

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

October 20, 2022

MINUTES

The Board of Trustees met on October 20, 2022 at 3:30 pm at the Prince Frederick Campus, Building A, Room 119. Board Chair Coates called the meeting to order at 3:31 pm. The following trustees were present: Sonja Cox, Jay Webster, Christy Lombardi, Cordelia Postell, Jose Gonzalez, Kee Abell, and Cathy Allen.

Chair Coates led with the following announcement:

Following this open meeting we will move into closed session under General Provision Article 3-305 (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals and Article 3-305(7) to consult with counsel to obtain legal advice and Article (8) to consult with staff, consultants, or other individuals about pending litigation.

Introduction of Faculty or Staff

Vice President Comey introduced the following new staff members:

Valarie Burks, Associate Vice President of Information Management and Chief Information Officer.

Andrew Schofield, Director of Technology Support.

Approval of September 15, 2022 Minutes

Trustee Allen made a motion to approve the minutes of September 15, 2022. Trustee Gonzalez seconded the motion. All were in favor.

Approval of Agenda for October 20, 2022

Trustee Postell made a motion to approve the agenda of October 20, 2022. Trustee Webster seconded the motion. All were in favor.

Monthly Financial Report

Vice President Mills presented the monthly financial report. The presentation included number of days cash on hand, revenues by source, 5-year revenues by source, expenses by function, insurance fund – fund balance with five-year average comparison, and capital project fund balance.

Quarterly Grants Report

Tora Wright presented the Quarterly Grants Report. The presentation stated that the college received 13 awards in FY 2022 and 6 awards for FY2023. \$1.7M awarded since July 2021 for FY2022 and \$1,105,000.00 awarded for FY 2023. The presentation included a five year look at awards as well as details on the grant awards for July-September 2022 which include the Maryland Judiciary, Maryland State Department of Education, the U.S. Department of Education, and St. Mary's County Scholarships.

Fall Enrollment Report

Vice President Harris presented a Fall enrollment summary. The presentation included information on the census date, stating that the CSM fall census date for CSM is October 26, 2022. As of the date of this presentation, of the 16 Maryland Community Colleges CSM has experienced the second highest rate of enrollment declines down 14.1% in headcount and down 13.7% in total FTE. The presentation demonstrated growth in noncredit enrollment at the end of the first quarter with total enrollments up 23.7%. Currently, the largest gains are in personal enrichment youth (homeschool), trades, transportation, and healthcare. The presentation concluded with an overview of strategic enrollment campaigns which include: registration live sessions, ReUp Initiative, Faculty calling campaign, Stop the Drop campaign, and the part-time to full-time conversion outreach.

Associate Vice President Flowers-Fields provided a brief on the homeschool program. Stating the Kids and Teen College Homeschool program is designed for ages 5 -14, fosters academic excellence and delivers diverse opportunities through innovation and high standards. The program focuses on Science, Technology, Engineering, Art, Math, and Languages. Classes are taught by CSM faculty and other community educators. Classes run for 10 weeks for one hour per session, per week, incorporating a hands-on approach to learning each semester. The program has seen a progressive increase in registrations since its pilot was launched in Fall of 2019. A special thank you was given to the CSM Foundation for supporting the pilot program and providing grants for many students.

PACE Survey Results

Dr. Richardson presented the PACE Climate Survey stating the survey allows community colleges to better understand their institution's culture and overall capacity to promote student success by hearing directly from employees about how they perceive and experience their work. The results were presented with data comparisons that included 2019, 2022, and a PACE Norm base. The PACE study was not conducted in 2020 or 2021 due to the disruptions related to the Covid-19 pandemic. The presentation included details on the 10 highest scores which related to student focus, supervisory relationships, teamwork, and the custom questions the institution added to the survey. The areas for improvement all included a score of "3+" which is considered a good score and all the items are in the institutional structure area. Study results included data as it related to classifications, race/ethnicity, and gender. The information will be shared across the college and will inform discussions about our progress toward improving climate, highlight areas for growth, identify areas needing change or improvement, and set the stage for data-informed decision-making and strategic planning.

