

Allegany College of Maryland
BOARD OF TRUSTEES
MEETING MINUTES
August 18, 2025

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, August 18, 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, Ms. Linda Buckel, Ms. Mirjhana Buck, Mr. Eugene Frazier, Ms. Michele Martz, Mr. James Pyles, and Mr. David Jones (President and Secretary/Treasurer).

Others in attendance included:

Dr. Kurt Hoffman	Scott Harrah	Christina Kilduff
Melinda Duckworth	John Bone	Miha Wood
Heather Kephart	Elaine Bridges	Andrea Beall
Shannon Redman	Beth Little	Dr. Renee Conner
Dione Clark-Trub	Lori Spence	Beth Nightengale

PUBLIC SESSION

Adopt the June 16, 2025, Minutes

On a first from Mr. Frazier and a second from Ms. Buck, the June 16, 2025, minutes were approved as presented.

Chairman's Update

After welcoming everyone, Mr. Leonard said he was impressed with the recent All-College staff meeting. He thanked David and Kurt for their comments and for organizing the meeting and presentations.

Due to several conflicts, the date of the September meeting has been moved back one week to September 22nd.

The new officers of each constituency group were introduced: John Bone, chair of Senate, Shannon Redman, chair of PASSA, Carla Emerick, vice chair of PASSA, Elaine Bridges, chair of ASSA, and Heather Kephart, vice chair of ASSA.

Board Member Comments and Reflections

Mr. Pyles spoke of meeting a student athlete from Japan and the use of AI for language translation. Mr. Pyles attended student check-in day on the first day of classes in the Welcome Center. The following Sunday, he attended basketball practice and was asked to make remarks to the students.

Ms. Martz thanked the ACM staff coordinating the Start Here Work Here event. Between 50 and 60 community members attended the event held in the gymnasium on August 6 from 10 a.m. to 6 p.m. A few who attended were hired on the spot to work at UPMC. Ms. Martz commented that it was a wonderful event and hopes it can continue. She especially enjoyed witnessing the camaraderie between ACM and UPMC staff.

President's Update

Mr. Jones provided a two-page College update, which included information about the College's registration and enrollment, ACM's athletes recently recognized, the Maryland Association of Community College (MACC) President's retreat, and college compliance with current Federal orders. Other items that were included:

- 1) Beth Manges was selected as the 2025 recipient of the ACM Distinguished Alumni Award for her outstanding impact, dedicated service to the community, commitment to strengthening access to education, and continued support of ACM.
- 2) A college-to-career event was held on August 6 from 10 a.m. to 6 p.m., co-hosted by ACM and UPMC. Thanks to Stacey Rohrbaugh, Luanne Cook, Karin Savage, the Advancement and Community Relations team, eLets, and faculty and staff from 14 career programs.
- 3) CE/Workforce Development achieved the highest total Full-time Equivalent (FTE) count in the history of the college. A special celebration is planned for August 22 to recognize and celebrate this important milestone.
- 4) ACM President's Vision in Action Awardees: Congratulations to Tina Imes, Leah Pepple, and Kathy Thompson for being selected as recipients of the President's Vision in Action Award. This honor was presented because of their exceptional dedication to advancing the ACM vision.
- 5) Appalachian Regional Commission Conference: The ARC annual conference takes place this fall in Allegany County. This year's theme for the conference is Appalachian Place: Growing Local Economies and will be held on October 6 and 7. Guest speakers include ARC Federal Co-chair Gayle Manchin and Maryland Governor Wes Moore. ACM will be part of the conference in multiple ways, including a presentation, bus transportation on Sunday for the Federal staff and the Governor for a VIP event, and providing a gift item to all attendees.
- 6) Special Invitation: David Jones' inauguration as President of ACM is scheduled for Friday, September 12, 2025. David invited all in attendance at the meeting as his special guest.

Board Leadership

Board Chair Kim Leonard publicly announced that he will be stepping down from the Chair position at the end of 2025. Effective January 1, 2026, Jane Belt will serve as Chair, and Kim Leonard will serve as Vice Chair through 2026. Effective January 1, 2027, Jane Belt will serve as Chair and James Pyles will serve as Vice Chair, with Kim Leonard continuing to serve as a Board member. On a first from Ms. Martz and a second from Ms. Buck, the Board approved the transition plan. Several in the audience thanked Mr. Leonard for his years of service to the College.

