

Allegany College of Maryland
BOARD OF TRUSTEES
MEETING MINUTES
October 20, 2025

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, October 20, 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, 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	John Bone	Melinda Duckworth
Elaine Bridges	Dr. Miha Wood	Shannon Redman
Carla Emerick	Dr. Darlene Smith	Lori Spence (recorder)
Dione Clark-Trub		

PUBLIC SESSION

Adopt the September 22, 2025, Minutes

Mr. Leonard called the meeting to order at 4:06 p.m. in the Halmos Community Room. On a motion from Ms. Buck and a second from Ms. Martz, respectively, the September 22, 2025, minutes were adopted as submitted.

Chairman's Update

Mr. Leonard reviewed the upcoming event dates through December.

Board Member Comments/Reflection

Ms. Belt thanked Leah Pepple for her efforts with the Bedford County Campus's 35th Anniversary reception held recently.

Mr. Pyles recognized a current student in the Culinary Arts program at ACM and commended the efforts of Tina Bell and Dave Sanford, who work closely with the student. He commented that he had never seen such a transformation in personal growth based on a recent experience he had while visiting the Culinaire Café.

President's Update

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

- Honored Bernice Friedland, who passed away in October 2025. He shared a video that Bernice had created several years ago, demonstrating her support for ACM and the importance of giving back to the College.
- Congratulated Mr. Jim Pyles, who was appointed the Chief of Police for the City of Cumberland.
- Save the Date: State of the College event, October 24th.
- Bedford Campus 35th Anniversary.
- *UpNext*: A free one-day event sponsored by ACM and the Allegany County Chamber.
- 2025 Transform MidAtlantic Engaged Campus Award.
- Registration and Enrollment.
- The Massage Therapy Program earned the COMTA-endorsed curriculum recognition.
- Tech at the Gap event held at Rocky Gap.
- ACM Cybersecurity recognized by the Secretary of Commerce with a Citation.
- ACM Ladies Softball Team hosted by President Jones.
- ACM Participated in the ARC Conference with Governor Moore.
- ACM Fall Festival was held as an employee and student appreciation event.

Board Education

Dr. Darlene Smith, FSU Interim President, spoke of her initial meeting with David, which took place during her first week at a Chamber of Commerce breakfast. Dr. Smith shared that she values the work of community colleges and the collaborative partnership with ACM. Dr. Smith began at a community college and is a first-generation student. She spoke of reverse transfer credits, continuing partnerships, and the focus on completion. Dr. Smith expressed her gratitude for the collaboration with ACM and acknowledged her respect for the expertise of the community college staff. Dr. Smith has been the interim president since March 2025 and intends to remain in this role until the FSU presidency position is filled, following a national search.

Fund Balance Recommendations (Action Item)

Ms. Kilduff presented the fund balance designations, which had been reviewed in advance by the Trustees. On a first from Mr. Frazier and a second from Ms. Martz, the Trustees approved the fund balance designations.

Great Colleges To Work For And Employee Satisfaction Survey

Mr. Harrah presented the results of two annual surveys. The external Great Colleges to Work For Survey, comprised of ten categories, had a 51.4% response rate. All categories saw increases, with the highest increase in satisfaction with confidence in Senior

leadership, followed by inclusion, belonging, and community. The question with the highest increase over time was whether the organization is well-run. The internal survey, which saw 203 responses, indicated significant increases in satisfaction with the President's visibility, agreement with the college's overall mission, and trust in the administration. A few areas that saw a decrease include compensation being consistently administered, dissatisfaction with medical insurance, and concerns about the cumbersome in-class advancement process. Ms. Martz shared that the significant increase in employee satisfaction was encouraging to see.

Dental Hygiene Program Admission Revision

Dr. Hoffman provided an overview and justification for the proposed change, which formalizes the long-standing interpretation. The change aligns the five-year rule related to laboratory science courses taken five years before the start of the clinical phase of the program to ensure fairness and consistency for all applicants. On a motion from Mr. Pyles and a second from Ms. Belt, the Trustees approved the recommended change.

Bedford County Campus Advisory Committee

Dr. Hoffman recommended that the Bedford County Campus Advisory Committee membership be updated to reflect the retirement of Betty Slayton, who will be replaced by Jennifer Marsh. On a motion from Ms. Buck and a second by Ms. Martz, the Trustee approved the proposed membership replacement.

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. Martz and a second from Ms. Belt, the Trustees entered into Executive Session at 4:56 p.m. to discuss personnel items and compliance with federal mandates.

At 5:01 p.m., the Trustees moved out of Executive Session to Public Session on a first from Mr. Frazier and a second from Ms. Belt.

PUBLIC SESSION

Personnel Recommendations

Dr. Hoffman recommended the appointment of Kerri Caporale as the Director of Workforce, Wellness, and Adult Education and Dr. Aimee Younkin as the Associate Dean of Nursing Education. On a first from Ms. Buck and a second from Ms. Martz, the Trustees approved the appointments.

With no further business, on a motion from Ms. Belt and a second from Ms. Buckel, the meeting adjourned at 5:07 p.m.

Respectfully submitted,

Kim Leonard
Board Chairman

David Jones
Secretary/Treasurer