

Allegany College of Maryland  
BOARD OF TRUSTEES  
MINUTES  
June 18, 2018  
4 p.m.

PUBLIC SESSION

The Board of Trustees met Monday, June 18, 2018, at 4 p.m. in the Board Room. Members present included Mr. Kim Leonard (Board Chair), Mrs. Jane Belt (Board Vice Chair), Mrs. Joyce Lapp, Mr. Jack McMullen, Mr. Jim Ortiz, 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), 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. John Bone (Assistant Professor of Multimedia Technology and Faculty Senate 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. Shea Bonarigo (Administrative Assistant to the Dean of Continuing Education and Workforce Development and Associate Support Staff Association Vice Chair), Mr. Robert Cuthbertson (Director of Security), Mr. Rich Crawford (Dean of Information Technology), Mrs. Cathy Zirk (Budget Coordinator), Mr. Mark Widmyer (Western Maryland Representative for Governor Larry Hogan), and Mrs. Bobbie Cameron (Senior Executive Associate to the President and the Board of Trustees).

**Special Recognition**

Trustee Jim Ortiz received the Governor's Citation for 29 years of service to Allegany College of Maryland as a member of the Board of Trustees. Mark Widmyer, Western Maryland's representative from the Governor's office, made the presentation. On behalf of the Board of Trustees, Kim Leonard, Chair presented Mr. Ortiz with a commemorative bench that will be placed on the grounds of the campus, as well as a Resolution of Appreciation presented by the entire college community commending Mr. Ortiz for his years of meritorious service.

**Approval of Minutes**

The Trustees approved the minutes of the May 14, 2018, meeting as revised following a motion by Mr. McMullen and a second by Mr. Ortiz.

**Chairman's Update**

Mr. Leonard thanked Trustees Jim Pyles and Barry Ronan as well as Cindy Bambara, David Jones, Kurt Hoffman, Kathy Condor and others who participated in the Rotary Radio Days. Mr. Leonard commented on the excellent job by the commencement speakers during the spring commencement ceremonies.

**President's Update**

Spring Commencement - Dr. Bambara noted that ACM awarded 301 degrees and certificates to 156 graduates during the spring 2018 Commencement ceremonies. Two ceremonies were held on the Cumberland campus during the morning and afternoon of May 19 and an evening ceremony was held

in Bedford on May 21. The student speakers were outstanding. Each ceremony featured three students who provided remarks.

Maryland Council of Community College Presidents (MCCCP) Executive Board Meeting – Dr. Bambara attended the MCCCP Executive Board Meeting at the Catonsville campus of CCBC on May 23. The agenda included the proposed 2019 MACC budget, draft agenda for the MACC Board of Directors Meeting this Wednesday, June 20, a discussion of legislative priorities for the 2019 session, and more discussion on the applied bachelor's degree.

Middle States Commission on Higher Education (MSCHE) Wrap-up – On May 30<sup>th</sup> Dr. Bambara traveled to Philadelphia to attend the Commission Committee meeting where ten community colleges under evaluation for reaffirmation were given consideration. This concluded Dr. Bambara's responsibilities as a MSCHE Team Chair.

The Greater Cumberland Committee (TGCC) Addictions Symposium – On June 8, as part of the planning committee, Dr. Bambara assisted in the facilitation of the second annual Addictions Symposium sponsored by TGCC. The symposium focused on solutions and recapped the progress made since last year. Dr. Bambara offered special thanks to Trustee Jim Pyles for another outstanding keynote.

Community College of the Appalachia (CCA) – From June 10-13, Dr. Bambara attended the annual conference of the CCA. The conference focused on successful retention strategies. There were several presentations on various promise programs, including Tennessee, a number of sessions on successful partnerships/collaboration, and a variety of sessions on other retention strategies. The organization includes members from 13 states within the Appalachian region. ACM, Garrett and Hagerstown are members from Maryland. Each state has one member of the Board of Directors. During the June meeting, Dr. Bambara was selected to represent Maryland. She is also serving on a strategic planning workgroup that will prepare a grant application to focus on Entrepreneurship, Community Development and the Opioid Addiction crisis that is rampant throughout our region.

Educational Advisory Board (EAB) – On June 15, 2018, Dr. Bambara attended the EAB's annual President's Executive Forum. (EAB is a member organization focused on best practices.) ACM has been a member for the past five years. The topic of the meeting was "Future-Proofing the Community College". The presentations were: Securing Future Revenue in an Era of Volatility, Strategies to Enroll the Next Generation of Students, Adult Program Innovation Workshop, Closing the Part-Time Student Success Gap. The sessions provided a wealth of information. Senior leadership will attend a fall session of the same presentation.