Approval of Summer Graduates

Beth Nightengale presented the list of summer graduates, 59 students with 62 degrees and certificates. On a first from Ms. Buck and a second from Ms. Buckel, the Trustees approved the Summer 2025 graduates. Next, Beth described her role as registrar and organized students' progress to graduation and their final proof of grades.

Board Education: Public Relations & Marketing

Beth Little, Chief Advancement and Community Relations Officer, and Andrea Beall, Director of Public Relations and Marketing, reported on the focus of their work in the advancement area. They shared the area and reach of recruitment, social impact, insight data, the Navigate 360 recruitment success, and the use of HubSpot Marketing Pro.

Education Master Plan End of the Plan Report

Dr. Hoffman shared a four-page report update. The global pandemic greatly influenced the previous 2019-2022 EDMP. At the close of the 2022-2025 EDMP, the College faces many changes again, with the planning spread across multiple leaders as three of the five deans retired and were replaced. Additionally, a Trump administration Executive Order eliminated one of the plan's three goals, 2.5 years into the plan. This goal was to support diversity, equity, inclusion, and justice efforts across all ISA areas. Despite the changes, three actions were noteworthy: the CHEER program saw twelve high school students earn more than 100 college credits with the majority continuing to pursue associates degrees; ACM has Perkins funded personnel that continue to identify, recruit and retain this special population of students, and finally, multiple Allied Health programs identified tactics to train students to increase their cultural understanding in patient interactions to achieve better patient care. The second goal is to foster student academic success, and the third goal, to broaden student experience, growth, and resilience, is addressed in the summary.

Access Control Policy (Action Item)

Ms. Kilduff explained that the policy's purpose was to provide guidelines for access control of ACM campus and off-site campus buildings to safeguard employees, students, visitors, and the college's physical assets. The policy covers the responsibilities, conditions, and practices that are designed to address access control of the entry to buildings in a manner that minimizes risks and maximizes the protection of staff, students, and visitors, as well as the College's physical assets in the event of an emergency and during off-hour periods. On a first from Mr. Pyles and a second from Ms. Buckel, the Trustees approved the Access Control policy.

Workforce Training and Development Center Design (Action Item)

Requests for proposals for architectural and engineering design services for the Workforce Development & Training Center at the Cumberland Campus were advertised in June. Twelve firms attended the pre-bid meeting. Ten firms then provided their qualifications, and after review, four firms were invited to present their ideas to the College staff. It is recommended that the ACM Board approve the selection of Noelker & Hull as the architect for design services at \$869,914. On a first from Ms. Buckel and a second from Ms. Belt, the Trustees approved the recommended firm.

At 5:00 p.m., the Trustees moved out of Public Session into Executive Session, on a first from Mr. Pyles and a second from Ms. Belt.

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

Based on the recommendation of Dr. Hoffman, Vice President of Instructional Affairs, and Jennifer Engelbach, Dean of Enrollment and Educational Services, Brian Slope is recommended for the Director of eLearning and Ed Tech (eLets) position.

Based on the recommendation of Dr. Hoffman, Vice President of Instructional Affairs, and Dr. Miha Wood, Dean of Arts and Sciences, Will Kerns is recommended for the position of College & Career Coach at ACPS, for the Department of Instructional and Student Affairs, Early College.

Based on the recommendation of Beth Little, Chief Advancement and Community Relations Officer, and Andrea Beall, Director of Public Relations and Marketing, Colleen (Connie) Milligan is recommended for the Coordinator of Public Relations and Advancement Services.

Federal Mandates Compliance

Renee Conner provided current updates on Federal compliance as it applies to the College's operations.

At 5:58 p.m., on a first from Ms. Martz and a second from Ms. Buck, the Trustees went back into the public session to vote on personnel recommendations.

Personnel Recommendation Approval

On a first from Ms. Buck and a second from Mr. Frazier, the Trustees approved the three personnel recommendations.

With no further business to discuss, the meeting adjourned at 6:02 p.m.

Respectfully submitted,

Kim B. Leonard
Board Chairman

David R. Jones
Secretary/Treasurer