

Allegany College of Maryland
BOARD OF TRUSTEES
MEETING MINUTES
September 22, 2025

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, September 22, 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, Ms. Michele Martz, Ms. Linda Buckel, Ms. Mirjhana Buck, and Mr. David Jones (President and Secretary/Treasurer).

Others in attendance included:

Dr. Kurt Hoffman	Scott Harrah	Christina Kilduff
Beth Little	John Bone	Melinda Duckworth
Elaine Bridges	Dr. Miha Wood	Shannon Redman
Kirsten Hansen	Dr. Mike Martirano	Lori Spence (recorder)
Dr. Renee Conner		

PUBLIC SESSION

Adopt the August 18, 2025, Minutes

Mr. Leonard called the meeting to order at 4:02 p.m. in the Halmos Community Room. On a motion from Ms. Buck and a second from Mr. Pyles, respectively, the August 18, 2025, minutes were adopted as submitted.

Chairman's Update

Mr. Leonard could not attend the recent inauguration of David Jones and thanked Ms. Belt for taking the lead in representing the Trustees at the event. He thanked those responsible for coordinating the inauguration and specifically expressed his appreciation to John Bone and Justin Warnick, who helped create the video message he recorded. Mr. Leonard reminded the Board of the next Trustees meeting on October 20th. The Finance Committee will meet at 3:00 p.m. that day before the regular meeting.

Board Member Comments/Reflection

Ms. Martz expressed how impressed she was with the inauguration. Ms. Belt thanked Andrea Beall and Beth Little for their leadership in the inauguration planning and thanked everyone involved with the event.

President's Update

Presidential Inauguration – September 12th

Mr. Jones shared that he was grateful for the support of faculty, staff, community members, and friends. He shared with the Board that the inauguration helped remind us of our shared commitment to our students, community, and one another as we work collaboratively to shape ACM's story.

MACC 2026 Legislative Initiatives (handout)

The recent MACC legislative initiatives for the 2026 General Assembly were shared. The priorities include operating requests, capital requests, facilities renewal grant funding expansion, cybersecurity and workforce readiness, student financial aid and affordability, basic needs and student supports, dual enrollment and early college access, student financial aid and revoking HB913, and unfunded mandates which create institutional strain.

Save the Date: State of the College

A State of the College event is scheduled for Friday, October 24th, at 1:00 p.m. in the Zimmer Theatre with the theme "Empowering Our Future."

Annual Fall Employee Engagement & Satisfaction Survey

The annual faculty/staff survey has become an important way to listen, learn, and act on the feedback provided. The survey was shared on September 15th and will be open through October 3rd. The results will be shared with the Board and the campus community this fall.

ACM President's Visit in Action

Mr. Jones recently visited the Bedford Campus to formally present the Vision in Action awards to Tina Imes, Leah Pepple, and Kathy Thompson.

FSU Presidential Search

Mr. Jones was selected to serve on the Presidential Search committee for Frostburg State University and shared that he is honored to be part of this important work.

Partnerships Make Us Stronger

A recent reader commentary in the Cumberland-Times News was referenced in Mr. Jones' update. The commentary recognized the many ACM partners that make the College stronger.

Congresswoman Delaney

Mr. Jones thanked those who participated in the visit and conversation with Congresswoman Delaney in late August.

Celebrating the Arts and Humanities

Decorative window coverings were recently installed in the Humanities building, highlighting numerous original works of art and photography from ACM students.

Enrollment Report

Credit headcount is down 5.3% compared to Fall 2024, and FTE is down 3.7% compared to Fall 2024, though some early college numbers are still being added. In CE, there was an increase in enrollment of 10.2% in FY24 and 8% in FY25.

Appalachian Regional Commission Conference

The Appalachian Regional Commission Conference takes place this fall in Allegany County. The theme for the conference is Appalachian Places: Growing Local Economies and will be held on October 6 and 7. The event will open with guest speakers, including 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 of Maryland for a VIP event, and providing a gift item to all attendees, a personalized cutting board from Western Maryland Works.

2024 Healthiest Maryland Business/Wellness at Work Recognition

ACM was recently recognized as a 2024 Healthiest Maryland Business. The College has been recognized for quality staff wellness efforts since 2019.

ACM Athletics

ACM proudly recognizes 31 student-athletes on the Maryland JUCO Conference All-Academic Team for the 2024-2025 season. This prestigious honor celebrates student athletes with a minimum GPA of 3.60, with several earning a perfect 4.0 GPA while competing at the collegiate level. Congratulations to all of our student athletes. All are welcome and encouraged to attend both the men's and women's events.

