

Allegany College of Maryland  
BOARD OF TRUSTEES  
**PUBLIC SESSION MINUTES**  
June 16, 2025

Thomas Welcome Center  
Iris Eustace Halmos Community Room

The Allegany College of Maryland Board of Trustees met on Monday, June 16, 2025, at 4 p.m. in the Thomas Welcome Center, Iris Eustace Halmos Community Room. Board members in attendance included Mr. Kim Leonard, Mr. James Pyles, 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	Lisa Humbertson
Kirsten Hansen	Mo Pratt	Stephanie McCoy
Elaine Bridges	Scott Harrah	Shannon Redman
Brandon Robinette	Courtney Jensen	Lori Spence

**PUBLIC SESSION**

**Adopt the May 12, 2025, Minutes**

On a first from Ms. Martz and a second from Ms. Buck, the May 12, 2025, minutes were approved, as presented.

**Chairman's Update**

Mr. Leonard welcomed faculty and staff and provided information on the upcoming campus events listed on the agenda. He thanked everyone at ACM for supporting our community's education and job training needs and reminded everyone of the importance of the College in improving our region. Mr. Leonard reflected on the FY26 budget process and thanked the ACM staff for their diligent work throughout the budget process to ensure that the funding meets the college's mission. He expressed his gratitude to the Allegany County Commissioners and their funding to the college for the coming year.

He reminded the Board of the Strategic Planning Retreat scheduled for July 21<sup>st</sup> from 12-4 pm. Mr. Leonard distributed the Board Self-Evaluation Tool and requested that Board members submit the information to Lori by June 30<sup>th</sup>, which will be compiled and used at the Board Retreat. He reminded the Board to work with President Jones to select a month to walk around campus to meet and greet faculty and staff. Mr. Leonard further shared that a committee is planning an inauguration for President Jones on Friday, September 12, 2025

### **Board Member Comments/Reflections**

Kim Leonard shared that a standing agenda item has been added so that board members can provide comments or reflections during the regular monthly meeting.

Mr. Pyles told of comments he received from a waitress at a recent dining experience. The waitress is in the nursing program at ACM and expressed her appreciation for Renee Douthitt, nursing instructor. He also praised Mason Heyne, for his athlete recruitment efforts.

### **President's Update**

President Jones provided a four-page College update, which included the following items:

- 1) Congratulated Mirjhana Buck on her reappointment to the ACM Board of Trustees for a six-year term.
- 2) Reminded the Board that summer and fall registration is underway.
- 3) Discussed upcoming Enrollment Days and Open House events.
- 4) Provided an enrollment update.
- 5) Provided a budget update.
- 6) Program accreditation visits and news of the Automotive Technology Program receiving ASA accreditation.
- 7) An offer to provide calendar invitations to future ACM events to further automate scheduling and calendars.
- 8) Offered a note of thanks to everyone involved with DelFest 2025.
- 9) Thanked Kurt Hoffman and Shauna McQuade for organizing the 2025 Professional Development Day.
- 10) Provided an overview of the recent benchmarking initiative documenting the high level of fundraising success at ACM.
- 11) Congratulated the ACM team for hosting the 2025 Makers Ultimate Challenge.
- 12) Shared the video Reel from the All-College Assembly highlighting ACM faculty and staff.
- 13) Shared a copy of the Reader Commentary that has appeared in local media outlets.

### **Board Education: IT Center of Excellence/PTECH Program**

Ms. Becker, Executive Director of the Western Maryland IT Center of Excellence, provided an update on the IT Center of Excellence and the PTECH program. She shared that the IT Center of Excellence, established in 2014, has trained over 900 incumbent workers in a variety of industry-recognized training programs, including AWS Cloud, ITIL Foundations, CompTIA Network+ & Security+, EC Council's Certified Ethical Hacker, PMP Project Management, and Cisco Networking, among others. The Center also supports entry-level opportunities for job seekers through funding and coordination of internships and workplace essential skills training. Both job readiness and incumbent

IT training, as well as the overarching goal to present Allegany County as "Technology Ready," are the primary focus of the Center. The Center is a collaborative hub for existing IT employers that delivers professional development opportunities by convening and developing cutting-edge technology lectures, industry leader forums, and information sharing.

