

Allegany College of Maryland
BOARD OF TRUSTEES
MEETING AGENDA (draft)
August 17, 2026

Thomas Welcome Center
Iris Eustace Halmos Community Room

PUBLIC SESSION

4 p.m.

1. Adopt the June 15, 2026 Minutes
2. Statement of Executive Session – Ms. Belt
3. Chairman's Update – Ms. Belt
4. Board Member Comments/Reflections - Board of Trustee Members
5. President's Update – Mr. Jones
6. Approval of Summer Graduates (Action Item) – Ms. Nightengale
7. Board Education: AI and the Instructional Path Forward for ACM – Dr. Hoffman
8. Community Development Financial Institutions (CDFI) Approval (Action Item)- Ms. Little
9. FY28 Academic Calendar Edit- Dr. Hoffman
10. Campus Store/Advancement Roof Restoration (Action Item) – Ms. Kilduff
11. Statement for Closing a Meeting Under the Open Meetings Act – Ms. Belt

EXECUTIVE SESSION

The Board of Trustees will convene to Executive Session to discuss permitted items [Article § 3-305(b) (1) (2), and (7)] covered under the Maryland Open Meetings Act. If necessary, action may be taken in Public Session as a result of items discussed in Executive Session.

1. Personnel Recommendations – Dr. Hoffman
2. Federal Mandates Compliance – Dr. Conner
3. Naming Recommendations – Mr. Jones

Upcoming Events:

Mon, August 17, Full Term Fall Classes Begin

Mon, September 7, Labor Day, College Closed

Mon, September 14, Board of Trustees Meeting, Welcome Center, 4 p.m.

Tues, September 15, Campaign Kick-off, Welcome Center, 9 a.m.

Weds, September 16, Campaign Kick-off, Bedford, 9 a.m.

Mon, October 19, Board of Trustees Meeting, Welcome Center, 4 p.m.

Fri, October 23, State of the College, Zimmer Theatre, 9 a.m.

Tues, October 27, Phi Theta Kappa Induction Ceremony, Zimmer Theatre, 6:30 p.m.

Mon, November 16, Board of Trustees Meeting, Welcome Center, 4 p.m.

Thurs/Fri, November 26 & 27, Thanksgiving Break, College Closed

Mon, December 7, Board of Trustees Meeting, Welcome Center, 4 p.m.

Thurs, December 10, All College Staff Meeting, Theatre, 9 a.m. Holiday Reception, 12 noon, College Center

Fri, December 11, Commencement, Gymnasium, 7 p.m.

Mon, January 25, MACC Trustee & President's Leadership Conference, Calvert House, Annapolis, TBD

Allegany College of Maryland
BOARD OF TRUSTEES
MEETING MINUTES
June 15, 2026

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, June 15, 2026, at 4:02 p.m. in the Thomas Welcome Center, Iris Eustace Halmos Community Room. Board members in attendance included Ms. Jane Belt, Ms. Linda Buckel, Ms. Mirjhana Buck (via phone), Mr. Kim Leonard, and Mr. David Jones, President and Secretary/Treasurer.

Others in attendance included:

Kurt Hoffman	Beth Little	Christina Kilduff
Melinda Duckworth	John Bone	Jami Reynolds
Miha Wood	Shannon Redman	Renee Conner
Lori Spence	Scott Harrah	Heather Kephart
Brandon Robinette	Isaac Tice	Diane McMahon
Carla Emerick	Renee Douthitt	

PUBLIC SESSION

Adopt the May 11, 2026, Minutes

On a motion by Ms. Buckel, seconded by Mr. Leonard, the minutes of the May 11, 2026, meeting were approved as presented.

Chair's Update

Ms. Belt welcomed those in attendance and thanked those who attended and participated in the spring pinning and commencement ceremonies at the Cumberland and Bedford campuses.

Mr. Jones and Ms. Belt presented certificates to Diane McMahon, Brandon Robinette, and Isaac Tice in recognition of receiving the 2026 League Excellence Awards from the League for Innovation. Nominated and selected by their peers, the recipients shared their experiences attending the conference. The League Excellence Awards recognize individuals who have demonstrated exceptional dedication and leadership in the community college field.

