Allegany College of Maryland
BOARD OF TRUSTEES
MEETING MINUTES
October 19, 2026

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, October 19, 2026, at 4:03 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. Michele Martz, Mr. David Jones (President and Secretary/Treasurer), and Lori Spence (recorder).

Others in attendance included:

Scott Harrah	Beth Little	Christina Kilduff
Dione Clark-Trub	Renee Douthitt	Jami Reynolds
Miha Wood	Shannon Redman	Renee Conner
Kurt Hoffman	Heather Kephart	Claire Sullivan
Carla Emerick	Shea Bonarigo	John Bone
Melanie Chapman	Melinda Duckworth	Mindy Thoele
Cassie Foster	Landon Defibaugh (Phone)	Isaiah & Tom Kozikowski (Scout Project)

PUBLIC SESSION

Proclamation Presentation: Honoring ACM's 65th Anniversary
Senator Mike McKay presented a proclamation from the Maryland General Assembly in recognition of Allegany College of Maryland's 65th anniversary of serving the region.

Eagle Scout Project Summary: Serenity Trail Refurbish
Isaiah Kozikowski, a member of Scout Troop 24 in Frostburg, Maryland, presented the results of his Eagle Scout project, completed in August 2026. The project included the construction and installation of three bridges, two trail map signs, and two benches along the College's Serenity Trail. He expressed his appreciation to Mr. Phipps and Mr. Jones for their support throughout the project.

Chair's Update
Ms. Belt welcomed those in attendance and reviewed the upcoming meetings and events through January 2027.

President's Update
Mr. Jones provided a four-page College update, highlighting the following topics:

- **Chamber of Commerce Recognition**: ACM was selected as the Chamber of Commerce's 2026 Large Business of the Year and will be recognized on November 5.
- **Inspire Hope – Empower Tomorrow Campaign**: In September, ACM publicly launched a historic $65 million comprehensive campaign to build a strong future through scholarships, facilities and campus enhancements, workforce training and continuing education, direct student support, and the student-athlete experience. An update on the campaign was provided, including a two-minute promotional video highlighting the College's 65-year history.
- **Sophie Powell Pantry Dedication:** The dedication will be held on Thursday, October 22, 3 pm.
- **State of the College:** The event will take place on Friday, October 23, 2026, at 1 p.m.
- **Fall 2026 Enrollment:** Enrollment increased by 4.8% in headcount and .8% in full-time equivalent (FTE) compared to Fall 2025.
- **Student-Athlete Support:** Board members were invited to support student-athletes at upcoming events.
- **FY28 State Budget:** As part of the State of Maryland's FY28 budget process, Governor Moore has asked state agencies to develop budget requests that include spending reductions of up to 10%. Mr. Jones noted that the impact on higher education remains unknown and that state spending reductions could also affect county funding.
- **Pennsylvania Funding Request:** Funding from the State of Pennsylvania through the Southern Tier Education Council is expected to be confirmed soon. ACM anticipates approval of its $2,323,500 funding request, which would support tuition subsidies, facility improvements, campus projects, instructional equipment, and campus operations.
- **Theater Production:** ACM Theatre Club students will present *Charlie and the Chocolate Factory* for two evening performances and one afternoon performance, November 13-15, 2026.
- **Congressional Visit:** ACM hosted Congresswoman April Delaney earlier in the week. The visit provided an opportunity to showcase the important work taking place on campus and ACM's impact on students, families, employees, and the community.
- **Wellness Recognition:** Through the efforts of the Human Resources team, ACM received Pacesetter Level recognition in the 2026 Wellness at Work Recognition Program for healthiest businesses.
- **College to Community Partnership Center:** Mr. Jones expressed his gratitude to the ACM College to Community Partnership Center for its work building partnerships with community leaders and connecting college students, faculty, and staff with initiatives addressing unmet community needs.
- **Willowbrook Outdoor Wellness (WOW) Complex:** This partnership with Allegany County Government will support the development of a high-quality, multigenerational recreational facility. Phase II of the project is expected to begin in spring of 2027.

- **Employee Appreciation Fall Festival**: The event is scheduled for October 22 from 11 a.m. to 2 p.m. Activities will include music, food, craft vendors, and games.

Approval of the Minutes
On a motion by Mr. Leonard, seconded by Ms. Martz, the September 21, 2026 minutes were approved as presented.

Statement of Executive Session
Ms. Belt read the statement regarding the executive session held on September 21, 2026. A copy of the statement is attached to the minutes.

