

Allegany College of Maryland
BOARD OF TRUSTEES
MEETING MINUTES
November 17, 2025

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, November 17, 2025, at 4:00 p.m. in the Thomas Welcome Center, Iris Eustace Halmos Community Room. Board members in attendance included: Mr. Kim Leonard, Ms. Jane Belt, Mr. James Pyles, Mr. Eugene Frazier, Ms. Linda Buckel, Ms. Mirjhana Buck, and Mr. David Jones (President and Secretary/Treasurer).

Others in attendance included:

Dr. Kurt Hoffman	Scott Harrah	Dr. Renee Conner
Beth Little	Christina Kilduff	Melinda Duckworth
Elaine Bridges	Cathy Zirk	Shannon Redman
Carla Emerick	Sherry Buffenmyer	Lori Spence (recorder)
Dr. Tom McInroy		

PUBLIC SESSION

Adopt the October 20, 2025, Minutes

Mr. Leonard called the meeting to order at 4:06 p.m. in the Halmos Community Room. On a motion from Mr. Frazier and a second from Ms. Belt, respectively, the October 20, 2025, minutes were adopted as submitted.

Chairman's Update

Our auditors were here earlier and met with the board.

Mr. Leonard reviewed the upcoming event dates through December. Kim, Jane and Jim planned to attend the nursing pinning and commencement ceremonies.

Board Member Comments/Reflection

Both Ms. Belt and Ms. Buck spoke of the benefits of the campus walkabouts, both saying they enjoyed the campus visit and seeing the students, staff and classroom activity.

President's Update

Mr. Jones provided a handout that highlighted the following topics:

- Registration and Enrollment.

- State of the County, a Chamber of Commerce event. Commissioner President Caporale and Administrator Bennett provided an update in the ACM College Center Theatre.
- Pennsylvania Budget 2025/2026. The \$50 billion budget was signed into law. Funding provided will increase the PA Tuition Subsidy, will support facility improvements, provide for instructional equipment and technology advancements, and support campus operations.
- FY27 Maryland Budget. Though numbers could change, early projections show a deficit of nearly \$1.5 billion.
- League for Innovation Excellence Awards. Nominations have been received and winners will be announced at the December 11 All College Assembly.
- PTK Induction Ceremony. Congratulations to the inductees into PTK membership.
- MLT Congratulations. Colleagues in our Medical Laboratory Technology Program received accreditation notification this week from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) through 2035.
- Bedford County Workforce Development. A special thank you to the Bedford County Development Association for the partnership that elevates the vitality of the region. The college was recently highlighted in a regional Special Progress and Industry Edition publication.
- Open House Events. Both the Cumberland and Bedford campus held open house events recently.
- The Wizard of Oz Theatre Production featuring ACM students was held November 14-16 with near sold out shows each evening.
- Upholding Our Values: A message on Compliance and Commitment
- Empowering Our Future, Cumberland -Times News reader commentary from David Jones was featured in a recent publication.

CE Year End Report

Dr. Tom McInroy presented the report which highlighted 9 major areas of focus within Continuing Education and Workforce Development. In FY2025, 1104 courses were delivered, 12,827 student registrations were reported and 630.76 fundable FTEs were generated.

Nursing Admissions Policy (Action Item)

Dr. Hoffman presented updates and changes to the existing nursing admissions policy. On a first form Ms. Buckel and second from Mr. Pyles, the Trustees approved the updated policy.

Educational Master Plan 2025-2028

Dr. Hoffman presented the educational master plan, thanking the many people involved with the writing and planning. In a time where technological transformation, workforce evolution, and profound social change are prevalent, the new plan reflects the collective determination to meet these unique challenges. Three strategic goals are to 1. facilitate the ethical, effective, and equitable use of artificial intelligence for students, faculty and staff, 2. to further enhance the Culture of Care at ACM, to holistically support each student

to reach their full potential, and 3. to increase effective collaboration with business, industry, and educational partners to ensure our programs align with emerging workforce needs and regional and statewide priorities. Mr. Leonard stated the document was excellent and well written. David thanked Dr. Hoffman for all his work with the plan. On a first from Ms. Buck and a second from Ms. Belt, the Trustees approved the Education Master Plan for 2025-2028.

College Audit (Action Item)

The Trustees convened at 3 p.m., prior the regular meeting to hear the presentation from the auditing firm of SB & Company, Certified Public Accountants & Business Advisors of Owings Mills, Maryland. The team reported a clean audit, was complimentary of the ACM accounting team, and reviewed any improvements with the Trustees. On a first from Ms. Belt and a second from Mr. Pyles, the Trustees approved the audit.

Youth Protection Policy (Action Item)

Dr. Conner presented the new youth protection policy. The policy statement says ACM is committed to providing an environment where the welfare of minor children is protected. No person may commit crimes against any person, this policy specifically prohibits crimes against minors or harm inflicted upon a minor. The policy contains eight key principles and defines the colleges obligations to uphold the policy. Christina thanked Renee for her hard work. On a first from Ms. Buck and second from Ms. Belt, the Trustees approved the policy.

EXECUTIVE SESSION

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 Public Session as a result of items discussed in Executive Session.

On a motion from Ms. Belt and a second from Ms. Buck, the Trustees entered into Executive Session at 5:07 p.m. to discuss personnel items and compliance with federal mandates.

Personnel Recommendations

Dr. Hoffman recommended the appointment of Jennifer Burriss to the position of Director of Online Nursing.

Beth Little recommended the appointment of Claire Sullivan to the position of Content and Communication Specialist.

At 5:17 p.m., the Trustees moved out of Executive Session to Public Session on a first from Mr. Frazier and a second from Ms. Belt.

On a first from Mr. Frazier and a second from Ms. Belt, the trustees approved the Personnel Recommendations.

With no further business, on a motion from Ms. Buckel and a second from Mr. Frazier, the meeting adjourned at 5:26 p.m.

Respectfully submitted,

Kim Leonard
Board Chairman

David Jones
Secretary/Treasurer