Ms. Belt concluded her remarks by reviewing the calendar and highlighting college events scheduled throughout the summer.

President's Update

Mr. Jones provided a four-page College update that included highlights and information on the following topics:

- Reappointment of Eugene Frazier to the Board of Trustees for a six-year term beginning July 1, 2026

- Registration and enrollment
- Enrollment Days and Open House events
- Full accreditation status achieved by the Occupational Therapy Assistant and the Physical Therapist Assistant programs.
- Budget update
- Pennsylvania funding news
- Support for ACM students through a NASPA Emergency Aid Microgrant
- Successful MHEC audit completed by the Financial Aid team
- Community college benchmarking results and fundraising success
- Meeting the Moment grant, which provides evidence-based skills to reduce stress and build resilience
- Recognition of the PhageHunters program and the nine ACM students whose annotations were published in the National Institute of Health's GenBank database.
- DelFest update and appreciation for ACM faculty and staff who supported the event
- Visit by Maryland Secretary of Planning, Rebecca Flora, to programs supported by the Appalachian Regional Commission
- Willowbrook Outdoor Wellness Complex updates, including Phase II planning

Mr. Jones reviewed each item and responded to questions from Board members regarding the College's ongoing initiatives, achievements, and legislative developments.

Board Reflections

Mr. Leonard thanked everyone who attended and participated in the most recent commencement ceremonies.

Board Education: Office of Technology Experience & Service

Ms. Reynolds, Chief Information Officer, provided an overview of the Office of Technology Experience & Service (formerly IT and eLets) and discussed the department's vision related to Platforms and Infrastructure Services, Instructional and Enterprise System End User Experience and Support, and Technology Enablement and Service Management.

Diversity Report

Dr. Conner explained the requirements for the Diversity Report, which includes programs and activities from the past year that support the College's diversity initiatives. The report will be submitted to the Maryland Higher Education Commission. On a motion by Ms. Buckel, seconded by Ms. Buck, the Trustees approved the Diversity Report.

Bedford County Campus Truck Purchase

Ms. Kilduff reported that funding was provided through the Commonwealth of Pennsylvania for the purchase of a truck to support the Bedford County campus with snow removal and other routine maintenance tasks. An RFP was issued, and the Bedford County Campus Facilities Committee recommended awarding the purchase to Bedford Chrysler. As the purchase price is below the \$100,000 threshold, Board of Trustees approval is not required, and the President approved the purchase.

Approval of FY27 Budget

Ms. Kilduff referred to the bound budget booklet and reviewed the balanced FY27 operating budget totaling \$38,732,748. The revenue budget includes credit and non-credit student tuition and fees, the Maryland State funding allocation, funding from Allegany County, and other miscellaneous revenues. The expenditure budget includes compensation, contracted services, supplies/materials, communications, conferences/meetings/travel/professional development, student grants/waivers, utilities, fixed charges, furniture/equipment, and contingency. On a motion by Ms. Buckel, seconded by Mr. Leonard, the Trustees approved the FY27 budget.

Makers Ultimate Challenge (MUC) Update

Dr. Hoffman provided an overview of the Makers Ultimate Challenge <https://www.makersultimatechallenge.com/>. From June 14-17, the College hosted the Makers Ultimate Challenge (MUC), an immersive event that brought together top creators, engineers, and innovators for a dynamic, hands-on competition. He shared that the event serves as a powerful showcase of the talent and ingenuity that define Mountain Maryland and Allegany College of Maryland.

EXECUTIVE SESSION

On a motion by Ms. Buckel, seconded by Mr. Leonard, the Board of Trustees convened to Executive Session at 5:24 p.m. The Board of Trustees will convene to Executive Session to discuss personnel items [Article § 3-305(b) (1)] covered under the Maryland Open Meetings Act. If necessary, action may be taken in the Public Session as a result of items discussed in the Executive Session.

