

Allegany College of Maryland  
BOARD OF TRUSTEES

April 18, 2022

PUBLIC SESSION  
MINUTES

The Allegany College of Maryland Board of Trustees met virtually on Monday, April 18, 2022, at 4 pm. Board members in attendance included Mr. Kim Leonard (Chair), Ms. Jane Belt (Vice Chair), Ms. Mirjhana Buck, Ms. Linda Buckel, Mr. Eugene Frazier, Ms. Michele Martz, Mr. James Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

VP Kurt Hoffman	VP David Jones	VP Christina Kilduff
Scott Harrah	Melinda Duckworth	Stacey Rohrbaugh
Dione Clark-Trub	Heather Greise	Chandler Sagal
Debby Hardinger		

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

**Adopt the Minutes**

Following a motion and second by Ms. Martz and Ms. Belt, respectively, the Trustees adopted the March 21, 2022, minutes with a minor correction related to the number of rooms available in Willowbrook Woods.

**Chairman's Update**

Mr. Leonard introduced Eugene Frazier and welcomed him to the Board and shared that the Board orientation is being scheduled. Mr. Frazier shared a few comments about himself. The Board welcomed him and thanked him for his willingness to serve.

Mr. Leonard inquired about the availability of the Board to attend the May 13 and May 16 commencement exercises. Several Board members expressed that they will attend all or several of the ceremonies. Mr. Leonard shared the upcoming ACM events. He noted that the Maryland Association of Community Colleges (MACC) Trustee Leadership Conference will be held on April 28, in person and virtual.

**President's Update**

Dr. Bambara asked for a moment of silence to remember Dr. David Hinds, a former ACM vice president of Instructional Affairs, who passed away unexpectedly on April 1. She welcomed Mr. Frazier to the Board of Trustees. Dr. Bambara congratulated Trustees Jane Belt and Michele Martz who were selected as two of Maryland's top 100 women.

Dr. Bambara shared that the Maryland Association of Community Colleges (MACC) Trustee Leadership Conference will be held on April 28 (in person and virtual). She also shared that it was a record year for funding from the State of Maryland for community colleges, including full funding of the CADE formula. Summer and Fall enrollments opened April 4; however, it is still too early to see any trends. The second of three Spring Open Houses was held on Saturday, April 9. Attendance at this event totaled 141 visitors (49 prospective students and 92 guests). Total attendance for the event held on Friday, March 11 was 31 (13 prospective students and 18 guests). The final Spring Open House will be held on Monday, April 25 beginning at 8:30 am in the Thomas Welcome Center.

The COVID Command Team continues to meet with limited to no reports. The campus is now mask optional.

The Bedford County Regional Education Foundation fundraiser will be held on May 20. Dr. Bambara also reminded the Board of the upcoming commencement ceremonies. The Bedford County Regional Education Foundation received notice that Everett Cash Mutual (ECM) Insurance Group's Educational Improvement Tax Credit (EITC) donation of \$500,000 was approved by PA Department of Community and Economic Development (DCED).

A meeting with Pennsylvania Representative Jesse Topper took place on March 23, 2022, to share appreciation for his support of the Bedford County Campus and to discuss the Southern Tier Education Council (STEC) funding request for FY2022-2023. A total of \$950,000 was requested with \$650,000 being allocated for PA Tuition Subsidy and \$300,000 for instructional, infrastructure, and operational expenses.

As part of the Foundation's annual benchmarking initiative, Dr. Bambara shared the following data:

- Allegany County has the lowest median household income in the State.
- The Foundation's net assets
  - Third only to Montgomery College and Anne Arundel Community College.
- Allegany College of Maryland Foundation:
  - Highest contributions per FTE
  - Highest net assets per FTE
  - Highest endowment per FTE
  - Highest scholarships per FTE
  - When compared to other local and regional colleges/universities, ACM does very well in each of these measures.

Mr. Leonard shared that ACM presented the FY2023 budget to Allegany County (commissioners and staff) in early April and referenced the informational package that was provided to document the College's needs.

#### Food Pantry Presentation

Ms. Heather Greise and Ms. Dione Clark-Trub provided an overview of the Pantry, which included a PowerPoint indicating the services offered and the students served. This included a history of the pantry, request process, and current initiatives.

