

Allegany College of Maryland
BOARD OF TRUSTEES

November 21, 2022

PUBLIC SESSION
MINUTES

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met Monday, November 21, 2022, at 4 pm in the Thomas Welcome Center, Iris Eustace Halmos Community Room, in person and via Zoom. Board members in attendance included: Mr. Kim Leonard, Ms. Jane Belt, Ms. Linda Buckel, Mr. Eugene Frazier, Ms. Michele Martz, Mr. Jim Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

Kurt Hoffman	David Jones	Christina Kilduff
Melinda Duckworth	Scott Harrah	John Bone
Stacey Rohrbaugh	Dione Clark-Trub	Melanie Chapman
Cathy Zirk	Brandon Robinette	Jennifer Lashbaugh
Bobbie Cameron		

Mr. Leonard called the meeting to order at 4 pm.

Adopt the October 17, 2022 Minutes

On a motion and second by Mr. Frazier and Ms. Belt, respectively, the Trustees adopted the October 17, 2022, minutes.

Adopt the Revised May 9, 2022 Minutes

The previously approved May 9, 2022, Board of Trustees meeting minutes inadvertently omitted the explanation and approved Institutional Philosophy on Unions statement. The revised minutes include the approved statement on the Institutional Philosophy on Unions.

ACM will adopt the following philosophy to support and promote harmonious and cooperative relationships with ACM employees:

We respect the rights and opinions of our employees, including your right to join or not join a union. It is your decision, not the College's and not the union's.

This was an action item previously approved at the May 9, 2022 Board of Trustees meeting, but omitted from May 9, 2022 minutes, the item was reapproved at the November 21, 2022, Board of Trustees Meeting. Following a motion by Ms. Belt and second by Mr. Pyles, the Trustees approved the revised May 9, 2022, minutes.

Chairman's Update

Mr. Leonard reviewed the list of upcoming events.

President's Updates

Spring Enrollment

Spring enrollment began November 7, 2022. Everyone is working very hard to encourage students to enroll before the holiday break. Numerous recruitment events have occurred including a Fall Tour Day on the Cumberland Campus on November 18 and the Bedford Campus Fall Open House on November 12.

2022 Outstanding Rural Economic Development Award

Allegany College of Maryland and Western Maryland Works were recognized by the Rural Maryland Council for its 2022 Outstanding Rural Economic Development Award. An awards ceremony is planned for December 1, 2022. Dr. Bambara, Dr. Hoffman, Jeff Kirk and Becky Ruppert will attend.

Most Engaged Campus for College Student Voting 2022

ACM was recognized as a Most Engaged Campus for College Student Voting 2022 because of the intentional work ACM did in 2022 to institutionalize nonpartisan democratic engagement to increase student voter turnout.

Transform Mid-Atlantic (TMA) 2022 Awards Program

Dr. Diane McMahon, Allegany College of Maryland; Ms. Jennifer Haydel, Montgomery College; and Mr. Joseph Bubman, Urban Rural Action, are the winners of the 2022 **Civic Engagement Award** for the "Basic Needs Security Collaboration" project, which included high-impact training opportunities and community-centered dialogue that brought students and community organizations together to tackle complex challenges in the region. The TMA 2022 Awards Program recognized distinguished faculty, administrators, students, and campus-community partnerships, the awards highlight achievements in service-learning, civic leadership, and community engagement that enhance student learning and positively impact communities. An awards ceremony for winners, their invited guests, and campus representatives, will take place on Tuesday, December 13, from 4-6 pm, on the campus of Hood College in Frederick, Maryland.

Middle States Commission on Higher Education

ACM had a very productive visit by Dr. Cathleen McColgin, Team Evaluation Chair, November 6-8, 2022. ACM Board Chairman Kim Leonard, Vice Chair Jane Belt, and Dr. Bambara hosted Dr. McColgin for dinner on November 6, 2022. She had a full day of orientation with faculty and staff at the Cumberland campus on November 7. On November 8 she toured the Bedford County Campus and was introduced to faculty and staff. Dr. McColgin has recently announced her retirement effective August 31, 2023. Dr. Bambara, Dr. Hoffman, Scott Harrah, and Jenna Gallion will be attending the MSCHE Annual Meeting in Philadelphia December 7-9, 2022.

