
  - Maryland Online Agreement
  - 9<sup>th</sup> Annual MACC Summit on Completion
  - Financial Aid Audit
  - Data Beach Insurance
- November 16:
  - MLDS Dashboard Presentation
  - Campus Compact Presentation
  - Maryland Online Presentation
  - Facilities Renewal Grant Update
  - Trustees Conference and Legislative Reception February 4, 2019

### **Acceptance of FY2018 College Audit**

Mr. Leonard noted the favorable audit report presented by Turnbull Hoover and Kahl. The Trustees are pleased with how prudent Ms. Kilduff and her department are handling the finances. On a motion and second by Ms. Belt and Mr. McMullen, respectively, the Trustees accepted the FY2018 College Audit.

### **Technologies Building Project I Construction Contract Modification**

Ms. Belt recused herself from the discussion to avoid any conflict of interest. Ms. Kilduff explained a request for contract modification for Project I of the Tech Building renovations to include the roof replacement. The contractor agreed to hold the price from the initial bid. Ms. Kilduff requested verbal approval from the Department of General Services and is seeking Board of Trustees approval for an additional \$704K for the roof project. MHEC and Department of Budget & Management have approved the request. ACM is requesting a contract modification for Phase I to keep costs down for both the State of Maryland and ACM and to avoid roof leaks. Ms. Buckel made the motion to approve the request with a second from Mr. McMullen. The Trustees approved the request.

### **Financial/Administrative Update**

Ms. Kilduff noted the immediate repairs list. Soccer and softball fields are moving along. The Continuing Education HVAC replacement is delayed. Installed security cameras were useful in solving recent thefts. She noted the outstanding projects list. Mr. Leonard extended special thanks to the Finance Staff.

### **Revised Conflict of Interest Disclosure and Pledge of Confidentiality**

On a motion by Mr. McMullen and second by Ms. Belt, the Trustees approved the revised Conflict of Interest Disclosure Statement that includes a Pledge of Confidentiality Statement.

### **Great Colleges to Work For Survey Results**

Dr. Bambara provided an overview on the survey results.

On a motion by Ms. Belt and a second by Ms. Buckel, the Trustees went into Executive Session at 5:40 p.m. to discuss a matter that concerns the proposal of a business to expand or remain in the State covered under the Open Meetings Act General Provisions Article § 3-305(b)(4).

Those in attendance were Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Ms. Linda Buckel, Mr. Jack McMullen, Ms. Joyce Lapp (by phone), and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included Mr. David Jones, Ms. Christina Kilduff, Dr. Kurt Hoffman, Mr. Scott Harrah, and Ms. Bobbie Cameron.

Following a motion by Ms. Belt and a second by Mr. McMullen, the Trustees adjourned the meeting at 5:50 p.m.

Respectfully submitted,

Kim B. Leonard  
Board Chair

Cynthia Bambara  
Secretary/Treasurer