Allegany County Pathways in Technology (PTECH) Early College High School Program offers incoming ninth-grade students the opportunity to participate in an early college program at no cost. This opportunity is made possible through collaboration between Allegany County Public Schools, Allegany College of Maryland, UPMC Western Maryland, and other Western Maryland IT Center of Excellence industry partners. The P-Tech program is a high school and beyond (9-14) model, which combines high school, college, and the world of work. The program's mission is to provide students with a free education that starts in grade nine, continues through high school completion, and culminates in attaining an Associate Degree in Computer Technology, Cybersecurity Area of Concentration, from Allegany College of Maryland. The program has seen 36 graduates to date.

### **Academic Standards Bylaws**

Dr. Hoffman shared the Academic Standards Bylaws for Board consideration. He shared that following the Shared Governance model, the President's Advisory Committee reviewed the bylaws and approved them at the All-College Assembly on May 15, 2025. The purpose of the bylaws for the Academic Standards Committee includes investigating and researching the academic needs of the college and formulating academic regulation policies. The Committee also reviews and takes action upon student petitions relating to exceptions and/or restrictions as outlined in the approved Academic Regulations of the college. On a motion from Ms. Martz and a second from Ms. Buck, the Board approved the Bylaws.

### **Academic Integrity Policy**

Dr. Hoffman shared the Academic Integrity Policy for Board consideration. He shared that following the shared governance model, the President's Advisory Committee reviewed the policy and approved it during the All-College Assembly on May 15, 2025. Dr. Hoffman shared that this policy was created to promote a culture of integrity, fairness, and responsibility among all members of the College and affords many opportunities for reflection and growth to support students in navigating ethical dilemmas and developing the necessary skills to uphold academic integrity throughout their educational experiences. On a motion from Ms. Buck and a second from Ms. Martz, the Board approved the Policy.

### **Diversity Report Approval**

Dr. Renee Conner explained the requirements for the Diversity Report. The report includes programs and activities during the past year that support the College's diversity initiatives recommended by the Diversity Committee. The report will be submitted to the

Maryland Higher Education Commission. On a motion from Ms. Buck and a second from Ms. Martz, the Trustees approved the Diversity Report.

### **Annual Leave Policy**

Ms. Duckworth shared the Annual Leave Policy for Board consideration. She shared that the proposed policy changes reflect the 35-hour work week or 7 hours per day. This change enhances legal compliance, provides greater clarity and consistency in time and leave management for employees, and helps ensure consistency and transparency. Employee benefits will not change. On a motion from Ms. Buck and a second from Ms. Pyles, the Board approved the Policy.

### **Sick & Safe Leave Policy**

Ms. Duckworth shared the Sick & Safe Leave Policy for Board consideration. The College provides paid earned Sick and Safe leave to eligible employees in accordance with the terms of this policy and the Maryland Healthy Working Families Act. She shared that the proposed policy changes reflect the 35-hour work week or 7 hours per day. On a motion from Mr. Pyles and a second from Ms. Buck, the Board approved the Policy.

### **Sick Leave Donation Policy**

Ms. Duckworth shared the Sick Leave Donation Policy for Board consideration. The College sponsors a sick leave donation program under which employees may donate some of their accrued but unused sick leave to other College employees who need time off to cope with a medical emergency, as outlined in this policy. She shared that the proposed policy changes reflect the 35-hour work week or 7 hours per day. On a motion from Ms. Martz and a second from Ms. Pyles, the Board approved the Policy.

### **Heat Safety Plan**

Ms. Kilduff shared the Heat Safety Plan/Policy for Board consideration. She shared that the Maryland Department of Labor released new safety standards for employees who work in high heat conditions. This policy seeks to address these new standards and bring ACM's procedures into compliance with this new regulation. On a motion from Ms. Martz and a second from Ms. Buck, the Board approved the Heat Safety Plan/Policy.

