

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES
December 10, 2018

PUBLIC SESSION

The Board of Trustees met Monday, December 10, 2018, at 4 p.m. in the Board Room. Members present included Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Ms. Linda Buckel, Ms. Joyce Lapp, Mr. Jack McMullen, Mr. Jim Pyles, Mr. Barry Ronan, 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. Jeff Kirk (Dean of Continuing Education/Workforce Development), Ms. Melinda Duckworth (Executive Director of Human Resources), Mr. John Bone (Assistant Professor of Multimedia Technology and Faculty Senate 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), and Mrs. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

Approval of Minutes

The Trustees approved the November 19, 2018 minutes following a motion and second by Mr. McMullen and Mr. Pyles, respectively.

Chairman's Update

Mr. Leonard noted the upcoming events. He thanked everyone for the successful semester and extended best wishes for happy holidays and a wonderful new year to the faculty and staff.

President's Update

Hall of Fame Award

The Bedford County Campus of ACM received the "Hall of Fame" Award at the Bedford County Chamber of Commerce Annual Meeting on November 19, 2018. At the same meeting, Leah Pepple received the Athena Award for her professional accomplishments, community service and mentoring women to achieve their full leadership potential.

Middle States Commission on Higher Education (MSCHE) Annual Meeting

Dr. Kurt Hoffman, Christina Kilduff, David Jones and Dr. Bambara attended the Annual MSCHE meeting in Washington, DC, November 28-30. VPs Hoffman, Kilduff, and Jones completed team evaluator training. Ms. Kilduff received an invitation and will participate on a team this coming spring.

Several excellent sessions focused on involving the Board of Trustees in the accreditation process. Dr. Bambara will prepare a brief presentation summarizing the salient points from the presentations for the Trustees. Another excellent session from a university in Puerto Rico discussed the disaster planning and recovery effort that allowed them to return students to class within three-four weeks after a hurricane hit the island last year.

Maryland Association of MACC Completion Summit

Dr. Hoffman, Jennifer Engelbach and Tom Striplin attended the MACC completion summit held this past Friday at CCBC. The topic was guided pathways and they gleaned a number of best practices from the presentations.

The Greater Cumberland Committee (TGCC)

At the annual TGCC meeting this past Friday, the Executive Committee assignments we affirmed for the next year. Mr. Leonard will serve as a member at large and Dr. Bambara will serve as the Education Committee Chair. Brenda Friend, former executive director of the TGCC and ACM alum, received The Greater Good Award.

Approval of Fall Graduation Candidates

Ms. Marianne Shedlock presented the list of candidates for fall 2018 graduation. The 146 candidates have applied for 159 degrees and/or certificates. Ms. Shedlock requested the Board's consideration for an exception for one student who applied to graduate with a Psychology degree; however, the student is eligible to graduate with a General Studies degree and plans to enroll in the spring for the one class needed to meet the Psychology degree requirements, pending the student's approval. Following a motion by Mr. Ronan and a second by Mr. McMullen, the Trustees approved the preliminary list of fall 2018 graduation candidates as well as the requested exception for Ms. Shedlock to obtain the student's approval to change the requested degree from Psychology to General Studies.

Program Advisory Committee Updates

Dr. Hoffman presented the following changes to the Program Advisory Committees.

Business Management

Add: Skylar Dice, General Manager, Rocky Gap Casino Resort
Derrick Miller, Project Manager, Mission Critical Solutions, (ACM Alumni & graduate)
Matthew Bullington, Co-owner of Bullington Financial Services, LLC
Ken Sepeda, Sepeda Select Consulting

Remove: Elaine Barfield
Merle Helsel

Computer Technology

Remove: Bill Shomo (requested removal due to leaving employment with IBM)

Criminal Justice

Add: Nicholas Costello, Chief of Police, Frostburg City Police Department

Dental Hygiene

Remove: Jenny Krantz, RDH, Private Practice, Dental Hygienist
Dr. Brian Dorsey, no longer holds a dental license, inactive member

Human Services

Add: Tina Tichnell, Human Resources Director for Archway Station, Human Service Graduate
Remove: due to change in employment
Patricia Painter, HRDC
Joy Reckley Murphy, Archway Station

Massage Therapy

Add: Miranda Henning, Assistant Spa Director, Nemaocolin Woodlands Resort & Spa
Remove: Theresa Hutzal, DC, Healthy Wayz

Medical Administrative Assistant

Add: Stephanie McCoy, CPC, CPD, Western Maryland Dermatology, ACM Graduate
Denise Andrews, RTR, BS, ADR Operations Manager
Barbara Alexander, CPC, CPB, WMHS Clinics and Practices Coding Supervisor
Tara Carder, Urology Associates Office Manager, ACM Graduate
Request to add a student member based on input/feedback
Remove: Mary Kay Leighty, Western Maryland OB/GYN Office