Chinese Student Residents – In partnership with Rocky Gap, ACM is hosting a group of 12 Chinese students this summer. ACM will provide weekly cultural experiences for the students. In July, we will hold our Board meeting at the Culinaire Café where our American students and the Chinese students will have a cultural exchange of food.

### **Annual Diversity Report for MHEC Submission**

Dr. Hoffman presented the Annual Diversity Report as an information item. He highlighted demographics of the ACM population and several accomplishments from the past year.

### **Voluntary Early Retirement Incentive Program Funds Transfer**

Following a motion by Mr. Ronan and second by Mrs. Belt, the Trustees approved the transfer \$284,390 from the general auxiliary fund (formerly Scholarship fund, re-designated by the Board 11/20/17) to the College general operating fund to reimburse payment of the FY18 early retirement incentives.

### **Technology Building Project II Local Share**

Mrs. Kilduff provided the Trustees with the required MHEC documents noting the 30 percent local share to obtain the 70 percent state share for the Technology Building Phase II project.

### **Draft Special Police Policies/Procedures**

Mrs. Kilduff provided an overview of draft policies and procedures for the Special Police based on the framework provided by the State Police. Trustees were asked to review and provide feedback that will be incorporated with feedback from the President's Advisory Team for a more comprehensive document.

### **Board of Trustees' Role in Fraud Assessment**

Mrs. Kilduff provided an overview of the Board's role in fraud assessment and steps that need to be taken to keep ACM in compliance. Systems are set up to segregate duties in order to mitigate risks. Mrs. Kilduff is requesting the Trustees continue to set the tone to have culture where fraud is not tolerated. Unethical and illegal activity is being addressed with strengthening policies and procedures through the Enterprise Risk Management efforts.

### **Information Technology Policies, Standard, and Procedure**

On a motion and second from Mrs. Lapp and Mrs. Belt, respectively, the Trustees approved both the Technology Security and Data Breach Notification Policies as presented. Mrs. Kilduff and Mr. Crawford also reviewed the Breach Report Procedures and Security Standard.

### **Approval of FY2019 Budget**

The Board of Trustees Finance Committee met May 17, 2018 to preview the draft FY2019 budget. During the meeting today, Mrs. Kilduff recommended the FY2019 balanced operating budget in the amount of \$27,618,731. Mrs. Zirk noted the tuition rates and fees are in adherence with required minimum rates set forth by COMAR Title 16, Subtitle 3, Section 310 compared to the prior academic year. The FY2019 credit in-state tuition projections are built with just under a 2 percent tuition increase compared to the prior academic year. Following a motion from Mrs. Belt and a second by Mr. McMullen, the Trustees approved the FY2019 operating budget as presented.

The Trustees, on a motion by Mr. Ortiz and a second by Mrs. Belt, went into Executive Session at 5:15 p.m. to discuss the financial and personnel matters covered under the Maryland Open Meetings Act. Action may be taken in Public Session as a result of items discussed in Executive Session. Those in attendance were Mr. Kim Leonard, Mrs. Jane Belt, Mrs. Joyce Lapp, Mr. Jack McMullen, Mr. Jim Ortiz, Mr. Jim Pyles, Mr. Barry Ronan, and Dr. Cynthia Bambara. Others in attendance included Mr. David Jones, Mrs. Christina Kilduff, Dr. Kurt Hoffman, Mrs. Melinda Duckworth, and Mrs. Bobbie Cameron.

The Trustees went back into Public Session at 5:45 p.m. to take action on the items discussed in Executive Session on a motion and a second by Mr. Ortiz and Mrs. Lapp, respectively.

## Faculty Appointments

On a motion by Mr. McMullen and a second by Mrs. Lapp, the Trustees approved the following full-time faculty appointments:

- Dr. Emmanuel Atta-Obeng, Green Sciences Faculty
- Dr. Derek Jones, Computer Technology Faculty – Bedford County Campus
- Ms. Sharon Leonard as the Director of Occupational Therapy Assistant Program
- Kathy Tummino – Assistant Chair of Teacher Education
- Dr. James V. Watson – Forestry Faculty

The Trustees approved the amended Faculty Non-Classified Scales and the Staff Non-Classified Scales on a motion by Mr. McMullen and second by Mr. Pyles.

Results of the annual evaluations for both the President and the Board of Trustees as well as a contract addendum were reviewed and discussed in Executive Session with only the Trustees in attendance at 5:55 p.m.

The Trustees adjourned the meeting at 6:20 p.m. following a motion by Mr. McMullen and a second by Mr. Pyles.

Respectfully submitted,

Kim B. Leonard  
Board Chair

Cynthia Bambara  
Secretary/Treasurer