

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

July 20, 2023

MINUTES

The Board of Trustees met on July 20, 2023, at 5:30 pm at the Prince Frederick Campus, A Building, Room 119. Board Chair Coates called the meeting to order at 3:33 pm. The following trustees were present: Sonja Cox, Christy Lombardi, Cordelia Postell, Jose Gonzalez, Pamela Cousins, and Cathy Allen. Jay Webster and Kenneth Abell were absent.

Approval of June 15, 2023, Minutes

Vice Chair Cox made a motion to approve the minutes of June 15, 2023. Trustee Gonzalez seconded the motion. All were in favor.

Approval of Agenda for July 20, 2023

Trustee Cousins made a motion to approve the agenda of July 20, 2023, as presented. Trustee Postell seconded the motion. All were in favor.

Starfish, Sole Source Contract

Vice President Bill Comey requested the board approve a 3-year contract extension for EAB Starfish. Stating Starfish is the student success system which connects advisors, faculty, and all departments across campus in one student-focused platform. This software platform is essential in improving student progress and completion. CSM began using the Starfish Early Alert system in 2012 and the Connect Platform in 2015. In 2020, CSM entered a 3year contract with EAB for the Starfish software system. At this time CSM would like to continue into a new contract with EAB for Starfish. EAB is the sole and full owner, manufacturer, and distributor of Starfish, including the suite of support services provided. In addition, EAB is the single provider of a patented solution (Patent US8472862 B2) that allows flags to be raised 1) manually by instructors and advisors from within the course management system, 2) manually by instructors and advisors from with other

web environments, 3) automatically from data within the course management system, 4) automatically from data with another student information system e.g., PeopleSoft, Jenzabar, PowerCampus, Banner, or Colleague. (<http://www.google.com/patents/US8472862>). Starfish is used by multiple departments (Advising, Student Engagement, Division of Learning, and Learning Support Services) and has been defined as a CORE software for CSM. A CORE software is defined as a software essential to the daily operations to CSM impacted academic and administrative services. A loss of a CORE software would have a severe impact to daily operations. Starfish Connect allows students to schedule appointments with advising and tutoring and for these departments to track appointments for reporting to show how and when students utilize student services. The Early Alert system allows faculty to raise flags that alert Student Success Coordinators when a student is not attending or not turning in work. The system also raises automatic flags for attendance or not logging into an online course. The Starfish platform helps improve student outcomes through planning and interventions and supports the goal to increase retention rate of all credit students.

Trustee Postell made a motion to approve the EAB Starfish 1 year contract with an option to renew up to 3 years total. Trustee Cousins seconded the motion. All were in favor.

Spacesaver System, Sole Source Contract

Vice President Judy Mills presented on renovation needs for the Southern Maryland Studies Center for archival storage. Stating The Southern Maryland Studies Center (SMSC) is an archival repository that operates as part of the library at the La Plata Campus. The SMSC was established in 1976 to collect, preserve, promote, and provide access to materials that document the culture and development of this historically important region. The SMSC currently holds over 225 unique archival collections in its Documents Room, spanning from 1594 to the present. These collections consist of manuscript material, photographic material, records of local businesses and organizations, personal and family papers, paintings, etchings, maps, rare books, oral history interviews, and other audiovisual and born-digital materials. A rich historical resource of this nature helps fulfill the college's mission and support student progress and completion. The SMSC's valuable and irreplaceable documents and resources are in jeopardy because of inadequate

environmental controls. The Center is currently served by an outdated and inefficient HVAC system, with no independent temperature and humidity controls. Archives must have HVAC systems that constantly run at prescribed temperature and humidity settings with minimal fluctuation. The project replaces HVAC and expands the space. CSM received a Maryland Bond Bill in 2017 for \$500,000 to address these issues. The funds expire in 2024. This project was delayed because of COVID and supply chain issues on dependent projects that had to be completed prior to this renovation.

Trustee Allen made a motion to a sole source contract with Spacesaver Interiors in the amount of \$179,244 for purchase and installation of an upgraded archival storage system. Trustee Lombardi seconded the motion. All were in favor.

Semi-Annual Sole Source Contracts July 2023- December 2023

Vice President Judy Mills presented a list of semi-annual sole source contracts for approval stating contracts are key components to advancing the College’s mission and providing adequate resources to accomplish our strategic goals. Streamlining the approval process improves efficiency and decreases the time engaged for all involved. She further stated that due to a misunderstanding of the contract end date, there are six contracts for the Marketing department that should have appeared on the most recent sole source list approved by the Board of Trustees in May.

These contracts all end 6/30/23 and need renewal for the period of 7/1/23 – 6/30/24.

Clarus Corporation:	Brand Awareness Advertising	\$130,000
Clear Chanel Outdoor:	Billboards	\$ 45,000
EffecTV:	Cable Advertising	\$ 75,000
Good Karma/ESPN:	Digital Media	\$ 75,000
Fox 5:	Digital Media	\$ 30,000
National CineMedia:	Digital Advertising	\$ 33,000

Trustee Gonzalez made a motion to the sole source renewals for contracts ending June 30th, 2023, and not included in the list presented to the Board in May. Trustee Cox seconded the motion. All were in favor.