Board Comments/Reflections
There were no Board comments or reflections.

Board Education
Dr. Robinson, President of Frostburg State University, expressed his appreciation for and excitement about the partnership between ACM and FSU. He discussed the shared passion he and President Jones have for the community and expressed his desire to see students graduate and take their talents to other areas, but also remain in the local community.

CE Year-End Report
Melanie Chapman, Dean of Continuing Education and Workforce Development, accompanied by Shea Bonarigo, Operations Manager of Finance and Registration, presented a summary of the annual Continuing Education year-end report. Copies of the report were distributed to those in attendance.

Curriculum Program Deletions
Dr. Hoffman recommended the deletion of six curriculum programs. He explained that the Nursing Assistant Geriatric Aide and Pharmacy Technician programs are being moved from credit to noncredit to provide greater flexibility in offering training based on employer and student needs. On a motion by Mr. Pyles, seconded by Ms. Martz, the Trustees approved the recommendation.

Purchasing and Bidding Thresholds Policy
Ms. Kilduff provided an overview of the College's current procurement threshold, which was established based on the federal micro-purchase threshold in effect as of January 2019. Effective October 1, 2025, the federal micro-purchase threshold increased from $10,000 to $15,000.

Ms. Kilduff recommended that the Board of Trustees approve a revision to the College's purchasing policy, retroactive to July 1, 2026, increasing the procurement threshold from $10,000 to $15,000. The revision also recognizes three written quotes, piggyback and cooperative purchasing contracts, and a documented sole source as acceptable procurement methods for purchases over $15,000 but less than $100,000.

On a motion by Mr. Frazier, seconded by Mr. Pyles, the Trustees approved the revised policy.

Asset Capitalization Threshold Policy
Ms. Kilduff discussed the current Asset Capitalization Threshold Policy and recommended that the Board of Trustees approve increasing the asset capitalization threshold from $5,000 to $10,000, effective retroactively to July 1, 2026. On a motion by Ms. Martz, seconded by Mr. Frazier, the Trustees approved the revised policy.

Annual Fund Balance Designation Process
Ms. Kilduff presented the proposed Annual Fund Balance Designation Process for consideration. She explained that the process outlines how departments may request funding from the accumulated fund balance for eligible one-time needs. She further explained how requests are evaluated, prioritized, and funded, and how fund balance resources are designated for approval, purchases, projects, and strategic reserves. On a motion by Ms. Martz, seconded by Mr. Pyles, the Trustees approved the Annual Fund Balance Designation Process.

Western Maryland Works Wood Dust Collection System
Ms. Kilduff recommended that the Board approve the selection of Units, Inc., in conjunction with Monarch Cleaning Services, as the contractor for the Western Maryland Works Dust Collection System at a cost of $325,000. She discussed the procurement process and the use of Rural Maryland Council and Appalachian Regional Commission funding, along with fund balance resources, to complete the project. She also requested Board approval to sign a notice to proceed, allowing the project to begin in the fall with grant funds to be used before December 31, 2026. On a motion by Mr. Frazier, seconded by Mr. Leonard, the Trustees approved the bid recommendation and the request for notice to proceed.

Statement for Closing a Meeting Under the Open Meetings Act
Ms. Belt read a statement for closing a meeting under the Open Meetings Act. On a motion by Mr. Pyles, seconded by Ms. Martz, the Board of Trustees convened in Executive Session at 5:14 p.m. The Board of Trustees will convene in Executive Session to discuss items [Article § 3-305(b) (7) 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.

EXECUTIVE SESSION

Federal Compliance Mandates Update
Dr. Conner updated the Board on how the College tracks and manages executive orders and other federal directives. She provided an overview of ongoing matters, highlighted current issues, summarized significant ACM actions since the previous Board meeting, and outlined expectations for the future. She noted that the leadership team continues to monitor the evolving legal landscape and collaborate

closely with legal counsel and regulatory agencies to ensure compliance while fulfilling ACM's mission to educate and serve students. The Board expressed its continued support for this approach and reaffirmed its commitment to compliance with federal directives.

At 5:25 pm, on a motion by Mr. Pyles, seconded by Ms. Martz, the Trustees concluded Executive Session and reconvened in Public Session.

PUBLIC SESSION

With no further business to discuss, on a motion by Mr. Pyles, seconded by Ms. Martz, the meeting adjourned at 5:26 pm.

Respectfully submitted,

Jane A. Belt
Chair, Board of Trustees

David R. Jones
Secretary/Treasurer