Dr. Martirano, ACPS Superintendent

Mr. Jones introduced Dr. Michael Martirano, the new Allegany County Public Schools superintendent. Born and raised in Allegany County, Dr. Martirano attributes his success and his being here today to his education. He shared that he is grateful to be back in Allegany County and stated that it is the least among us who deserve our attention. He shared that he is a strong proponent of dual enrollment, saying that even if a student takes one college course, their chances of going on to college increase significantly. He also shared his support for the ACM mental health initiatives as part of our partnership.

Recruitment of Faculty and Staff (Action Item)

Ms. Duckworth presented editorial updates to an existing policy, the Recruitment of Faculty and Staff, following federal and state laws prohibiting employment discrimination. In reviewing all policies related to the federal directives issued in the Spring of 2025, the policy required editorial changes and revisions to some of the language. On a motion from Ms. Martz and a second from Ms. Belt, the Trustees approved the policy changes.

Tuition Waiver for ACM Credit Courses Revision (Action Item)

Ms. Duckworth presented revisions to the Tuition Waiver for ACM Credit Course Policy. The college provides free tuition for full-time employees, spouses, and/or eligible children. The policy was revised for clarity and consistency, in alignment with the College's Education Assistance Program. There were no substantive changes to the policy. On a motion from Ms. Buck and a second from Ms. Belt, the Trustees approved the policy changes.

Performance Accountability Report (Action Item)

Mr. Harrah provided the Performance Accountability report before the meeting. He provided an overview of the report, including results related to Access, Success, and Innovation goals.

Curriculum Committee Recommendations (Action Item)

Dr. Hoffman presented 11 programmatic curriculum proposals requiring Board approval.

- Deletion of Lower Division Certificate (LDC) in Massage Therapy
- Deletion of LDC in Automotive Service Attendant
- Deletion of LDC Basic Automotive Service
- Deletion of LDC Basic Engine Service
- Deletion of LDC Basic Transmission and Driveline Service
- Deletion of LDC Basic Chassis and Brakes Service
- Deletion of LDC in Medical Scribe Specialist
- Deletion of LDC Medical Scribe I
- Deletion of LDC Medical Scribe II
- Deletion of LDC Medical Scribe Practicum
- New LDC in Medical Administrative Assistant

On a motion from Ms. Buckel and a second from Ms. Buck, the Trustees approved the curriculum proposals.

Nursing Program Updates (Information Item)

Dr. Hoffman shared that the evening program for Nursing will no longer be available as the demand has decreased. A greater number of students are opting for the Hybrid Weekend pathway. Students currently enrolled will graduate in December 2026.

Immigration Enforcement on Campus Policy (Action Item)

Presented by Dr. Conner, the Immigration Enforcement on Campus Policy, mandated by federal and state law, provides written guidance for ACM. ACM is not an agent of federal criminal or civil immigration enforcement, but will comply with federal and state laws that apply to immigration enforcement on college property through the least disruptive means while maintaining public safety. On a motion from Mr. Pyles and a second from Ms. Martz, the Trustees approved the policy.

Year-end Transfers of Sustainability Fee Funds (Action Item)

Ms. Kilduff provided an overview of the ACM Sustainability Fees to support campus infrastructure repairs and updates. It is recommended that the Board approve the transfer of FY25 main campus net sustainability fee revenues from the General Operating Fund to the Plant Fund for future infrastructure repair and renewal projects in the amount of \$39,981.31. It is recommended that the Board approve the transfer from the Plant Fund sustainability Bedford Campus to the General Operating Fund in the amount of \$229.20. On a motion from Ms. Buck and a second from Ms. Belt, the Trustees approved the transfer.

Transfer of Funds for Food Service Auxiliary Fund Loss (Action Item)

Ms. Kilduff provided an overview of the ACM Food Service Operations. She requested that the Board approve the transfer of Operating Funds of \$32,552.04 to the Auxiliary Food Service Fund to cover that fund's deficit and to bring that fund balance back to zero effective June 30, 2025. The College entered into a new contract with Metz last year, which has limited the College's losses in FY25. On a motion from Ms. Buckel and a second from Ms. Martz, the Trustees approved the transfer of funds for \$32,552.04.

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 Mr. Pyles and a second from Ms. Belt, the Trustees went into Executive Session at 5:52 p.m.

PUBLIC SESSION**Personnel Recommendations**

Dr. Hoffman recommended the appointment of Jennifer Georgeson as the Coordinator of the Resilience Institute. On a motion from Ms. Belt and a second from Ms. Buck, the Trustees approved the appointment.

Federal Mandates Compliance

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 issues that continue to be monitored, hot issues, significant ACM actions since the previous Board meeting, and a summary of what could be expected as we look ahead. 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. Dr. Conner also provided an updated Compliance Statement, which clarifies the Statement shared in February 2025.

With no further business to discuss, on a motion from Ms. Belt and a second from Mr. Pyles, the meeting adjourned at 5:59 p.m.

Respectfully submitted,

Kim Leonard
Board Chairman

David Jones
Secretary/Treasurer