

Allegany College of Maryland
BOARD OF TRUSTEES
PUBLIC SESSION MINUTES
April 14, 2025

Thomas Welcome Center
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, April 14, 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	Christina Kilduff	Dr. Renee Conner
Melinda Duckworth	Beth Little	Steve Henninger
Courtney Jensen	Elaine Bridges	Michele Barmoy
Liz Rockwell	Gib Cochrum	Liam McKenzie, Student
Lori Spence		Delilah Stottlemeyer, Student

PUBLIC SESSION

Adopt the March 17, 2025 Minutes

On a first from Ms. Buckel and a second from Mr. Pyles, the March 17, 2025 minutes were approved, as presented.

Chairman's Update

Mr. Leonard welcomed faculty, staff, and guests and offered encouraging words to remain strong during the next month, leading to the end of the Spring 2025 semester and commencement. He thanked everyone at ACM for supporting our community's education and job training needs and reminded everyone of the importance of ACM in improving our region.

Mr. Leonard reminded the Board of the upcoming commencement ceremonies and asked the Board members to indicate which event they could attend. Mr. Leonard and Mr. Pyles will attend both ceremonies. Ms. Buck, Mr. Frazier, and Ms. Buckel will attend one of the ceremonies. Ms. Martz will attend the 2 p.m. ceremony.

Mr. Leonard shared that the ACM annual budget request was presented to the Allegany County Commissioners on Thursday, April 3rd. He provided reflective comments about the process and ACM's presentation.

After some discussion, it was agreed that the June 16, 2025, Board meeting will be held as planned. The July 21, 2025, meeting will be canceled, since the Board retreat is planned for the same day, from 12:00 p.m. – 4 p.m.

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 participated in March, and Ms. Buck is scheduled for April. Mr. Frazier and Ms. Buckel will participate in May.

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

President's Update

President Jones provided a four-page College update, which included information about 1) communication initiatives, 2) employee appreciation, 3) registration and enrollment, 4) enrollment, 5) budget, 6) legislative updates, 7) gratitude to ACM and Western Maryland Works for hosting Congresswoman Delaney and Senator Alsobrooks, 8) ACM compliance with federal executive orders; 9) program accreditation; 10) a video from an ACM parent; 11) comments about the ACM Open House, 12) David's selection on a new MHEC Segmental Advisory Council, 13) a campus security update, 14) a special recognition to Coach Steve Bazarnic, and 15) a reminder about ACM athletics. He also distributed a copy of the MACC end-of-session report and a copy of the reader commentary that has appeared in multiple media outlets focusing on the Triple Value of ACM.

Board Education

Professors Michele Barmoy, Steven Heninger, and ACM students Delilah Stottlemeyer and Liam McKenzie provided an overview of the ACM PhageHunter/SeaPhage program. This program is a research experience aimed at undergraduates interested in participating in a research project. Through the SEA-PHAGES program curriculum from the Howard Hughes Medical Institute (HHMI), students contribute to the discovery of new viruses that specifically target bacteria and gain valuable research experience that most community college students do not have the opportunity to obtain. They shared that two phages from the Biology 102/PhageHunter students annotated in Spring 2024 have been peer-reviewed and published in GenBank. The Board thanked Professors Michele Barmoy, Steven Heninger, and the students for their work on this exciting initiative.

Local Advisory Council Bylaws

Dr. Hoffman presented changes to the Local Advisory Council Bylaws. He shared that the purpose of the Local Advisory Council is to advise, assist, support, and advocate for the Allegany County Public Schools and Allegany College of Maryland in matters that will strengthen Career and Technical Education and expand student learning opportunities. The revised document was developed by a subcommittee consisting of Jane Belt, Juli McCoy, Max Green, Candice Snavelly, and Luanne Cook. On a first from Ms. Martz and a second from Ms. Buck, the revised bylaws were approved.

AlleganyGives and Foundation Update

Ms. Jensen shared that ACM is planning the second annual Giving Day on April 16, 2025. A save-the-date postcard was mailed, and the initiative has been shared through various social media platforms. Ms. Jensen also shared a 30-second promotional video. The goal is to reach 500 donors as part of AlleganyGives. All Board members were encouraged to participate. Ms. Jensen also provided a copy of the Foundation's annual report, which was mailed to approximately 5,500 donors and friends of the College.

CE/Workforce Development & Training Building Renovation Project Fund Transfer

Ms. Kilduff provided an overview of the CE/Workforce Development & Training Building Renovation Project funding. She shared that it would be prudent to set aside funds to help with future capital repair and replacement projects included in the Facilities Master Plan. With the current fiscal situation in Allegany County, additional capital funding for projects or equipment is not likely. Ms. Kilduff recommended that the Board approve the transfer of \$833,186 from the Operating Budget to the Plant Fund for future capital project needs, including a portion of the local share of the CE/Workforce Development & Training building renovation. It was further recommended that the Board approve expenses for a budget modification to reflect the increase in funding from the State for FY25 to support Allegany College Housing, LLC to meet debt covenants; travel expenses for League of Innovation employee participants; additional utilities (water, sewer & electric); Physical Plant maintenance & repair at Willowbrook Woods; and reduce the unfilled position reserve. On a first from Ms. Belt and a second from Mr. Pyles, the fund transfer was approved.

