

Allegany College of Maryland  
BOARD OF TRUSTEES

MINUTES  
June 24, 2019

PUBLIC SESSION

The Board of Trustees met Monday, June 24, 2019, at 4 p.m. in the Board Room. Members present included Mr. Jack McMullen (Acting Board Chair), Ms. Linda Buckel, Ms. Joyce Lapp, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP David Jones	VP Christina Kilduff	Melinda Duckworth
John Bone	Nicole Frost	Shea Bonarigo
Arthur Priadkin	Autumn Becker	Jennifer Engelbach
Tom Striplin	Cathy Zirk	Bill Valentine
Bobbie Cameron		

**Special Recognition**

On behalf of Governor Larry Hogan, Mr. Bill Valentine presented Mr. Jack McMullen with a Governor's Citation for his 24 years of dedicated service to Allegany College of Maryland as a member of the Board of Trustees.

**Approval of Minutes**

The Trustees approved the May 13, 2019 minutes on a motion and second by Ms. Buckel and Mr. Ronan, respectively.

**Chair's Update**

No report.

**President's Update**

Graduation – Dr. Bambara thanked to Mr. Pyles, Mr. McMullen, and Ms. Buckel for participating in the commencement ceremonies in May. A total of 307 individuals (32 at the Bedford County Campus) completed the requirements 359 associate's degrees and certificates awarded this spring.

Western Maryland IT Center of Excellence - On June 10, Autumn Becker and Dr. Bambara presented on the Western Maryland IT Center of Excellence at the Community Colleges of the Appalachia (CCA) 2019 Conference in Asheville, NC. The presentation is entitled "The Success and Lessons Learned of a Strategic Industry Partnership." The presentation provided an overview of:

- The EARN (Employment Advancement Right Now) workforce development model
- The public/private partners
- Incumbent worker training
- P-TECH
- TECH at the Gap
- Girls Who Code
- Summary of the Return on Investment and Economic Impact

CCA presents three awards at the conference each year: Innovation, Instructional, and Workforce Development. ACM's IT Center of Excellence received the 2019 Innovation Award. Autumn and Dr. Bambara accepted the award at the conference closing.

Healthy Maryland 2019 Business Award - ACM is the recipient of a Bronze Level Wellness at Work Award as part of the Healthy Maryland Businesses program sponsored by the Maryland Department of Health, Center for Chronic Disease Prevention and Control. Businesses can complete a rubric of activities in 18 categories. The completed rubrics are assigned and assessed points. The award levels are based on the points assigned to completed activities.

Project Open Space—Outdoor Track – ACM submitted a request for \$45,000 for Project Open Space Funding to upgrade the outdoor paved track. ACM will provide \$5,000 for the \$50,000 project. Funding for the full \$45,000 request will occur in FY20 and was formally approved by the County last week. A special thanks to everyone involved, including Chandler Sagal, who helped to develop the grant narrative.

Maryland Council of Community College Presidents (MCCCCP) – MCCCCP met June 21, 2019. There was a lot of discussion regarding the Kirwan Commission recommendations and the associated cost. There is concern about the impact on community college funding. This will be a major topic at the MCCCCP retreat in August. A small group of presidents will convene before then to propose strategies for the upcoming legislative session. There was also considerable discussion on marketing of the Maryland Promise program. Beginning in July, Dr. Bambara will be serving a two-year term as Chair of the MCCCCP.

MACC – The MACC Board of Directors met at 2 p.m. on June 12 at Anne Arundel Community College. Special thanks to Jane Belt for attending the meeting with Dr. Bambara. As the chair of MCCCCP, Dr. Bambara will also serve as an officer of the MACC Board of Directors Executive Committee.

MACC/PSSAM – On June 19, 2019, Dr. Bambara attended a joint meeting with the leadership of the state superintendents and the MCCCCP executive team. A wide variety of topics were covered including the impact of the Kirwan recommendations, college readiness, and dual enrollment.

Hell's Kitchen (FOX Network) – An ACM Culinary Arts student has placed in the competition that will air on the FOX Network this fall. Dr. Bambara will share more details when they become public.

### **Humpty Dumpty Learning Center**

The Humpty Dumpty Learning Center long-term lease agreement is near completion. The plan is to present the agreement to the Trustees for approval at the July meeting. The long-term lease allows Humpty Dumpty to pursue financing for construction of the building using a design build to match existing buildings.

### **Revisions to Academic Regulations**

Jennifer Engelbach explained the requested editorial and policy changes to the Academic Regulations.

#### Editorial Changes:

- Office of Admissions is now the Office of Enrollment and Advising Services
- Specialized Program Criteria is now Selective Program Criteria
- State Law is now COMAR (Code of Maryland Regulations)
- Curriculum is now Program of Study

## Policy Changes:

### Section A: Admission as a Degree or Certificate Candidate

- A1 d. Multiple Measures vs. College Placement
- A2 e. Students enrolled in developmental courses may retake placement assessment with appropriate permission receiving a score high enough to pass will receive a grade of “C” for the course.