Personnel Recommendations

Dr. Hoffman recommended the appointment of the following personnel:

- Julia Gibbs, full-time Biology faculty, at the rank of Instructor
- Laura Lung, full-time Nursing faculty, at the rank of Instructor
- Jayme Sue Wright, full-time Nursing faculty and SIM and Skill Lab Coordinator, at the rank of Assistant Professor

Ms. Kilduff recommended the appointment of Nicholas Smith to the full-time position of Comptroller.

Ms. Little recommended appointing Sandra Foreman to the full-time position of Foundation and Scholarship Coordinator.

Federal Mandates Compliance (Information Item)

Dr. Conner provided an update on the College's process for tracking and managing executive orders and other federal directives. She reviewed ongoing matters, highlighted significant federal actions, summarized significant ACM actions since the previous Board meeting, and outlined expectations moving forward. Dr. Conner noted that the College's leadership team

continues to monitor the evolving legal landscape and collaborates closely with legal counsel and regulatory agencies to ensure compliance while fulfilling ACM's mission of educating and serving students. The Board expressed continued support for this approach and reaffirmed its commitment to compliance with federal directives.

At 5:36 p.m., on a motion by Ms. Buck, seconded by Mr. Leonard, the Board of Trustees moved out of executive session and back into public session.

PUBLIC SESSION

On a motion by Mr. Leonard, seconded by Ms. Buckel, the Trustees approved the personnel recommendations.

With no further business to discuss, on a motion by Ms. Buckel, seconded by Mr. Leonard, the meeting adjourned at 5:39 p.m.

Respectfully submitted,

Jane A. Belt
Chair, Board of Trustees

David R. Jones
Secretary/Treasurer

Summer 2026 Graduates

Associates of Applied Science

Applied Technical Studies

Brooke Barnett *(SCL)*

Autumn Nicole Bevans

Lamont Lee Jones, Jr.

Brian J. Thomas

Computer Technology-AOC Cybersecurity

Irakoze Reponse

Occupational Therapy Assistant

Madison V. Clippinger

Hannah G. Rose

Ava E. Strawderman

Gabriela A. Weinstein

Physical Therapist Assistant

Justin L. Copman

Colton I. Savage *(MCL)*

Edmond Carroll Loney III *(MCL)*

Darrien G. Shroyer *(MCL)*

Liam E. McKenzie *(MCL)*

Braelynn M. Whetsell *(CL)*

Jace S. Patton *(CL)*

Laura L. Wilson

Aidan T. Ream *(CL)*

Respiratory Therapist

Kassidy J. Baxter

Lucas Christian Hahn

Associate of Science

Arts & Sciences

Xiaojuan Nie-AOC Business Accounting *(CL)*

Hailey Suzanne Palmer-AOC Business Accounting *(CL)*

Jessica V. Tran-Biology *(MCL)*

Business Administration

Jake Cooper

Barna Ghafari

General Studies

Aimee L. Culler Corbin

Keegan R. Roach

Daelyn M. Henderson *(MCL)*

Michael James Simons *(MCL)*

Noah C. Merling

Makenna J. Twigg

Emmanuel Okitondo

Jacob David Vanpelt

Kristine M. Ridgeley

Nursing

Shakita D. Briscoe

Teacher Education

Leah J. Moorehead-AOC Early Childhood

Certificates

Multimedia Social Media Marketing

Wade B. Morgan

Practical Nursing

Lakyn M. Beitzel	Logan W. Mason
Shana M. Briskey	Cindy S. May
Shania R. Butts	Toni L. Olshefski-Beatty (MCL)
Megan M. Carey	Tara W. Pratt
Madyson R. Catlett	Chloe A. Robison
Alexis D. Clayton	Bry'Lee P. Rodeheaver
Vivian Cline	Abigail J. Sisler
Krystal R. Femi (CL)	Kimberly G. Slone
Colton B. Jackson	Olivia G. Perkins
Kalei N. Kauffman	Katelyn M. VanSickle
Susannah M. Markle	Maria A. Woodmancy
Chase A. Martin (CL)	Samantha J. Yokum
Katie Elizabeth Martin	Ashley M. Zembower