ACM Fall Graduation & Celebrations

The College community will enjoy a holiday celebration on Wednesday, December 14, 2022, following the All-College Meeting that begins at 10 am. ACM will hold the Fall Commencement Ceremony on Friday, December 16, 2022 at 7 pm.

Mountain Maryland PACE

ACM will be represented at Mountain Maryland PACE January 19-20, 2023. Dr. Bambara and the vice presidents will attend.

Maryland Association of Community Colleges (MACC)

MACC will hold the annual Trustee Leadership Conference and Legislative Reception at the Calvert House January 23, 2023, beginning at 3 p.m. The agenda will include presentations by Jee Hang Lee, ACCT President and CEO; a Higher Education Legal Update from Rob Duston and Saul Ewing; and Dr. Brad Phillips will review the 2023 MACC Legislative Agenda.

ACM Nursing

An Allied Health Social Media Blitz took place on Monday, November 7, in celebration of National Health Professions Week (11/6-11/12).

Bedford County Campus News

Meetings were held with Representative Jesse Topper and the Bedford County Commissioners during the month of October to thank them for their support and to discuss funding allocations for 2023-2024. There is a Joint Foundation and Advisory Meeting on Wednesday, November 30, 2022.

Foundation and Grants News

The Audit of Allegany College Housing, LLC, is complete (this entity is owned by the ACM Foundation) and the ACM Foundation audit is complete. Both were presented to the Foundation Board on November 14 and were clean audits.

ACM received a \$300,000 grant from the State of Maryland (SEED) for Theatre Upgrade.

ACM received a \$250,000 grant from the Rural Maryland Council for Theatre Upgrade.

ACM received a \$45,000 grant from the Rural Maryland Council for Forestry Equipment.

A FY23 ARC Grant for Theatre Upgrade (\$150,000) has been submitted and has been tentatively approved. Final approval is anticipated in January.

An MSDE grant in the amount of \$115,500 for Allied Health and Nursing Program marketing has been submitted. Funding news is expected by December 2022.

An MSDE grant in the amount of \$148,191 has been submitted to support the Occupational Therapy Assistant program to create a modern hands-on education in a simulated homecare client setting.

The ACM Foundation reception is scheduled for April 18, 2023.

Board of Trustees Conflict of Interest Policy and Disclosure Statement

Dr. Bambara requested that each Trustee complete the Conflict of Interest Policy and Disclosure Statement and return it to her.

2023 MACC Legislative Agenda

Dr. Bambara provided the Trustees with the 2023 Legislative Agenda that includes the following:

Operating Request – The Maryland Association of Community Colleges (MACC) seeks full funding of the Senator John A Cade funding formula at 29 percent funding per fulltime equivalent (FTE) student and the Baltimore City Community College funding formula at 68.5 percent. Maryland’s community colleges are pleased that after 25 years, the formulas that determine the annual State aid allocation for community colleges reached the full statutory intent last session. Achieving this longstanding policy goal will help create a more equitable distribution of State support for community college students.

To maintain the integrity of the formulas that provide the annual State allocation for community colleges, MACC requests that the General Assembly refrain from exempting State funds granted for specific projects to the four-year institutions from negatively impacting the formulas that fund the community colleges.

Capital Request – MACC seeks full funding of the FY '24 MACC Capital Prioritization List that was presented to the Maryland Council of Community Colleges Presidents on August 2, 2022. This list has been fully vetted through a collaborative process before being submitted to the State in priority order. Baltimore City Community College, being a State entity, submits its capital budget request separately. The FY '24 capital request for the fifteen community colleges is to \$66.5 million. These funds will be allocated to four pre-authorized projects and ten new projects.