### Section B: Admission as a Non-Degree Student

- B1 Non-degree applicants that include the following must meet all prerequisite requirements to enroll in a course(s) as stated in A1d.
- B1 b. An Early College applicant is a student interested in enrolling in college courses while attending high school/homeschool. Applicants under the age of 16 must complete appropriate approval forms.
- B1 c. A transient applicant has college credits earned elsewhere and is taking courses at Allegany College of Maryland for credit toward a degree at another college. Written authorization for the home institution is recommended to ensure transferability of credits.

### Section C: Readmission

- A student who has interrupted enrollment excluding the summer session must reapply for admission and meet the requirements as stated in Sections A and B regarding admission to the College.

### Section F: Graduation

- F1 a. An Associate of Applied Science (AAS) degree program shall include not less than 20-credit hours of required General Education arts and sciences courses, with at least one 3-credit course from each of the following five areas: arts and humanities, English composition, social and behavioral sciences, mathematics, and biological and physical sciences. The Associate of Arts (AA) and Associate of Science (AS) degrees require 30-credit hours from the same five categories.
- F1 b. A student is required to complete satisfactorily all courses required in the program of study. The student shall follow the catalog in effect for their year of entry/reentry to or year of exit from the College or the program, provided the student’s enrollment at Allegany College of Maryland is not interrupted by a break of four or more semesters excluding Summer sessions.
- F6 Allegany College of Maryland may award a posthumous degree if the student was enrolled at the time of death, was in good academic and financial standing with the College, and completed 75 percent or more of the required courses. The posthumous degree is an honorary degree and may be awarded up to 1 year after the student’s death.

### Section R: Graduation

- The Course drop or withdraw process is available to the student online prior to the first day of the semester. Once the semester begins, the process requires the submission of the appropriate form to the Office of Enrollment and Advising Services based on the below timeframe:
  - a. A course dropped or withdrawn prior to the first day of the semester or within the first 20% of the course will not be included on the student’s transcript.
  - b. A course dropped or withdrawn after the 20% and before 60% of the course will be recorded with a “W” grade on the student’s transcript.
  - c. A course may not be dropped by a student after 60% of the course.

- d. A course dropped by the instructor after 60% of the course will be recorded with an “F” grade on the student’s transcript.

The Trustees approved the revisions as presented to the Academic Regulations following a motion and second by Mr. Ronan and Ms. Lapp, respectively.

### **Diversity Report**

Tom Striplin presented the Diversity Report as an information item prior to submission to the Maryland Higher Education Commission. He described the efforts to enhance cultural competency and diversity. The goals directing the efforts are tied to strategic priorities and the Educational Master Plan.

One area highlighted is the Aspiring Young Mentors program, funded through a mini grant. Current students serve as leaders and role models, emulating positive behaviors and attitudes that lead to success as they work with new students who are participants in the program. All of the students in the program are African American men attending ACM. The minority student population at ACM continues to grow through recruitment efforts.

### **FY2020 Budget**

Following a motion by Mr. Ronan and second by Ms. Buckel, the Trustees approved the FY2020 balanced operating budget in the amount of \$28,088,690 as shown in the Fiscal Year 2019-2020 Budget book.

### **Fraud Detection and Prevention**

Prior to the Trustees receiving the Fraud Risk Assessment from the College’s auditors soon, the auditors requested that Ms. Kilduff review fraud detection and prevention information with the Trustees. She described what fraud is, how it is committed/detected, how much fraud costs ACM, and what additional measures are needed at ACM to mitigate the possibility of fraud. Mr. Ronan offered to put Ms. Kilduff in touch with the WMHS compliance officer to provide guidance in implementing appropriate measures.

### **Technologies Building Project II Funding Resolution**

As an information item, Ms. Kilduff updated the Trustees on the Tech Building. Additional funding requests for the design phase on Project II are moving forward. The schedule has a January to February timeframe for bids with monies for construction available for work to begin July 1.

### **Proposed Draft Photo ID Policy**

The draft Photo ID Policy was included in the board packets as an information and input item to gain the Trustees’ perspective on the draft policy. Ms. Kilduff noted examples and explained Maryland law requires all persons on a college campus to possess identification, and Allegany College of Maryland values the easy identification of students, faculty, and staff in order to conduct business and provide assistance.

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

Trustees in attendance were Mr. Jack McMullen (Acting Chair), Ms. Joyce Lapp, Ms. Linda Buckel, Mr. Barry Ronan, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included Mr. David Jones, Ms. Christina Kilduff, Ms. Melinda Duckworth, Ms. Cathy Zirk, and Ms. Bobbie Cameron.

In accordance with the Maryland Open Meetings Act, the Trustees returned to Public Session at 5:12 p.m. to take action on the faculty appointments, following a motion by Ms. Lapp and second by Ms. Buckel.

### **Faculty Appointments**

The Trustees appointed Jennifer Sweeny as an Associate Professor to the full-time tenure track Nursing Evening Faculty position following a motion by Ms. Buckel and second by Ms. Lapp.

On a motion and second by Ms. Buckel and Ms. Lapp, respectively, the Trustees appointed Samantha Vickory as an Assistant Professor for the full-time tenure track Nursing Evening Faculty position.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Kim Leonard  
Chair

Cynthia Bambara  
Secretary/Treasurer