

Allegany College of Maryland
BOARD OF TRUSTEES
PUBLIC SESSION MINUTES
March 17, 2025

Thomas Welcome Center
Iris Eustace Halmos Community Room

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

Others in attendance included:

Dr. Kurt Hoffman	Scott Harrah	Christina Kilduff
Melinda Duckworth	John Bone	Melanie Chapman
Courtney Jensen	Elaine Bridges	Liz Rockwell
Tara DeVore	Beth Little	Dr. Renee Conner
Dione Clark-Trub	Lori Spence	

Public Session

Adopt the February 24, 2025 Minutes

On a first from Ms. Belt and a second from Mr. Pyles, the February minutes were approved as presented.

Chairman's Update – Mr. Leonard

Mr. Leonard welcomed faculty and staff returning from spring break and offered notes of encouragement to stay strong throughout the remainder of the Spring 2025 semester. He thanked everyone at ACM for supporting our community's education and job training needs and reminded the campus of the importance of ACM in improving our region.

Mr. Leonard shared that the ACM annual budget request will be presented to the Allegany County Commissioners on Thursday, April 3rd, at 1 p.m. at the Allegany County Complex. He shared that additional information would be part of the agenda later today, including the budget request.

Mr. Leonard requested that the Board work with President Jones to select a month to walk around campus to meet and greet ACM faculty and staff. He shared that Mr. Pyles and Ms. Buck will join in March, Mr. Frazier will participate in April, and Ms. Buckel will participate in May. Mr. Leonard shared that the June Board meeting will be moved and will include a Board retreat. He asked the Board if June 9th or 23rd would be preferred, with the retreat starting at noon and the monthly Board meeting at 4 p.m. following the retreat.

Mr. Leonard further shared that a committee is planning an inauguration for President Jones on Friday, September 12, 2025, with additional details communicated in the months ahead.

President's Update – Mr. Jones

President Jones welcomed a few staff members who were not at the February Board meeting and asked them to introduce themselves. President Jones provided a two-page College update, which included information about 1) communication initiatives, 2) employee appreciation, 3) enrollment, 4) budget, 5) legislative updates, 6) ACM compliance with recent federal executive orders; 7) congratulatory notes regarding the League for Innovation awardees; 8) Phi Theta Kappa news; 9) kudos to the Dental Hygiene Program, and 10) a reminder about ACM athletics. He also distributed a two-page release about the College's apprenticeship program in hospitality/culinary, which highlighted a partnership with UPMC-Western Maryland.

League Award Winners Recognition and Reflection

President Jones and Mr. Leonard recognized Renee Douthitt, Courtney Jensen, and Brenda Mathews for being selected as the 2025 League Excellence Award recipients from the League for Innovation, who were nominated and chosen by their peers. The League Excellence Awards recognizes those who have demonstrated exceptional dedication and leadership in the community college field. Last week, the recipients attended the League's annual conference in San Antonio, Texas, and shared highlights of their experience.

Board Education

Ms. Chapman, Director of Career and Professional Education, provided an overview of ACM's 1,500-hour Licensed Cosmetology program, licensed by the Maryland Board of Cosmetologists. She provided an overview of the program, which began in June 2024, to help meet the community's needs. This program partners with the Center for Career and Technical Education and Cosmetology Studies throughout the region to expand their business operations. She shared that local business partners continue to be excited about the program, serve on the Program Advisory Council, and teach courses in the program. Ms. Chapman also introduced members of the class and ACM's faculty/staff and gave them recognition.

Test Proctoring Update (Informational Item)

Dr. Hoffman provided an overview of the test-proctoring services utilized by the College. He shared that ACM uses Proctor U as the college's secure test-taking proctoring provider. Dr. Hoffman shared that ACM continues to experience significant concerns that negatively impact students. As a proactive step, the College began a pilot with Honor Lock this spring and has been pleased with their customer service and student support. Dr. Hoffman shared that ACM anticipates transitioning to Honor Lock this spring. This will create eventual cost savings for the nursing program and allow ACM to expand the secure proctoring service to all courses.