#### **Approval of Contractor for College Center/Physical Plant Fluid Applied Single Ply Roof Replacement/Restoration Projects**

Ms. Kilduff presented a summary of the bids for the College Center/Physical Plant Roof projects, which include partial restoration and partial replacement. Five bids were received, following the ACM procurement process. It was recommended that the low bidder, Houck Services, Inc., be selected at \$1,250,100 for the three roofs (College Center, Theatre, and Physical Plant) with a 30-year warranty option. To avoid any conflict of interest, Ms. Belt abstained from the vote on this agenda item. Following a motion by Ms. Martz and a second by Ms. Buck, the Trustees approved Houck Services, Inc. as the contractor for the project.

#### **Willowbrook Woods Cleaning Contract Recommendation**

No action was needed on this agenda item since the bids were under the \$50K threshold that requires Board approval.

#### **J4 College Center Theatre Design Concept and Budget – Expansion of Scope**

Ms. Kilduff presented information on the expanded scope of the J4 Theatre Consultant to include architectural engineering, bid review and construction management services, conceptual design for the renovations to the Allegany College of Maryland's College Center Theatre. She recommended that the Board approve an additional \$67,100 to the original base cost of \$68,500 for J4 Theatre Consulting Services. The revised design total is \$135,600. The Trustees approved the recommendation following a motion by Ms. Belt and second by Ms. Buck.

ACM staff worked with J4 staff to consider proposed equipment with an initial budget with over \$1M. Mr. Jones is working to obtain grants and is working with the theatre designer to come up with a proposal. The team working on the project is requesting Board of Trustees approval to request bids using the approved budgets. On a motion and second by Ms. Belt and Ms. Martz, respectively, the Trustees preliminarily approved the staff to move forward with the project.

#### EXECUTIVE SESSION

Following a motion by Ms. Belt and second by Mr. Frazier, the Trustees went into Executive Session at 5:15 pm 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.

At 6 pm the Trustees returned to Public Session to act on the personnel matters discussed in Executive Session. The Trustees approved the following recommendations:

#### Faculty Recommendation

Jason Gaither, Human Services, Assistant Professor, Full-time Tenure Track

#### Professional Staff Recommendation

Dr. Mihaela Wood, Dean of Arts and Sciences

#### Tenure and Promotion-in-Rank Recommendations

Dr. Hoffman recommended the following faculty for Tenure and Promotion/Advancements-in-Rank:

David Scott Diehl – Advancement to Assistant Professor, Respiratory Therapist Program

Lisa Humbertson – Tenure and Advancement to Assistant Professor, Medical Administrative Assistant/Medical Assistant

Dr. Karisa White – Tenure and Advancement to Assistant Professor, Nursing

Ms. Kirsten Hansen – Tenure and Advancement to Associate Professor, Massage Therapy

Dr. Kathleen Thompson – Tenure and Advancement to Professor, Biological Sciences

Marie Perrin-Miller – Advancement to Associate Professor

Laura Fiscus – Advancement to Professor

Dr. Diane McMahan – Advancement to Professor

#### Associate Support Staff Association In-Class Advancement Recommendations

Mr. Jones recommended the following Associate Support Staff for In-Class Advancements:

Ms. Debby Hardinger – Advancement to Level III

Ms. Sandi Foreman – Advancement to Level III

Ms. Wendy Knopsnider – Advancement Level II

Ms. Shea Bonarigo – Advancement to Level II

Professional & Administrative Support Staff In-Class Advancement Recommendations

Ms. Kilduff recommended the following Professional & Administrative Support Staff for In-Class Advancements:

Mr. Richard Cofield – Advisement Specialist for TRIO: Pathways for Success, Advancement to Level II

Ms. Joy Freidenbloom – Science Lab Coordinator, Advancement to Level II

Jared Ritchey – Ed Tech Services Coordinator, Advancement to Level II

Heather Grim Bambara – Coordinator of Work Experience Program, Advancement to Level III

Autumn Becker – Director of Western Maryland IT Center of Excellence, Advancement to Level III

Susan Evans – IT Helpdesk Coordinator, Advancement to Level III

Shauna McQuade – Director of Public Relations and Marketing, Advancement to Level III

On a motion by Ms. Belt and second by Ms. Martz, the Trustees approved the personnel recommendations as presented.

With no further business, the Trustees adjourned the meeting at 6:07 pm.

Respectfully submitted,



Mr. Kim B. Leonard  
Board of Trustees Chairman



Dr. Cynthia S. Bambara  
Secretary/Treasurer