(CL) – Cum Laude

(MCL) – Magna Cum Laude

(SL) – Summa Cum Laude

Board of Trustees

Allegany College of Maryland
12401 Willowbrook Road
Cumberland, MD 21502

ACTION

SUBJECT: Selection of Consultant for *Appalachian Business Builders: Expanding Capital Access for Rural Entrepreneurs in Western Maryland*

Date: August 17, 2026

BACKGROUND:

The Appalachian Regional Commission (ARC) funded a 12-month regional planning project to develop a framework for a sustainable, community-rooted Community Development Financial Institution (CDFI) serving Allegany, Garrett, and Washington counties. ACM sought proposals from qualified individuals or firms to serve as the Contracted Project Manager/Consultant for the *Appalachian Business Builders: Expanding Capital Access for Rural Entrepreneurs in Western Maryland* initiative. Governor Moore designated \$200,000 in ARC co-chair funding to support this initiative.

Western Maryland entrepreneurs face ongoing barriers to accessing capital, particularly in rural and underserved communities. This project is intended to address those barriers by designing a governance, sustainability, and business-planning framework for a new regional CDFI.

The project will align with the goals of the Appalachian Regional Commission and Maryland's broader capital access strategy, including coordination with the Maryland Community Investment Corporation and regional partners. Key activities include ecosystem mapping, financing gap analysis, listening sessions, roundtables, governance planning, and development of a final CDFI business plan and implementation proposal.

PROPOSAL INFORMATION:

In response to an RFP, twenty proposals were received. The following criteria were used for evaluation:

- Understanding of project and quality of proposed approach
- Relevant experience and qualifications
- Capacity to complete work on schedule
- Cost and value
- Additional considerations included: familiarity with CDFI development or community development finance; demonstrated knowledge of Western Maryland, Appalachia, or rural entrepreneurship systems; experience managing multi-county or regional planning projects; experience with ARC, federal grants, nonprofit/public-sector projects, or grant compliance; and quality of sample reports, plans, facilitation materials, or references.

The review committee, which included two external members representing Tri-County Council and the Maryland Department of Planning, considered all proposals and invited three firms to participate in virtual interviews.

RECOMMENDATION:

It is recommended that the ACM College Board of Trustees officially approve the selection of Pinnacle Strategies, LLC, as the Contracted Project Manager/ Consultant for a sum of \$180,000 based on:

- Best alignment with the project's immediate needs, including regional trust, partner coordination, and implementation readiness.
- Direct connection to the underlying Maryland Department of Planning regional assessment.
- Stronger local and regional credibility through relationships with key organizations in the three-county area.
- Implementation-oriented approach emphasizing concurrent workstreams instead of a strictly sequential process.

Approved by the Board of Trustees:

Mrs. Jane Belt, Chairperson
Board of Trustees

Mr. David R. Jones
President

SUMMER SESSION 2027

TERM	START DATE	END DATE
FULL-TERM (10 Weeks)	May 17, 2027 Monday	July 27, 2027 Tuesday
A-TERM (5 Weeks)	May 17, 2027 Monday	June 21, 2027 Monday
B-TERM (5 Weeks)	June 22, 2027 Tuesday	July 27, 2027 Tuesday

DATE	TERM	ACTIVITY
May 14, 2027 Friday - In Office May 16, 2027 Sunday - Web	FULL-TERM and A-TERM	Last Day for FULL Refund (Less Non-Refundable Fees)
May 17, 2027 Monday	FULL-TERM and A-TERM	Classes Begin
May 18, 2027 Tuesday	A-TERM	Last Day to Enroll in Classes (Instructor Approval)
May 21, 2027 Friday	FULL-TERM	Last Day to Enroll in Classes (Instructor Approval)
May 21, 2027 Friday	A-TERM	Last Day for 80% Refund (Less Non-Refundable Fees)
May 28, 2027 Friday	FULL-TERM	Last Day for 80% Refund (Less Non-Refundable Fees)
June 8, 2027 Tuesday	A-TERM	Last Day to Drop
June 21, 2027 Monday	A-TERM	Classes End
June 21, 2027 Monday	B-TERM	Last Day for FULL Refund (Less Non-Refundable Fees)
June 22, 2027 Tuesday	B-TERM	Classes Begin
June 23, 2027 Wednesday	B-TERM	Last Day to Enroll in Classes (Instructor Approval)
June 25, 2027 Friday	A-TERM	Final Grades Due (10:00 a.m.)
June 28, 2027 Monday	B-TERM	Last Day for 80% Refund (Less Non-Refundable Fees)
July 1, 2027 Thursday	FULL-TERM	Last Day to Drop
July 6, 2027 Tuesday	FULL-TERM and B-TERM	FOLLOW MONDAY SCHEDULE
July 14, 2027 Wednesday	B-TERM	Last Day to Drop
July 27, 2027 Tuesday	FULL-TERM and B-TERM	CLASSES END
July 29, 2027 Thursday	FULL-TERM and B-TERM	Final Grades Due (10:00 a.m.)
August 2, 2027 Monday		Summer Graduation Confirmed