Middle States Commission on Higher Education Accreditation Update

Professor Miller and Ms. Gannon, Self-Study Co-Chairs, provided the Self-Study Update for the board. The presentation included the definition, cycle of accreditation processes, and areas of study including the standards and institutional priorities to be addressed. The presentation included key milestones and goal dates of completion along with the communication plan.

Academic and Student Affairs Committee Report

Trustee Postell invited Provost Redmond to provide a report on the Advisory Councils membership updates.

Provost Redmond asked the board to approve the following updates:

Accounting Advisory Council: Carolyn Heithaus

Emergency Medical Services Advisory Council: Jeri Mumper, Eleshia Wible, and Darius Hawkins

Medical Laboratory Technology Advisory Council: Noel Janolino

Nursing Advisory Council: Kim Walker

Pharmacy Technician Advisory Council: Lauren Linkenauger and Barbara McHenry

Teacher Education Advisory Council: Dr. Eileen Abel, Lisa Wisniewski, and Mona Weber

Early Childhood Development Advisory Council: Elisabeth Lyautey

Approval of Program Advisory Councils

Trustee Postell made a motion to accept the updates to the Advisory Councils as presented. Trustee Gonzalez seconded the motion. All were in favor.

Approval of Naming of Memorial Garden

Vice President Comey requested the board to approve the naming of a garden at the Leonardtown Campus in memory of Professor Emeritus Carolin McManus.

Trustee Cox made a motion to approve the naming of a garden at the Leonardtown Campus in memory of Professor Emeritus Carolin McManus. Trustee Postell seconded the motion. All were in favor.

President's Report

President Murphy informed the board that Wes Moore would be visiting campus on Friday, October 21, 2022 as part of a bus tour, the visit would last approximately 15 minutes.

President Murphy discussed the topic of the Wastewater treatment plant and the need for funding to support the facility.

President Murphy discussed the possibility of requesting a Bond Bill from Charles County to help with the costs of the PE building gym floor and bleachers that are under renovation.

President Murphy discussed a Charles County Board of Education partnership to use the Children's Learning Center (CLC) building as a regional pre-kindergarten site that would begin next fall. She reminded the board that the CLC received no public funds for the build, that all funds came from donations to the college and as such is property of the college.

Board Chair's Report

Chair Coates encouraged trustees to attend college events reminding them that the calendar is in Board Docs.

Chair Coates thanked the 15 members of the Presidential Search Committee who spent many hours engaged in the process. A specific mention was made to the following committee members: Co-chair Webster, Trustee Postell, Chief of Staff Pfeiffer, VP Mills, AVP Flowers-Fields stating he learned much about the college because of their active participation on the committee.

Chair Coates mentioned the upcoming Association of Community College Trustees (ACCT) Conference in New York and his honor and pride to share that Chief of Staff Pfeiffer would be named president of the Professional Board Staff Network at the conference.

Chair Coates shared that President Murphy and Trustee Webster would be giving a presentation on the CSM/Farming 4 Hunger partnership at the ACCT conference.

Trustee Lombardi made a motion to adjourn the open meeting and move into closed session under General Provision Articles 2-305(1), (7), (8) as stated at the start of the meeting. Trustee Allen seconded the motion. The meeting adjourned at 5:23 pm.

Time of closed session: 5:23 pm Place: Prince Frederick Campus, Building A, Room 119

Purpose: Confidential personnel information. Discuss strategy and conduct of case.

Members who voted to meet in closed session: All

Authority under 3-305 for closing: #1,7, 8

Topic(s) actually discussed: (7), (8) status and strategy of legal case including outside counsel input (1) presidential candidate finalists and selection.

Each action taken: (1) finalist and proposed contract content, by consensus

Respectfully submitted,



Shawn Coates, Board Chair



Maureen Murphy, President