

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES

March 12, 2018
4 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, March 12, 2018, at 4 p.m. in the Board Room. Members present included Mrs. Jane Belt (Vice Chair), Mrs. Joyce Lapp, Mr. Jack McMullen, Mr. Jim Ortiz, 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), Mrs. Christina Kilduff (VP of Finance and Administration), Dr. Kurt Hoffman (Sr. VP of Instructional and Student Affairs), Mrs. Melinda Duckworth (Director of Human Resources), 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), Mrs. Kathy Condor (Director of CE Health and Human Services and Professional/Administrative Support Staff Association Chair), Mr. Nick Taylor (Coordinator of Web Services and Professional/Administrative Support Staff Association Vice Chair), Mrs. Martha Steele (Assistant Registration Specialist and Associate Support Staff Association Chair), and Mrs. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

Approval of Minutes

The Trustees approved the minutes of the February 19, 2018, meeting as presented on a motion by Mr. McMullen and a second by Mrs. Lapp.

Chairman's Update

Mrs. Belt commended Melinda Duckworth, Chris Everett, Phyllis Fisher, Shanese Westfall, Sue Gabriel, Michael Shockey, Breann D'Atri, Jared Ritchey, and Debby Hardinger for coordinating the outstanding events during the #ACMawesome week in appreciation for the ACM faculty and staff. Mrs. Duckworth thanked the Board of Trustees as well as the ACM administration for their support of the employee appreciation week festivities.

Mr. Leonard, Dr. Bambara, Mrs. Kilduff, Mrs. Belt, and others presented the FY2019 ACM budget to the Allegany County Commissioners. The Commissioners were receptive to the needs of the College and the positive presentation. Mrs. Belt thanked Dr. Bambara and Mrs. Kilduff and her department for their work in putting together the FY19 budget.

Mrs. Belt then reviewed the upcoming dates and encouraged the Trustees to attend the 2018 Save the World Fair & Competition April 30th where the students provide details on their service learning/civic engagement projects. Students are assigned to work with community partners non-profit charities for their learning experiences. There is much excitement for this type of event.

President's Update

League for Innovation John and Suanne Roueche Excellence Awards – Allegany College of Maryland recently recognized three faculty and staff members who were as the 2018 recipients of the League for

Innovation John and Suanne Roueche Excellence Awards. The prestigious honor for outstanding contributions and leadership excellence in higher education is sponsored by the League for Innovation in the Community College. This year's recipients are Mrs. Cheryl Nelson (nursing faculty), Mrs. Kathy Condor (continuing education professional support staff), and Mr. Chris Ruppenkamp (physical education associate support staff). The three were nominated for the awards by the College community and selected by peer review. The three will attend this year's conference at National Harbor March 17-21. Eight additional faculty and staff along with Dr. Bambara have volunteered to work a shift at the conference and will attend with their registration fees waived.

3rd Annual State "It's Hygienic" Competition – ACM's Dental Hygiene Department received first place honors this past weekend at the 3rd Annual State "It's Hygienic" Competition. This is the second straight year that Allegany students have won this competition beating out all other 2-year and 4-year dental hygiene programs throughout Maryland and the District of Columbia. Student competitors this year included Etta Cook, Mackenzie Cherry, Jessie Kimmel, Salwan Elberi, and Emily Livingston. This daylong event was held at Hagerstown Community College this past Saturday and is a quiz bowl type event.

Faculty mentor for this year's team was Tamica Fertig. Not only did the students win but they beat out the 2nd place team by a margin of 90 points! Please congratulate the students and the Dental Hygiene faculty for their hard work. Special thanks to Cathy Wakefield and Tamica Fertig for their dedication to the students.

Allegany County Budget – Trustees Kim Leonard and Jane Belt, vice presidents Christina Kilduff, Kurt Hoffman, and David Jones, as well as budget coordinator Cathy Zirk, and Dr. Bambara recently attended the annual county budget presentation. Highlights of the FY2019 request include:

- Allegany College of Maryland is requesting \$7,855,550 from Allegany County.
- The amount is an increase of \$225,000 or 2.9% from the FY2018 budget allocation.
- Major assumptions of the budget include:
 - An increase in State funding under the Cade Formula of \$94,416, plus an additional small State incentive in the amount of \$31,016 (FY18 \$67,979) for keeping the in-county and in-state tuition rates from increasing more than 2%.
 - A modest increase to fees to help offset non-personnel program costs.
 - A new \$5 per credit sustainability fee to allow the College to put aside funds for small infrastructure repair, maintenance and upgrade projects.
 - COLA increase of 2% for employees, plus adjustments to employee salary scales as part of a 10-year plan to bring salaries up to regional market rates.
 - Increased revenues from more local non-Maryland regional enrollments, along with associated costs for the regional tuition waivers.
 - Increased costs related to services for student (more with mental health and special needs requirements), as well as more needed advising for 1st generation students requiring developmental courses.
 - Level enrollment
- General Budget Objectives are:
 - Affordability
 - Accessibility
 - Quality
 - Diversity of Programs
 - Staff Recruitment and Retention

Employee Appreciation Week – Dr. Bambara reported the #ACMawesome Week which featured special activities each day went very well with positive feedback. She thanked the Human Resources Department and members of the planning committee for their outstanding work.

ACM Progress Edition – The President shared the *Cumberland Times News Progress Edition* article featuring facilities renovations, upgrades, and new construction on the ACM Cumberland Campus. The article also promoted the regional tuition waivers that take effect fall 2018 for students residing in neighboring out-of-state counties.

Enterprise Risk Management – An executive steering committee has been established to guide the Enterprise Risk Management efforts. One of the top priorities of the group is to update the Human Resources manual. This task will be outsourced to expedite completion. Subgroups have been formed to address the top priorities.

MACC Legislative Committee - Dr. Bambara testified for SB 597—Community Colleges Supplemental Services and Support for Students with Disabilities Grant Program. The bill is requesting \$2.5M to be shared by the 16 community colleges to support disability services. She reported that legislation for the facilities renewal grant program has gained momentum and Cade funding remains intact.

Tennis Court Fencing Bid

David Jones reported that the RFP for the tennis court fencing project will be resubmitted to generate a more competitive response.

Strategic Issue: Fall 2017 Employee Survey

Dr. Bambara reported on the results of the latest employee survey. She explained that the categories are similar to the Great Colleges to Work for Survey. This year, 233 of 488 employees responded to the survey or a 48% response rate. Those responding were well represented among all three constituency groups. Out of the 54 questions, 45 were rated good, very good or great. Nine questions were rated in the not good categories. There were 34 questions that showed improvement over the 2016 survey. Dr. Bambara reviewed the details of each of the categories. She held open forums with employees to share the results.

Following a motion by Mrs. Lapp and a second by Mr. McMullen, the Trustees went into Executive Session at 4:50 p.m. to discuss personnel, financial, and Board administrative matters 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.

The Trustees went back into Public Session and adjourned at 5:25 p.m. on a motion by Mr. Ortiz and a second by Mr. McMullen.

Respectfully submitted,

Jane A. Belt
Board Vice Chair

Cynthia Bambara
Secretary/Treasurer