HOLIDAYS/COLLEGE CLOSED

DATE	HOLIDAY
May 31, 2027 Monday	Memorial Day-College Closed
July 5, 2027 Monday	Independence Day-College Closed

Board of Trustees

Allegany College of Maryland
12401 Willowbrook Road
Cumberland, MD 21502

ACTION

Subject: ACM Bookstore AlphaGuard Moisture Triggered System Roof Restoration**Date:** August 17, 2026

BACKGROUND:

This project aims to repair/replace the damaged roof materials on the Campus Store and Advancement Building. This roof is damaged beyond the point of repair in certain sections. The sections to be replaced are 25'x30' and 16'x24' respectively, totaling an area damaged to the point of needing replacement of 1,134 square feet (12% of total roof area). Tremco has been working alongside the College's Director of Physical Plant, to remain in compliance with the RFP process for replacing sections of the roof that have been damaged beyond repair and to apply a new AlphaGuard roof system to the building.

ACM has been using Tremco since 2018, when they did the Bedford County Campus roof restoration project. ACM has had no issues with Tremco products and their services are top notch. Tremco only uses certified Tremco installers as they provide training on their products. This is one reason Tremco did a quick closed bidding process, as most installers were booked, and the bookstore roof needs to be completed as soon as possible.

A typical roof replacement consists of removing the entire roof down to the metal roof deck. This would include the top membrane and insulation. In order for a roof to be a candidate for a roof restoration, infrared scans must be completed to see if any insulation is wet. If scans show more than 50% wet insulation, they revert to traditional roof tear off. If the scan shows no wet insulation or small amounts, it's a candidate for restoration. The restoration process can be nearly ½ the cost of a complete roof tear off.

This roof restoration will include a 30-year warranty and fix leaks and other building temperature issues caused by a deficient roof. Quotes were received from David M Maines, Houck, and Marcon. All quotes were received by July 31, 2026. A breakdown of the prices can be found below:

BID INFO:

Company	Price
David M Maines 10 Expansion Drive PO Box 167 Lewistown, PA 17044	\$220,300
Houck 301 South Antrim Way Greencastle, PA 17225	\$177,800
Marcon 2500 Clyde Avenue State College, PA 16801	\$262,300

Staff discussed the quotes after receiving them. In this discussion, it was determined that the bids were from competent contractors who can complete the work.

RECOMMENDATION:

It is recommended that the Board of Trustees officially approve the selection of Houck as the contractor to complete the ACM Bookstore AG MTS Roof Restoration, and approve the project cost of one hundred seventy-seven thousand, eight hundred dollars (\$177,800). This project is to be funded through sustainability funds.

It is also recommended that the Board allow the College to proceed with an applicable agreement and a notice to proceed for the project.

Approved by the Board of Trustees:

Mrs. Jane Belt, Chairperson
Board of Trustees

Mr. David Jones
President

Allegany College of Maryland
Board of Trustees

Board Appointment Requests
for
Full-time Faculty and Professional/Administrative Staff Recommendations
August 17, 2026

Faculty Recommendations:

Bryan, Brandon - Based on the recommendation of Dr. Kurt Hoffman, Senior Vice President of Instructional and Student Affairs, and Dr. Karin Savage, Dean of Career Education, I am recommending the appointment of Brandon Bryan to the position of Faculty, Automotive Technology at the rank of Instructor.