Student Resource Center Building Permit Resolution

Vice President Comey presented a request for the board to approve a resolution to authorize Dr. Yolanda Wilson in her position as President and Secretary for the Board of Trustees to sign and execute the “INSPECTION AND MAINTENANCE OF PRIVATE ON-SITE STORMWATER

MANAGEMENT FACILITY AGREEMENT AND DECLARATION OF COVENANTS” required to obtain the County permit for the La Plata Campus Student Resource Center (the renovated Health Technology Building). Explaining The Student Resource Center (the renovated Health Technology Building) will serve as a “one stop” destination to ensure effective coordination of student services for new students, current students, and visitors. The Center will connect students to the services and staff who will support them through each step of the enrollment process. Creating a “one stop” space will facilitate the College’s ability to make personal connections for students early in the enrollment process. Connecting students to these resources as they begin, and throughout their enrollment, will enhance the College’s ability to emphasize persistence/retention and support the College’s Strategic Plan. To complete the Building Permit process for the Student Resource Center (the renovated Health Technology Building) the College must submit an “INSPECTION AND MAINTENANCE OF PRIVATE ON-SITE STORMWATER MANAGEMENT FACILITY AGREEMENT AND DECLARATION OF COVENANTS” and other document to Charles County. The Board is asked to approve a Resolution authorizing Dr. Wilson to sign the Storm Water Management Facility Agreement and Declaration of Covenants on behalf of the College. These documents have been reviewed and approved for signature by both the College’s General Counsel and by Louis P. Jenkins, Jr., Esq. who specializes in real estate law.

Trustee Cox made a motion to approve Yolanda Wilson in her capacity as Secretary/Treasurer of the Board is authorized to execute any and all documents necessary to accomplish the development /renovation of the Property to include but not limited to the Stormwater Management Inspection and Maintenance Covenants with the County Commissioners of Charles County, Maryland. Trustee Postell seconded the motion. All were in favor.

Maryland Higher Education Cultural Diversity Report

Associate Vice President Trenace Richardson presented the Cultural Diversity Plan. Explaining the plan incorporates goals, strategies and action items of the Board approved 2021-2024 ISP and 2020-2021 Cultural Diversity Plan focusing on achieving and promoting cultural diversity and institutional equity in programs and services and in the workforce. The Plan is comprised of objectives and action items to implement strategies related to cultural diversity and equity from all four goals of the 2021-2024 ISP.

Trustee Lombardi made a motion to approve the 2023 MHEC Cultural Diversity Report as presented for submission to MHEC. Trustee Cousins seconded the motion. All were in favor.

Trustee Allen made a motion to approve Chair Shawn Coates to authorize and to certify approval by the Board by executing the cover sheet as presented. Trustee Cox seconded the motion. All were in favor.

Building Naming, Foundation

Chelsea Clute, Executive Director of the Foundation presented on a request to approve the Hank Willoughby Foundation Center for Arts as the new name for the Fine Arts Center at the CSM La Plata Campus. Stating the Hank Willoughby Foundation, Inc. Scholarship was established in 2013 by the Hank Willoughby Foundation, Inc. in support of students who reside in Southern Maryland. In 2019, they moved to giving \$5,000 scholarships for full-time students. For FY23, they approved \$250k to give in scholarship funding at CSM – 51 students have received the Willoughby Scholarship for the 2022-2023 academic year. (Awarded 53 students a total of \$202,125 for the 2021-2022 academic year.)

The Donor has contributed more than \$1,000,000 to the CSM Foundation, with cash donations totaling \$752,500, and a pledge totaling \$250,000, payable by June 30, 2025. In accordance with the CSM Facilities Naming Policy FCL:903, the college's Fine Arts Center, located on the La Plata Campus, will be sponsored, and named the Hank Willoughby Foundation Center for the Arts in honor of the Donor's gifts. As part of this agreement, the building naming shall be prominently displayed and shall be at the sole expense of CSM. The said building naming shall be honored during the life of the building. Should the college's primary Fine Arts Center cease to exist on the La Plata Campus, the Board of Trustees will work with the donor, or designee, to identify another appropriate naming opportunity.

Trustee Gonzales made a motion to approve the Hank Willoughby Foundation Center for Arts as the new name for the Fine Arts Center at the CSM La Plata Campus as presented. Trustee Postell seconded the motion. All were in favor.

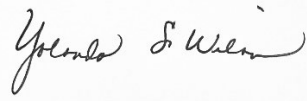
Board of Trustees Nomination Committee

Trustees Webster and Allen recommended the continuation of Shawn Coates as Board Chair and Sonja Cox as Vice Chair for one more year. There was full support from the board and acceptance by Chair Coates and Vice Chair Cox to continue in their roles for an additional year.

Respectfully submitted,

A handwritten signature in black ink that reads "Shawn B. Coates". The signature is written in a cursive style with a large initial 'S'.

Shawn Coates, Board Chair

A handwritten signature in black ink that reads "Yolanda Wilson". The signature is written in a cursive style with a large initial 'Y'.

Yolanda Wilson, President