Campus Restroom Renovations Bid Approval (Action Item)

Ms. Kilduff shared that as part of the College's ongoing commitment to creating spaces that allow for students, faculty, staff, and visitors to have exceptional experiences, it was determined that the restrooms located in the College Center, Allied Health, and Humanities Buildings, are dated and in need of update and renovation. The College has secured Maryland SEED grant funding for this project in the amount of two-hundred fifty thousand dollars (\$250,000) with a match from ACM. She shared that \$50,000 was designated as part of the fund balance last year, and an additional \$200,000 will be used from FY25 sustainability fees to address this critical need. The request for proposals (RFP) for renovating the restrooms at the Cumberland campus was advertised in February on the college website and eMaryland marketplace. It was recommended by ACM finance and facilities staff that the ACM Board of Trustees approve the selection of LMJ Contractors, Inc. as the contractor for the complete restroom renovation project (all three buildings) for a project total of four hundred ninety-two thousand dollars (\$492,000) using funds provided by the State of Maryland via a SEED Grant, as well as a local match funded by the college through fund balance and sustainability fees. On a first from Ms. Belt and a second from Ms. Martz, the Trustees approved the recommendation.

FY26 Allegany County Budget Request

President Jones shared that the College would present our FY26 funding request to Allegany County on Thursday, April 3rd at 1 p.m. He reminded the Board of the significant uncertainty regarding the FY26 budget at the state and county levels. He shared that the State of Maryland has a deficit of over \$3 billion and that Allegany County is facing a projected revenue loss of over \$5 million from the State. Additionally, he shared that the State is grappling with potential budget cuts of over \$500 million, driven in part by actions at the federal level. David shared that he has committed to transparency with ACM faculty and staff but that the impact will likely extend across the County and affect the agencies it supports, including ACM. David shared that ACM will request flat funding from the Allegany County Government, although justification could be made for increased funding. Flat funding from the County would allow any increase in State funding to remain. He noted that any decrease in funding from the County would remove any increase from the State in FY26 and beyond due to maintenance of effort regulations. Christina shared that the FY26 budget is still being developed and that a draft would be shared with the Board and the College community in the weeks ahead with the goal of being good stewards of the resources provided to ACM, minimizing any impact on students, faculty, and staff, while still reaching a balanced budget, as required by law.

Auditing Services Proposal (Staff Recommendation and Board Guidance)

Ms. Kilduff shared that at the May 9, 2022, Board of Trustee meeting, the Board approved SB & Company, LLC as the preferred firm to perform audit services for the College. SB & Company has provided the College's auditing services in FY23 and FY24. Ms. Kilduff shared a proposal from SB & Company to provide independent auditing services for the fiscal years ending June 30, 2025, to June 30, 2030. Included in the audit will be a private discussion with the Board. The Trustees approved the recommendation on a motion by Ms. Belt and a second by Mr. Frazier.

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

Personnel Recommendations

There were no personnel recommendations to present to the Board for approval.

Federal Compliance Update

Dr. Conner updated the Board on executive orders and federal directives impacting higher education. Key focus areas included Title IX, Diversity, Equity, and Inclusion (DEI) initiatives, COVID-19 vaccination policies, transgender student-athletes, First Amendment rights, and immigration. She outlined each directive, its legal status, potential implications for Allegany College of Maryland (ACM), and possible actions.

Dr. Conner shared that at the Board's guidance and commitment to compliance at the February meeting, ACM leadership began to assess how these directives affected institutional policies, planning documents, and operational procedures. She shared that public-facing documents and related items were revised and/or removed and that some language changes were implemented by 2/28/25. 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 continued supporting this approach and reaffirmed its commitment to compliance with federal directives.

With no further business to discuss, on a first from Ms. Buck and a second from Ms. Belt, the meeting adjourned at 5:42 p.m.

Respectfully submitted,

Kim B. Leonard
Board Chairman

David Jones
Secretary/Treasurer