

Allegany College of Maryland
BOARD OF TRUSTEES
MEETING MINUTES
February 23, 2026

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, February 23, 2026, at 4:00 p.m. in the Thomas Welcome Center, Iris Eustace Halmos Community Room. Board members in attendance included: Ms. Jane Belt, Mr. Kim Leonard, Mr. Eugene Frazier, Mr. James Pyles, Ms. Linda Buckel, Ms. Mirjhana Buck (via phone), and Mr. David Jones (President and Secretary/Treasurer).

Others in attendance included:

Dr. Kurt Hoffman	Heather Kephart	Christina Kilduff
Melinda Duckworth	John Bone	Melanie Chapman
Dr. Miha Wood	Shannon Redman	Dr. Renee Conner
Dione Clark-Trub	Kerri Caporale	Carla Emerick
Lori Spence	Shanese Westfall	

PUBLIC SESSION

Adopt the December 8, 2025, Minutes

Ms. Belt called the meeting to order at 4:02 p.m. in the Halmos Community Room. On a motion by Mr. Frazier and a second by Mr. Leonard, respectively, the minutes were approved as submitted.

Chair's Update

Ms. Belt provided a general welcome, noting that she has served as a Board member for approximately 30 years and that she looks forward to working with ACM faculty and staff in her role as chair. Ms. Belt specifically welcomed the affinity group representatives who were present and invited them to introduce themselves. She then asked everyone in attendance to share a fun fact about themselves. She reviewed the calendar of upcoming events and shared that she joined Mr. Leonard, Mr. Pyles, and Mr. Jones for the MACC Trustee Leadership Conference, which was held virtually on January 26, 2026, due to inclement weather. Ms. Belt also provided an update from the conference, including information on State funding for Maryland's 16 community colleges.

President's Update

Mr. Jones provided a four-page College update, which highlighted the following topics:

- President's Office Open House Dates
- Welcome to FSU President, Dr. Shadow Robinson
- Enrollment Update
- Budget Update
- State of PA Budget Update
- Legislative Update
- PTK Induction Ceremony

- Career & Technical Education Month
- Continuing Education & Workforce Development (CEWD) Catalog
- UPMC and Maryland Physicians Care \$350,000 Gift
- League for Innovation Award Winners for 2026
- Student Advocacy Day
- Reader Commentary from FSU Interim President and ACM President

Board Education: ACT WorkKeys

Ms. Melanie Chapman and Ms. Kerri Caporale provided an overview of ACT WorkKeys, a comprehensive, nationally recognized system of assessment and curriculum that measures foundational, "real-world" employability skills; issues the National Career Readiness Certificate (NCRC); aligns education and employer expectations; and supports apprenticeship and workforce development pathways. Melanie and Kerri discussed the impact of the system and shared examples of reports and profiles. They noted that the program offers strategic value for ACM by strengthening employer partnerships, enhancing student employability, supporting grant alignment, improving workforce credibility, and positioning ACM as a stronger regional workforce partner.

Driver Safety Policy

Ms. Kilduff presented the Driver Safety Policy, which had been reviewed by the College's affinity groups. The updated policy provides additional clarification and reflects the insurance company's recommended changes. On a motion by Mr. Pyles and a second by Mr. Frazier, the Trustees approved the revised policy. Ms. Belt raised a question regarding golf cart safety, which Ms. Kilduff will address with the appropriate supervisors.

Academic Grievance Policy and Procedures

Dr. Hoffman presented the Academic Grievance Policy and Procedures, which were revised by the ISA policy team. A graphic outlining the procedural steps for an academic grievance was also developed. On a motion by Mr. Pyles and a second by Mr. Leonard, the Trustees approved the revised policy.

Program Advisory Committee Updates (Information Item)

Dr. Hoffman provided an overview of changes to the Program Advisory Committees' membership.

ACM Engage

Dr. Miha Wood and Ms. Shanese Westfall provided an overview of ACM Engage, a new professional development program for ACM staff and faculty. The program is designed to help participants gain a deeper understanding of the College's various functions and will be offered to a limited number of participants in each annual cohort through an established application process. A tentative schedule was shared.

At 5:25 p.m., the regular session of the Board of Trustees adjourned on a motion by Mr. Pyles and a second by Mr. Frazier.

EXECUTIVE SESSION

On a motion by Mr. Frazier and a second by Mr. Pyles, the Trustees convened into Executive Session at 5:26 p.m. The Board of Trustees will convene in 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:

Shelly Durst: Full-time Clinical Coordinator, LPN to RN Program.

Chloe Parsons: Full-time Student Success Coach in the Advising Department.

Anna Saweikis: Full-time Coordinator, Industry & Employer Solutions.

Clare Buckle: Full-time Coordinator, Allied Health Technician Programs.

Professor Emeritus

Dr. Hoffman recommended that the appointment of Professor Emeritus be bestowed on Dr. William Rocks and Mr. Rick Cooper.

Tracking and Managing Executive Orders and Federal Directives

Dr. Conner updated the Board on how the College tracks and manages executive orders and other federal directives. As part of this update, she provided an overview of ongoing, highlighted current hot topics, summarized significant ACM actions since the previous Board meeting, and outlined expectations moving forward. She noted that the 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 its continued support for this approach and reaffirmed its commitment to compliance with federal directives.

At 5:46 p.m., the Trustees moved out of Executive Session to Public Session on a motion by Ms. Buck and a second by Mr. Pyles.

Personnel Recommendation

On a motion by Mr. Pyles and a second by Mr. Frazier, the Trustees approved the personnel recommendations.

Professor Emeritus Recommendation

On a motion by Ms. Buckel and a second by Mr. Frazier, the Trustees approved the Professor Emeritus recommendations for Dr. William Rocks and Mr. Rick Cooper.

President's Evaluation

The Board reviewed the results of the President's Annual Evaluation.

With no further business to discuss, on a motion by Mr. Pyles and a second by Ms. Buckel, the meeting adjourned at 5:54 p.m.

Respectfully submitted,

Jane Belt
Chair, Board of Trustees

David Jones
Secretary/Treasurer