Mr. Bryan is a graduate of the Allegany College of Maryland Automotive Technology program. Over the past eight years, Mr. Bryan has been a mechanic at Nelson Auto Sales. Moran Coal Company, and Thomas Automotive.

Professional and Administrative Staff Recommendations:

Heath, Julia - Based on the recommendation of Dr. Kurt Hoffman, I am recommending the appointment of Julia Heath to the position of Program Coordinator, Resilience Institute.

Ms. Heath has a wide range of experience as an educator, care provider and consultant. She most recently was employed as an Adjunct instructor with Frostburg State University. Past experience includes working at Sheppard Pratt School as a special education teacher and was the proprietor, care provider and consultant for Home Care for the Whole Person.

Ms. Heath has a Bachelor of Arts, English Language and Literature, Smith College; Master of Arts, Folklore Studies, Indiana University; Master of Arts, Educational Studies, Western Governors University. Additionally, Ms. Heath has been trained by The Center for Mind-Body Medicine and is a facilitator for Mind-Body Skills groups.

Poland, William (Trey) - Based on the recommendation of Dr. Kurt Hoffman, I am recommending the appointment of Trey Poland to the position of Applied Technical Instructor & Lab Technician.

Trey has been employed with Allegany College of Maryland since October 2024 as both an adjunct in Engineering and Advanced Manufacturing. Additionally, he teaches machining courses for continuing education.

Trey completed Manual & CNC Machinist Training I and II with Allegany College of Maryland's Western Maryland Works. He is NIMS certified (National Institute of Metalworking Skills).

Recommendation by: Date
David R. Jones, President

Approved by: Date
Jane Belt, Board Chairperson



Allegany College of Maryland
Board of Trustees

Board Appointment of Full-time Faculty and Professional & Administrative Support Staff

August 17, 2026

Name	Title	Classification	Grade/Rank	Effective Date	Action
Bryan, Brandon	Faculty, Automotive Technology	Faculty	Instructor	8/3/2026	New Hire
Heath, Julia	Program Coordinator, Resilience Institute	Professional Staff	Grade 13	8/11/2026	New Hire
Poland, William (Trey)	Applied Technical Instructor & Lab Technician	Professional Staff	Grade 12	8/17/2026	New Hire

Board Notification of Full-time Hires, Promotions, Transfers, Retirements, Resignations and Terminations

Name	Title	Classification	Grade/Rank	Effective Date	Information
Light, Jennifer*	Director of Western Maryland Works & Applied Programs	Administrator	Grade 19	7/1/2026	Promotion
Keidel, Jennifer	Scholarship & Advancement Associate	Associate Support Staff	Grade 9	7/6/2026	New Hire
Pyles, Christopher*	Datacenter Administrator	Professional Support	Grade 15	7/16/2026	Promotion
Walch, Melissa*	Clinical Coordinator, LPN to RN	Faculty	Associate Professor	8/1/2026	Transfer
McCoy, Stephanie*	Faculty, Medical Administrative Assistant	Faculty	Instructor	8/17/2026	Transfer

* Previously approved by BOT in either Faculty or Professional Role

Recommendation to the Allegany College of Maryland Board of Trustees
August 17, 2026

Members of the Board of Trustees:

As President of Allegany College of Maryland, I respectfully recommend that the Board of Trustees approve the following naming opportunities in recognition of the generous financial support provided to Allegany College of Maryland through the Allegany College of Maryland Foundation. These recommendations are consistent with the room and facility naming guidelines approved by the Board of Trustees in 2003.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Jones", written in a cursive style.

David Jones
President

Recommended Naming Opportunities

The Kim and Marion Leonard
Center for Continuing Education and Workforce Development

In recognition of Kim and Marion Leonard
For their generous support of
Allegany College of Maryland

The Sophie Powell Pantry

In recognition of Sophie Powell
For her generous support of
Allegany College of Maryland