

Allegany College of Maryland  
BOARD OF TRUSTEES

June 20, 2022  
PUBLIC SESSION  
MINUTES

The Allegany College of Maryland Board of Trustees met Monday, June 20, 2022, at 4 pm in the Thomas Welcome Center. Board members in attendance included Mr. Kim Leonard (Chair), Ms. Michele Martz, Ms. Linda Buckel, Mr. James Pyles, Mr. Eugene Frazier, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

VP Kurt Hoffman	VP David Jones	VP Christina Kilduff
Kara Riley	Debby Hardinger	Dr. Renee Conner
Cathy Zirk	Brandon Robinette	

Mr. Leonard called the Board of Trustees meeting to order at 4 pm on Monday, June 20, 2022 in the Thomas Welcome Center.

**May 9, 2022 Meeting Minutes**

On a motion to approve by Mr. Pyles with a second by Ms. Martz, the Trustees approved the May 9, 2022 meeting minutes.

**Chairman's Update**

Mr. Leonard shared that an orientation meeting was held for incoming Board of Trustee, Mr. Eugene Frazier, earlier in the afternoon. Mr. Leonard also reviewed the upcoming events listed on the agenda.

**President's Update**

Spring 2022 Graduation

Three graduation ceremonies were held on May 14, 2022 at the Cumberland campus and an evening ceremony was held at the Everett Area High School celebrating the Bedford County graduates. There were 256 individuals who completed the requirements for 265 associate's degrees and 38 certificates. Special thanks to the Trustees who were able to attend the ceremonies.

Summer and Fall Enrollment

Summer and Fall enrollment opened April 4. The Enrollment Management Team began meeting to monitor the activity. Year to year comparative numbers are as follows:

- Summer 2022 is up 11% in headcount and 15% in credits from summer of 2021.
- Fall is trending up as well with an increase of 4% in headcount and 5% in credits.
- Currently, there is a 25% increase in male students; female students are flat. In-county students are currently at a 6.7% increase and under 20 students are up 18.5%.

### Community College of the Appalachia

Rebecca Ruppert and Dr. Bambara attended the Community Colleges of the Appalachia Annual Conference June 5-7, 2022 in Asheville, NC. On June 6, they provided a presentation titled "Transforming Mountain Maryland: Innovative Solutions Through Western Maryland Works." The presentation described the ways in which ACM trained over 100 displaced Verso workers and featured video clips of the training facility as well as student testimonials.

### Maryland Association Community Colleges

The MCCCCP met Friday, June 17, 2022 in Hagerstown. Guest speaker, Ron Hetrick, from EMSI Burning Glass described the Demographic Drought: How the approaching sansdemic (sans—without, demic—people) will transform the labor market for the rest of our lives. He described the impact of retiring Baby Boomers and the remarkable erosion of the prime age male workforce. The presentation provided a fascinating but grim view of the future of America's labor market. Dr. Bambara will share the report and a video link with the Trustees that provides the findings of the research.

Dr. Bambara will continue to serve as an ex-officio member of the 2022-23 MACC Executive Committee for an additional year.

### COVID-19 Command Team

With regional county positivity rates on the rise, (according to CDC metrics), ACM has one active case manager for several hours each week to follow-up with any reports. A weekly communication continues to be sent to employees with current COVID-19 metrics and reminders of safety protocols. Attestations will continue in offices and classrooms throughout the summer. Leadership will monitor metrics regularly and adjust protocols as needed.

### Grants

A Maryland State Department of Education Leads Partner Grant was submitted and awarded in the amount of \$394,487 in partnership with ACPS. The grant will allow the development of a pathway for students to take Early College classes that will lead to an Associate's Degree in Teacher Education. This will ultimately support staffing shortages at ACPS. Students will receive paid tuition, tutoring, peer mentors, advisors, paid internships, and a seamless transition to ACM.