Community College Universal Promise – MACC seeks legislation that will allow all Maryland students pursuing postsecondary education to have access to attend their local area community college through a reimagined Universal Promise Program. While there is currently a Maryland Community College Promise Program, the process for receiving the award often happens too late for students to make informed decision about enrollment and leaves thousands of dollars undistributed.

The Maryland General Assembly has asked the Maryland Higher Education Commission (MHEC) to develop a new financial aid system that is user friendly and creates a uniform application process for students. As MHEC and the General Assembly continue to revamp the State’s financial aid awarding and distribution process, MACC supports legislation that will allow community college students to receive a Promise grant that will cover the cost of tuition by removing barriers, deadlines, and other criteria that has historically obstructed the granting of State need-based financial aid.

Facilities Renewal Grant – MACC seeks legislation to double the Facilities Renewal Grant to \$8 million, by requesting the State to provide a minimum of \$500,000 annually to each community college, and to increase the percentage tie to the Community College Capital Grant Program from 5 percent to 10 percent.

Creating a minimum grant ensures that each college will receive no less than \$500,000 and increasing the percentage tie will allow for the funding to increase as the Capital Grant grows past the annual \$80 million that is currently allotted for community colleges in the State’s Capital Improvement Program.

Currently, the annual appropriation is capped at five percent of the Community College Capital Grant Program not to exceed \$500,000 and is distributed to only eight designated colleges. Because of the tremendous backlog in maintenance and repair needs at the community colleges, MACC is asking that the General Assembly enhance this grant which will ensure that each college receives a minimum award, with the potential of increased funding as the Community College Capital Grant Program grows.

State Reimbursement of Mandated Tuition Waivers – MACC opposes the creation of any new tuition waivers. Tuition waivers increase the cost of tuition for all students. MACC seeks support for legislation that off-sets the cost of state mandated tuition waivers. These waivers have been established to serve vulnerable segments of Maryland’s population – foster care students, unaccompanied homeless youth, students with disabilities and senior citizens. Serving this population is critical to Maryland yet waiving the cost of attendance is not a sustainable policy, as costs to serve this segment of our student population increases tuition for all students.

2022 Great Colleges to Work for Results

Dr. Bambara provided an overview of the survey results from the Spring 2022 Great Colleges to Work for Survey.

Approval of College Audit Report

Mr. Graylin Smith, Engagement Partner from SB & Company, LLC, outlined the information of ACM’s recent audit June 30, 2022 financial statements; single audit for June 30, 2022; annual Financial Report to the Maryland Higher Education Commission (CC-4 report); and year-round advice and consultation. There were no concerns with the audit. The Trustees approved the ACM Audit report on a motion by Ms. Belt and second by Ms. Martz.

FY22 Grant Report

David Jones distributed a copy of the FY2022 Grant Report, which provided a snapshot of the year. He also recognized Leah Pepple, Chandler Sagal, Jennifer Lashbaugh, Renae Holt, and the many faculty and staff members who contribute to the success of the grant development and management process. David reported that grant funding in FY2022 was \$9,318,971, which represents a 15.8% increase over the previous high last year and 142% increase over the previous five-year average. The grant summary report provided details on the support that was provided and examples of how technological, instructional, and infrastructure needs of the College were addressed. David shared that Allegany College of Maryland has secured more grant support than ever before in the history of ACM. He recognized faculty and staff who gave a sampling and noted the Grants awarded.

Memo of Understanding (MOU) for Bedford Facility Projects

Ms. Kilduff and Mr. Jones provided an update on the Memo of Understanding that seals the relationship among Allegany College of Maryland (ACM), Bedford County Regional Education Foundation (BCREF), and Southern Tier Education Council (STEC). Monies flow from the Commonwealth of Pennsylvania to STEC to the Foundation for a paving project. ACM issues an RFP and works with the facilities planning committee. That committee worked together and the MOU outlines to address any question. The first time the money had not been transferred. The monies will go to the BCREF and the STEC 501c3 representatives from Bedford and Somerset Counties. Early College in

Somerset – monies still go to Somerset. On a motion by Ms. Martz and second by Mr. Frazier, the Trustees approved the Bedford facility projects Memo of Understanding.