Medical Assistant

Add: Tama Scarpelli (Public Member), Trustee WDS Leasing, Allegany Arts Council President
Amy Barnhouse, PHR, SHRM-CP, Mountain Laurel Medical Center
Brenda Blackburn, Health Occupations Instructor at Center for Career & Technical Education
Rachael Adams, CMA, Hyndman Area Health Center, ACM Graduate
Lindsay Miller, ACM Allied Health Advising Specialist
Lisa Wilson, ACM Admissions Counselor
Amber Morgan, WMHS Occupational Health Center, ACM Graduate, Med Asst & Med Lab Tech
Tara Carder, Urology Associates Office Manager. ACM Graduate
Jorge Medina, Gonzaga Health Center Practice Administrator
Grace Candler, Gonzaga Interventional Pain Management Clinical Coordinator
Mandy Blackburn, Tristate Community Health Center Site Manager
Remove: Gary Kamauff, WMHS Occupational Health Center
Andrea Everett, Mountain Laurel Medical Center

Medical Laboratory Technology

Add: Jonathan Adams, MLT, Meritus Medical Center
Jennifer Kyner, MLS, Meritus Medical Center
Vanessa Fabbri, WMRMC Phlebotomy Supervisor
Brooke Eacho, MLT, Select Laboratory Partners – Gonzaga Interventional Pain Management
Sonya Reed, MLT, Children's Medical Group, ACM Graduate

Multimedia Technology

Add: Michael Shockey, Center for Career and Technical Education
Remove: Larry Negley, retired from Center for Career and Technical Education

Jeff Morton, inactive

Nursing Assistant/Geriatric Aide

Remove: Joann Gilpin, no longer works as a Certified Nursing Assistant
Anita Lewellen, retired from Thomas B. Finan Center

Paralegal

Add: Devan Caldwell, Paralegal, Sherman Law Firm in Romney, ACM Graduate
Charleen Ickes, Paralegal, PA Statewide Adoption/Permanency Network in Bedford, ACM Grad
Remove: Greg Getty, Geppert, McMullen, Paye & Getty
Sara Kinnie, Trozzo, Lowery and Weston
Bobbette Thompson, retired from Hidey, Coyle & Monteleone

Phlebotomy/EKG Technician (due to deletion of the program)

Remove: William Adams, Cumberland City Fire Department
Tina Geiger, ACM Alumni
Joann Gilpin, WMRMC
Savannah Kenney, RN, WMRMC
Anita Lewellen, Thomas B. Finan Center
Mary McKinley, Retired, WMRMC
Elizabeth Neat, Registered Home Health Nurse
Christine Ruhl, RN, WMRMC
Kimberly Smith, WMRMC

Physical Therapist Assistant

Add: Craig Chaney, Physical Therapist Assistant, Odyssey Rehabilitation (Romney), ACM Grad
Erica Brinsfield, Physical Therapist Assistant/School Therapy Services
Remove: Rachel Duncan, PTA, Frostburg Village
TJ McCullough, Nova Care Physical Therapy

Educational Master Plan/Instructional & Student Affairs (ISA) Annual Initiatives

Dr. Hoffman reported on the 2017-2018 ISA Annual Objectives that functioned as the action plan for the Educational Master Plan. He reviewed the goals and initiatives and noted his department exceeded completion targets.

Continuing Education Year-End Report

Mr. Kirk presented the 2017-18 Center for Continuing Education and Workforce Development Year-End Report. He reviewed the measurable outcomes relating to open enrollment and contract courses, monies generated through FTE, student registrations, and total number of courses. Adult Basic Education; Community Services, Professional Development, Advanced Manufacturing & Work Experience Program (WEX); Health & Human Services; Registration, Finance Operations, and Facilities Accommodations; Workforce Development & Training (with offices in both Cumberland and Bedford). The IT Center for Excellence received a grant that will allow for expansion.

Performance Accountability Report

Mr. Arthur Priadkin provided data for both credit and non-credit included on the most recent Performance Accountability Report.

The Trustees viewed ACM's holiday e-card.

On a motion by Mr. McMullen and a second by Ms. Lapp, the Trustees went into Executive Session at 5:05 p.m. to discuss personnel matters covered under the Open Meetings Act General Provisions Article § 3-305(b)(1).

Trustees in attendance were Mr. Kim Leonard (Board Chair), Ms. Jane Belt (Board Vice Chair), Ms. Linda Buckel, Ms. Joyce Lapp, Mr. Jack McMullen, Mr. Jim Pyles, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

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

The Trustees approved to return to Public Session on a motion by Ms. Lapp and a second by Ms. Belt, to take action on the naming request and the faculty appointments.

Naming Policy

The Trustees approved the request to name a campus facility for a retired faculty member on a motion and second from Ms. Lapp and Ms. Belt, respectively.

Faculty Appointments

Ms. Belt made the motion. Ms. Lapp provided the second. The Trustees approved the following faculty appointments:

- Laurie Deckers – Faculty & Fieldwork Coordinator, Occupational Therapy Assistant
- James Hall – Associate Professor of Nursing
- Brenda Strosnider – Instructor of Nursing, Garrett Location

On a motion by Ms. Belt and a second by Mr. McMullen, the meeting adjourned at 5:25 p.m.

Respectfully submitted,

Kim B. Leonard
Board Chair

Cynthia Bambara
Secretary/Treasurer