Western Maryland Works Weld Fume Extractor Project

Ms. Kilduff shared that the purpose of the project is to fix an ongoing issue with the welding labs located at Western Maryland Works (WMW). The welding booths are connected to a filter system, and the fumes are not adequately vented outside the building. This project will correct this issue using effective extractors to remove the fumes from the welding lab. She shared that the College has secured Rural Maryland Council (RMC) grant funding for this project in the amount of two hundred fifty thousand dollars (\$250,000) plus Appalachian Regional Commission (ARC) grant funding in the amount of three hundred fifty thousand dollars (\$350,000) to cover the cost of both this and a future ventilation project at WMW. This project is contingent upon receiving the final ARC grant funding approval and, thus, will not be available to start until late spring or early summer 2025. It was recommended that the ACM College Board approve the selection of R.H. Lapp Mechanical Contractors as the contractor for the project, totaling two hundred ninety-three thousand six hundred fifty dollars (\$293,650) to demolish the existing system and install the new welding fume extractor system using RMC and ARC grant funding. It is also recommended that the Board allow the College to move forward with an applicable agreement and notice to proceed. This would enable the project to start once the grant funding has been approved. On a first from Ms. Martz and a second from Ms. Buck, the recommendation was approved.

Tennis Court Renovations

Ms. Kilduff provided an overview of the Tennis Court renovation project. She shared that the bids came in above the funding provided and that ACM was looking at ways to value engineer the project to reduce the scope and cost of the renovation while still meeting the needs of ACM and the local tennis community. Additional information and a recommendation will be shared at the May meeting.

EXECUTIVE SESSION

At 5:23 p.m., following a motion from Mr. Pyles and a second from Ms. Belt, the Trustees convened an Executive Session to discuss personnel items [Article 3-305(b) (1)] covered under the Maryland Open Meeting Act. If necessary, action may be taken in Public Session as a result of items discussed in Executive Session.

Personnel Recommendations

Dr. Hoffman recommended appointing Candy Ness as Data Collection Specialist under the Meeting the Moment Grant.

Program Development Discussion

Mr. Jones and Dr. Hoffman shared that Maryland's medical cannabis industry has experienced tremendous growth and that several Maryland Community Colleges are offering medical cannabis training at the request of business partners. Information from Carroll Community College and Harford Community College about how they are addressing this training opportunity was shared. David shared that he and Kurt discussed local training that has been requested. David shared that he discussed this with ACM attorney Mike Llewelyn and brought it to the Board for their awareness and input before working with local businesses to further develop a program through Continuing Education and Workforce Development. The Board unanimously agreed to pursue this option and charged Dr. Hoffman and his staff with researching training needs and bringing back information to the Board.

Tenure & Promotion-in-Rank Recommendations

Dr. Hoffman and the Faculty Status Committee recommended the following for Tenure: Michelle Harvey and Melissa Walch. For Promotion/Advancement in Rank: Ashley Dively from Assistant Professor to Associate Professor, Matt McKenzie from Instructor to Assistant Professor, Robin Seddon from Associate Professor to Professor, Gilbert Cochrum for Tenure and from Assistant Professor to Associate Professor, Devon Corle for Tenure and Assistant Professor to Associate Professor, Carolyn George for Tenure and Assistant Professor to Associate Professor, Brook Morton for Tenure and Assistant Professor to Associate Professor, Elizabeth Smearman for Tenure and Instructor to Assistant Professor, Stacy Senka for Tenure and Instructor to Assistant Professor.

ASSA In-Class Advancement Recommendations

Ms. Kilduff presented the recommendations from the ASSA Status Committee to advance the following from Level II to Level III: Susan Humbertson. Roger Vogel and Robin Strayer went from Level I to Level II.

PASSA In-Class Advancement Recommendations

Ms. Kilduff presented the recommendation from the PASSA Status Committee to advance the following from Level I to Level II: Carla Rice and Shanese Westfall; from Level II to Level III, Christa Snyder.

Federal Compliance Update

Dr. Conner updated the Board on how the College is tracking and managing executive orders and other federal directives. As part of this update, she provided an overview of federal actions and litigation that have been directly related to ACM since the last Board meeting, as well as other actions the College is watching for potential future direct or indirect impact. Dr. Conner provided an update on some hot issues and a summary of ACM actions the College has accomplished since the March 17th Board meeting. 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.

At 5:55 p.m., the Trustees, on a first from Mr. Pyles and a second from Ms. Belt, moved out of Executive Session and back into Public Session.

On a first from Ms. Martz and a second from Ms. Belt, the Trustees approved the personnel recommendation, tenure and promotion recommendations, and in-class advancement recommendations.

With no further business to discuss, on a first from Mr. Pyles and a second from Mr. Frazier, the meeting adjourned at 5:56 p.m.

Respectfully submitted,

Kim B. Leonard

Board Chairman

David R. Jones

Secretary/Treasurer