The grant NSPII Doubling the Nursing Evening Program in the amount of \$749,215 was submitted and received. This will double the capacity of the evening nursing program at the Cumberland campus to create an opportunity for an additional 30 RN qualified nurses each year. (After year four, there will be 90 new graduates.)

The grants for the NSPII Maryland LPN to RN Online Nursing Cohort and the NSPII Hybrid Weekend Nursing Program Feasibility Planning Grant were not funded.

Two projects funded by Open Space are underway (baseball field and fitness center renovation) totaling approximately \$285,000. Phase 1 of the baseball field is in progress. Staff are currently working on procurement process for the fitness center equipment.

### Pool Update

Dr. Bambara and Mr. Leonard met with Kathy Mattingly regarding the indoor pool repairs. Ms. Mattingly represents a group of interested citizens who wish to have the pool repaired. Dr. Bambara and Mr. Leonard explained that the cost of the repair is approximately \$600,000. They explained that requests have been made to both the county and the state to cover the repairs; however, the requests have not been funded. They explained there are also alternative needs for the space where the pool is located.

### **FY23 Operating Budget Approval**

Christina Kilduff provided highlights of the FY23 operating budget and Cathy Zirk responded to questions adding additional details. With a motion to approve the budget by Ms. Martz and a second by Mr. Frazier, the Trustees approved the FY2023 balanced operating budget of \$31,367,231.

### **Mandated Updates to Policies and Reports**

Dr. Connor presented the following for approval:

- Residency Policy—recent legislation requires the addition of returning Peace Corp volunteers to allow for instate tuition rates
- Non-discrimination Policy—changes made to comply with Maryland state regulations
- Non-discrimination Statement—changes made to comply with Maryland state regulations
- Title IX Policy—revised with current non-discrimination language
- ADA/504 Policy— revised with current non-discrimination language
- AY 2021-2022 Cultural Diversity Report—includes additional sections of the report

Mr. Frazier moved to approve the above policies as well as the AY 2021-2022 Cultural Diversity Report as a single motion. Following a second to the motion by Mr. Pyles, the Trustees approved the above policy revisions and the AY 2021-2022 Cultural Diversity Report.

### **Board of Trustee Representative on Risk Management Executive Committee**

Dr. Bambara requested a Trustee to volunteer to serve on the Risk Management Executive Committee to replace the seat vacated by Mr. McMullen. She explained the work of the committee involves oversight of the identified risks at the institution at bi-annual meetings. Mr. Pyles volunteered to serve on this committee.

### **Athletic Equipment Bid Recommendation**

David Jones provided background on the need to renovate the existing fitness center in the Physical Education Building to include new equipment. Funding for the project is provided by a Project Open Space grant with a match provided by both the College and the ACM Foundation. Following the RFP process, the review team unanimously recommended to the Board of Trustees the bid from Heartline Fitness Center in the amount of \$93,492.92. On a motion by Ms. Buckel and a second by Ms. Martz, the Trustees approved the bid recommendation for Heartline Fitness Center.

## **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. The Trustees moved to Executive Session at 5:03 p.m. and returned to Public Session at 5:30 pm to approve hiring recommendations.

Dr. Kurt Hoffman recommended the following for hire:

Jerry Hoover – Associate Professor of Computer Technology

Brooke Morton – Assistant Professor of Nursing

Danean Mullenax – Assistant Professor of Dental Hygiene

Debra Swope – Program Director, Hospitality Management, and Assistant Professor

Mason Heyne – Assistant Athletic Director, Student Development & Success, Physical Education/Health, and Assistant Professor

Landon Defibaugh – Student Services Specialist, Bedford County Campus

On a motion by Ms. Martz and second by Mr. Frazier, the Trustees approved the recommendations.

With no further business, the Trustees adjourned the meeting at 5:36 pm.

Respectively submitted,



Mr. Kim B. Leonard  
Board of Trustees Chairman



Dr. Cynthia S. Bambara  
Secretary/Treasurer