

Allegany College of Maryland
BOARD OF TRUSTEES

MINUTES
July 15, 2019

PUBLIC SESSION

The Board of Trustees met Monday, July 15, 2019, at 4 p.m. in the Board Room. Members present included Mr. Kim Leonard, Board Chair, Ms. Jane Belt, Vice Chair, Ms. Linda Buckel, Ms. Joyce Lapp, Mr. Jim Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP Kurt Hoffman	VP David Jones	VP Christina Kilduff
Melinda Duckworth	Scott Harrah	John Bone
Sharon Yoder	Nicole Frost	Arthur Priadkin
Wendy Knopsnider	Dr. Renee Conner	Jennifer Engelbach
Robert Cuthbertson	Korey Layman	Bobbie Cameron

Approval of Minutes

The Trustees approved the June 24, 2019 minutes with corrections on a motion and second by Mr. Pyles and Ms. Buckel, respectively.

Chair's Update

Mr. Leonard noted the upcoming events.

President's Update

Favorite Higher Education Facility – Dr. Bambara noted that Allegany College of MD was nominated and voted as the Favorite Higher Education Facility by the Cumberland Times News 2019 Readers' Choice.

ACM Online LPN to RN Program Ranked Top in the Nation – RegisteredNursing.org ranked ACM's online LPN to RN program as #1 in the nation based on numerous factors including NCLEX-RN Pass rates, program attributes, tuition costs, etc. Find the rankings at <https://www.registerednursing.org/lpn-to-rn/#2019-top-online-lpn-rn-programs>.

Graduation Awards Ceremony – The Occupational Therapy Assistant and the Physical Therapist Assistant programs will hold a graduation awards ceremony at 4 pm, Friday, August 2 in the Zimmer Theatre.

Bedford County Campus – Pennsylvania State Representative Jesse Topper recently indicated the Southern Tier Education Council monies have been designated as well as an additional \$300K for a roof replacement on the building and financial support for the Campus.

Approval of Preliminary List of 2019 Summer Graduation Candidates

Jennifer Engelbach presented the Summer 2019 preliminary list of 86 graduation candidates, pending final grades. On a motion and second by Ms. Belt and Mr. Pyles, respectively, the Trustees approved the list of 2019 candidates for Summer Graduation, pending final grades.

Title IX Policy Revisions

Dr. Renee Conner reviewed the state mandated revisions to the existing Title IX Policy. The Trustees approved the proposed revisions following a motion by Ms. Lapp and a second by Ms. Belt.

Safety and Security Update

Robert Cuthbertson updated the Trustees on recent improvements to campus security to include door barricades located in each classroom, completed installations of security cameras, and active shooter trainings. The plan is to include security measures for students, faculty and staff. Discussions took place on community monitoring services for the fire dialers that are connected to the 911 Center. Services for monitoring security cameras can also be added. Mr. Leonard indicated Johnson Controls has controls for all the buildings and mass communications with voice controls are tied to the fire alarms. He suggested a check list for all students and employees to be trained and prepared for emergencies.

Sustainability Funds Transfer

Following a motion and second by Ms. Lapp and Ms. Belt, respectively, the Trustees approved the recommendation by Ms. Kilduff for the transfer of sustainability funds from the operating fund to the physical plant fund in the amount of \$212,906 collected from student fees. The money is set aside to address critical infrastructure needs at the Cumberland campus and the Bedford Campus.

Paving Bid Recommendation

Mr. Korey Layman explained that an assessment of the asphalt road and parking lot conditions on campus concluded that a number of areas needed repairs or asphalt overlays within the next few years. A request for proposals was posted for campus asphalt repairs/overlays for the highest priority area. All of the bids address the desired scope of work for the project and meet minimum qualifications. After completion of the reference checks process for the bidders, the ECM Corporation bid is being recommended in the amount of \$108,153. ECM confirmed that they will use the state-approved asphalt mix and will complete the project by August 9, 2019, prior to the start of the semester. As the contract costs are higher than the fund balance designation, it is recommended that the Trustees pre-designate an additional \$28,153 of FY20 fund balance for this project. On a motion by Ms. Lapp and a second by Mr. Pyles, the Trustees approved the contract with ECM Corporation in the amount of \$108,153 for the repair work and the pre-designation of FY20 fund balance monies to cover the additional \$28,153 for the project.

Humpty Dumpty Learning Center Agreement

Following a motion by Ms. Buckel and second by Ms. Lapp, the Trustees approved the Humpty Dumpty Learning Center ground lease agreement as to form and substance to construct a child care facility on campus.

Navigate Software Bid Recommendation

Dr. Hoffman provided an overview of the functionality and cost of the proposed Navigate Software provided by the Education Advisory Board. Implementation of this software will eliminate several software platforms that the College currently uses. The Trustees approved the bid recommendation for acquisition and implementation of the Navigate Software following a motion and second by Ms. Lapp and Ms. Belt.

On a motion by Ms. Lapp and second by Ms. Belt, the Trustees went into Executive Session at 5:50 p.m. to discuss personnel appointments and incentive, [Article § 3-305(b) (1)], and to consider property for a public purpose [Article §3-305(b)(3)], covered under the Open Meetings Act.

Trustees in attendance were Mr. Kim Leonard, Ms. Jane Belt, Ms. Linda Buckel, Ms. Joyce Lapp, Mr. Jim Pyles, and Dr. Cynthia Bambara.

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

In accordance with the Maryland Open Meetings Act, the Trustees returned to Public Session at 6:30 p.m. to take action on the faculty appointments and the proposed retirement incentive, following a motion by Ms. Lapp and second by Ms. Buckel.

Faculty Appointments

On a motion and second by Ms. Belt and Ms. Buckel, respectively, the Trustees appointed

- Jessica Vespoli for the full-time temporary Chemistry faculty position;
- Rachel Cofield for the full-time tenure track faculty position as an Associate Professor in the English Department; and
- Tommie Reams as the Director of Athletics, Physical Education & Health.

Willowbrook Outdoor Wellness Center (WOW)

Mr. Jones received preliminary approval to develop the outdoor facility. The project is moving forward.

Welcome Center Update

Mr. Jones reported he is working with the EADS Group with 60 percent of the design drawings completed. Construction to begin in September with anticipated completion prior to bad weather.

Proposed Retirement Incentive

Ms. Duckworth and the administration are planning for staffing levels for FY20. ACM is proposing an incentive for every eligible retiree providing retirement notification by specific deadlines in FY20. The goals are for cost savings in FY20 and to increase efficiencies in the future.

The Trustees approved the faculty appointments for Jessica Vespoli, Rachel Cofield, and Tommie Reams on a motion and second by Ms. Belt and Ms. Buckel, respectively.

Following a motion by Ms. Belt and second by Ms. Buckel, the Trustees approved the retirement incentive for eligible retirees.

Due to time constraints, reviews of evaluations for both the President and the Board of Trustees were tabled until 3:30 pm August 12 when the Trustees will meet in Executive Session.

The meeting adjourned at 6:31 p.m.

Respectfully submitted,

Kim Leonard
Chair

Cynthia Bambara
Secretary/Treasurer