

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

JANUARY 18, 2024

MINUTES

The Board of Trustees met on January 18, 2024 at 3:30 p.m. at the La Plata Campus, Room 201. Board Chair Coates called the meeting to order at 3:32 p.m. The following trustees were present in the room: Vice Chair Sonja Cox, Jose Gonzalez, and Celeste Alexander-Frye. Participating on ZOOM were trustees Cathy Allen, Kenneth Abell, Pamela Cousins and Christy Lombardi.

Approval of December 21, 2023

Trustee Gonzalez made a motion to approve the minutes of December 21, 2023. Vice Chair Cox seconded the motion. All were in favor.

Approval of Agenda for January 18, 2024

Trustee Alexander-Frye made a motion to approve the agenda of January 18, 2024, as presented. Trustee Gonzalez seconded the motion. All were in favor.

Financial Report

VP Mills presented the monthly financial report. The report included # of Days Cash on Hand, Revenues by Source, 5 Year Revenues by Source, Expenses by Function, and 5 Year Expenses by Function, Insurance Fund-5 Year Average Comparison, Capital Projects Funding Report, and a review of Grant Activities.

Fund Balance Allocation Update

VP Mills presented to the Board an update on the status of the fund balance allocation approved in December 2022. Per Board Policy FIS 828- Fund Balance defines the need for fund balance, targeted levels, and use thereof. As stated in the policy, the College will maintain an unrestricted operating fund balance of sufficient size to provide working capital, budget stabilization, and a contingency for unforeseen events. Once target levels have been reached, use of fund balance is allowable/required, upon approval by the Board of Trustees.

Audit Update

VP Mills presented to the Board an update regarding the CLA Management Letter, which identified opportunities to strengthen internal controls and improve the efficiency of operations. CLA areas of observation included: Financial Close and Reporting, Accounting for Unearned Revenue, and Concerns for Software Used in Conjunction with Continuing Education Programs.

Quarterly Grant Report

VP Mills presented the Quarterly Grants Report highlighting that FY2023 had 19 awards totaling \$2.7M, and FY2024 has 13 awards totaling \$2.5M.

2024 Legislative Agenda

Executive Director of Public Relations, Karen Hupp provided an update to the Board on the Legislative Session held on January 17, 2024, in Annapolis.

Visual Sound Contract – AV Refresh

VP Comey presented to the Board two contracts totaling \$224,243.93 with Visual Sound to refresh classroom audio visual equipment. Visual Sound has been the college's provider of choice to purchase, install, program, and service audio-visual equipment in classrooms, conference rooms, and event rooms since 2017. Visual Sound was awarded an agreement with MEEC to provide AV Hardware contracts for equipment and services offered to State agencies and CSM. (MEEC contract #TU-1901). This project will include updating the current classroom projectors, video (HDMI connections and video switchers), audio speakers and amplifiers, control panels, and the installation and programming of new equipment.

Trustee Abell made a motion to approve the Visual Sound contracts in the amount of \$224,243.92, motion seconded by Trustee Gonzalez. All were in favor.

Dell Technologies

VP Comey presented to the Board a contract in the amount of \$669,490 with Dell Technologies to purchase 300 All-in-One computers for classrooms and labs, 100 employee laptops and 30 conference monitors. CSM has been purchasing computer equipment from Dell for over 20 years. The Dell quality of equipment, warranty and customer service has been exemplary. Dell has been awarded a MEEC agreement for several years for technology hardware pricing that has been below competitor pricing. MEEC IT Hardware Contract#UMD-972016. The funds to purchase this equipment are from the FY24 approved IMT Maintenance and Refresh funds.

Vice Chair Cox made a motion to approve the contract with Dell Technologies in the amount of \$669,490, motion seconded by Trustee Cousins. All were in favor.

Skyline Wireless Contract

VP Comey presented to the Board a contract with Skyline Wireless in the amount of \$291,260 to purchase hardware, software, and support to refresh the wireless infrastructure. The College's current wireless access points (Extreme Networks Ap3935) reached their end of sale date on July 31, 2020, and software maintenance ceased on July 31, 2022. Upgrading the college's access points will bring several benefits including enhanced monitoring, improved throughput, and increased device capacity.

Trustee Alexander-Frye made a motion to approve the contract with Skyline Wireless in the amount of \$291,260, Trustee Abell seconded the motion. All were in favor.

PE Building Renovation Contract Adjustment

VP Comey presented to the Board a request to increase the Scheibel Construction contract from \$4,479,858 to \$4,481,591. The PE Building was constructed in 1974. The current renovation is replacing HVAC units, upgrading mechanical systems, upgrading electrical service, and replacing the roof. As with most renovations, unforeseen conditions, design issues, and new information have resulted in the need to modify the original scope of work through the Request for Information (RFI) and Change Orders (CO) process. The most recent Change Order on the project has surpassed the Board approved contract amount with Scheibel Construction by \$1,733.00.

Vice Chair Cox recommended implementing a threshold limit on increases requiring Board approval.

Trustee Cox made a motion to approve the increase of the Scheibel Construction contract from \$4,479,858 to \$4,481,591, Trustee Alexander-Frye seconded the motion. All were in favor.

President's Report

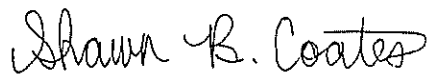
- Dr. Wilson shared the upcoming State of the College dates. January 30th (Calvert County), February 13th (St. Mary's County), and February 27th (Charles County).
- The Board was reminded that ACCT's Legislative Summit is scheduled for February 4th-7th.
- CSM and The Patuxent Partnership will host a naming ceremony of the Cyber Lab at the Leonardtown campus on Tuesday, February 13, 2024, at 2:00 p.m.
- Dr. Wilson shared that her investiture ceremony will be held on March 28th at 10:00 a.m. and will include several events earlier in the week leading up to the ceremony.

Board Chair Report

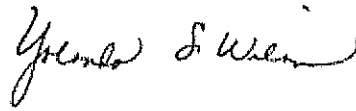
- Board Chair Coates shared a reminder that MACC's Trustee Conference and Legislative Reception will be held on January 22, 2024, at Calvert House in Annapolis, 3:30-7:30 p.m.
- An additional reminder was also shared that The Southern Maryland Delegation's Legislative Reception will be held on February 29, 2024, at the Graduate Annapolis, 7:00-9:00 p.m.
- The Board of Trustees retreat will be held Friday, January 26th at the La Plata campus.
- Board Chair Coates requested links to the Maryland Legislative hearing on January 17th be shares, as well as the Winter commencement link.

Trustee Gonzalez made a motion to adjourn the meeting, motion seconded by Trustee Alexander-Frye. All were in favor, meeting adjourned at 5:52 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Shawn B. Coates".

Shawn Coates, Board Chair

A handwritten signature in cursive script that reads "Yolanda Wilson".

Yolanda Wilson, President