ACM Technology Plan 2021-2023 as of August 2021

Christina said Rich Crawford has been working on this plan. With MSCHE coming up, ACM needed the Campus Technologies in which the goals interface with the academic programs, how it relates to the fiscal plan and works together to keep the infrastructure. There is more the IT staff could do with multifactor authentication. Ms. Kilduff asked Information Technology (IT) if we can streamline a way to be more efficient in using the technologies we have. ACM has an IT advisory. This group reviews software and technology purchases are fully evaluated and understand how it will roll out with more eyes on the committee making strides. The Technology Plan is a living document. eLets is technology, simulation equipment. Ms. Kilduff believes that both instructional and classroom groups work collaboratively. On a motion by Ms. Belt and second by Mr. Frazier, the Trustees approved the Technology Plan 2021-2023.

Instructional and Student Affairs Policies

Dr. Hoffman presented two editorial policies, Course Syllabi as well as Grades and Grade Reports which are both information items and a Textbook Production Costs which is an action item that the committee is asking for policy to be deleted. It is ethical for faculty to write and publish textbooks. The faculty are asking for this policy to be removed. Following a motion by Mr. Pyles and a second by Ms. Martz, the Trustees approved the information items and the textbook production costs action item. Dr. Hoffman indicated that more policies are forthcoming.

On a motion by Ms. Martz and a second by Mr. Frazier, the Trustees went into Executive Session at 5:19 pm to discuss personnel items.

EXECUTIVE SESSION

The Board of Trustees will convene to Executive Session to discuss personnel items [Article § 3-305(b) (1)], and to comply with a statutory requirement [Article § 3-305(b)(13)] that prevents public disclosure covered under the Maryland Open Meetings Act.

On a motion by Ms. Belt and second by Mr. Pyles, the Trustees went out of executive session at 5:25 pm to take action on the full-time professional staff appointment of Becky Rupert as the Interim Dean of Continuing Education and the appointment of Emily Kendall as an Assistant Professor as a Nursing faculty.

On a motion by Mr. Frazier and second by Ms. Belt, the Trustees approved the following:

Full-Time Professional Recommendation

Based on the recommendation of Dr. Kurt Hoffman, Senior VP of Instructional & Student Affairs, I am recommending the interim appointment of Rebecca Ruppert to the position of Interim Dean, Continuing Education and Workforce Development.

Ms. Ruppert has worked for Allegany College of Maryland in both part-time and full-time positions for over 29 years. Rebecca has held positions as a CE Instructor, Part-time faculty instructor, Job Placement Coordinator, Coordinator of Professional and

Cultural Development, Director of the Institute for Professional Development & Extended Learning in the Center for Continuing Education, and most recently, as the Director of Career and Employer Solutions.

Faculty Recommendation

Emily Kendall – Assistant Professor, Nursing, Evening Program

Based on the recommendation of Dr. Kurt Hoffman, Senior VP of Instructional & Student Affairs and Rick Cooper, Associate Dean of Nursing Education, I am recommending the appointment of Emily Kendall for the full-time tenure track faculty, Nursing.

Ms. Kendall has an Associate's degree from Allegany College of Maryland in Nursing; and a Bachelor of Science in Nursing and a Master of Science in Nursing from Walden University. She has over seven years of work experience as a Registered Nurse. Ms. Kendall is currently serving the ACM Nursing Department as a part-time clinical instructor.

With no other business the meeting adjourned at 5:31 pm.

Respectfully submitted,



Kim B. Leonard
Board Chairman



Dr. Cynthia S. Bambara
President