### **Baseball Field Dugout Project Bid Recommendation**

Ms. Kilduff shared that as part of ACM's ongoing commitment to create spaces that allow for students, faculty, staff, and visitors to have exceptional experiences on campus, a request for proposals was advertised to replace the baseball field's dugouts. The dugouts, as well as the backstop, are original to the field and need to be replaced. She shared that all of the bids were significantly over the available original budget for the project. Therefore, the process of value engineering the project began to find ways to reduce costs, while maintaining as much of the project as possible. It is

recommended that the ACM College Board officially approve the selection of First Fruits Excavating Inc. as the contractor to complete the Cumberland Campus baseball field dugout project, and approve the project cost of two hundred fifty-nine thousand nine hundred eighty-one dollars (\$259,981) to replace the Cumberland Campus baseball field dugouts. Additionally, while not part of this project, another project, namely the Baseball Halo Project, which shares a funding source (POS Funds), will be taking place at the same time as the Cumberland Campus baseball field dugout project. As such, we would recommend allowing us to move forward with that project as part of this action item because the primary funding source is shared between the two projects. On a motion from Mr. Pyles and a second from Ms. Buck, the Trustees approved the recommendation for the baseball field dugout project.

### **Tennis Court Renovation Project**

Ms. Kilduff shared that at the May Board meeting, the Trustees approved for college staff to move forward with a valued engineered version of the project provided that the project cost was below \$475,000 or the anticipated total funding available for the project, so that \$300,000 did not need to be returned to the State since those funds are specifically earmarked for this project. Ms. Kilduff recommended that the ACM College Board officially approve selection of Lashley Construction Co. as the general contractor for the renovation project, and as the representative of the final single new bid for the revised scope project, and approve the project cost of four hundred fifty-four thousand dollars (\$454,000) to renovate the Cumberland Campus tennis courts. The project will be funded through a combination of sources, including \$300,000 from State bonds, \$100,000 from Foundation funds, \$14,150 from previously designated fund balance, and the remaining \$39,850 from contingency/pre-designated fund balance. It is also recommended that the Board allow the College to move forward with an applicable agreement and notice to proceed for the project. On a motion from Ms. Buck and a second from Mr. Pyles, the Trustees approved the recommendation for the tennis court renovation project.

### **Approval of FY26 Budget**

Ms. Kilduff referred to the bound budget booklet, previously shared with the Trustees. She stated that highlights are described in the action item. The revenue includes Student Tuition and Fees, State Funding, and County Funding. The expenditures include Compensation, Contracted Services, Supplies/Materials, Communications, Conferences/Meetings/Travel/Professional Development, Student Grants/Waivers, Utilities, Fixed Charges, Furniture/Equipment, and Contingency. On a motion from Ms. Ms. Martz and a second from Mr. Pyles, the Trustees approved the FY26 Budget.

## EXECUTIVE SESSION

At 5:06 p.m., following a motion from XXX and a second from XXX, 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 Dr. Jonathan Dahlem for the position of Faculty- Sociology at the rank of Associate Professor.

Dr. Hoffman recommended Baylee Davis for the position of Faculty – Nursing at the rank of Assistant Professor.

Dr. Hoffman recommended William Kerns for the position of College and Career Coach-ACPS.

### **Federal Compliance Update**

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 federal actions and litigation directly related to ACM since the last Board meeting and other actions the College has been 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 May 12<sup>th</sup> 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 continues to support this approach and reaffirmed its commitment to compliance with federal directives.

At 5:31 p.m., the Trustees, on a first from Ms. Martz and a second from Mr. Pyles, moved out of Executive Session and returned to Public Session.

On a motion from Ms. Martz and a second from Ms. Pyles, the Trustees approved the Personnel Recommendation for Mr. Kerns.

On a motion from Mr. Pyles and a second from Ms. Martz, the Trustees approved the Personnel Recommendation for Dr. Dahlem and Ms. Davis.

With no further business to discuss, the meeting adjourned at 5:33 p.m.

Respectfully submitted,

Kim B. Leonard  
Board Chairman

David R. Jones  
Secretary/Treasurer