

# **COLLEGE OF SOUTHERN MARYLAND**

## **BOARD OF TRUSTEES**

**October 21, 2021**

### **MINUTES**

The Board of Trustees met on October 21, 2021 in-person at the Prince Frederick Campus, A Building, Room 116 and via Zoom in response to COVID-19 health and safety restrictions. Board Chair Webster called the meeting to order at 3:30 pm with the following board members present Shawn Coates, Dr. John Roache, Christy Lombardi, Cordelia Postell, Sonja Cox, Jose Gonzalez, Kenneth Abell, and President Murphy. Samuel Jones was absent.

#### **Introduction of Guests**

President Murphy acknowledged Associate Dean Turner Coggins was present.

#### **Introduction of New Staff or Faculty**

Provost Redmond introduced the following new faculty members:

Amy Spitz, Instructional Librarian

Beth Caruso, Assistant Professor of English

Dr. Brent Ferguson, Assistant Professor of Music

Seth Wright, Associate Professor of Sociology

Pamela Burkett-Jones, Assistant Professor of Criminal Justice

#### **Approval of Minutes of September 23, 2021**

Dr. Roache made a motion to approve the minutes of September 23, 2021. Trustee Abell seconded the motion. All were in favor.

#### **Approval of Minutes of October 6, 2021**

Trustee Coates made a motion to approve the minutes of October 6, 2021. Trustee Cox seconded the motion. All were in favor.

#### **Approval of Agenda of October 21, 2021**

Trustee Cox made a motion to approve the agenda of October 21, 2021. Trustee Abell seconded the motion. All were in favor.

#### **Monthly Financial Report**

Interim Vice President Rick Johnson gave a brief presentation with financial indicators for three months ending September 30, 2021 – Fiscal 2022. The reports indicate that the current

receivables appear high as result of construction payments from the State of Maryland stating that this is not uncommon.

### **Academic and Student Affairs Committee Report**

Trustee Roache invited Provost Redmond to present membership of the following Advisory Councils:

Accounting Advisory Council Members: Catherine Askey, Angela Kabala, Todd Capitani.

Business Programs Advisory Council Members: Gregory Page, John Flatley, B. Scot Ebron, Traci Chappellear-Thomas, Dr. Bob Schaller, Nancy Kimble, Paula Coluzzi.

Criminal Justice and Fire Safety Advisory Council Members: Dawn Lister, April Delabrer, Melanie Tyner, Percel O. Alston, Jr., Robert (Bob) Rose, Kevin Flemens, Dr. Matasha Harris.

Early Childhood Advisory Council Members: Dr. Teresa Bridger, Lisa Poe, Anne Wright, Susan Copey, Mitzie Spahn, Tamara Parsons, Paula Sorrells, Melissa Palmer.

Engineering Technology Advisory Council Members: Ann Stine, Allan Chapman, Brian Reed, Matt Scassero, Theresa Shafer, Stephen Meade, Nathan Swick, Jean Nelson.

Health Information Management & Medical Coding Council Members: Richard O. Mapp, Karen Gross, Brian Bennighoff, Melissa Fort, Mary Hatfield, Jennifer Sanders, Shannon Fowler, Mona Calhoun, Jerron Brown, Rhea Clark.

Nursing Advisory Council Members: Stacey Malinoski, Amy Howell, Dana Levy, Jill Bodamer, Rita Koeing, Jean Mills, Diane Couchman, Keena Carter, Crystal Lloyd, Jaime Striplin, Cory Legler, Renee Forsee, Michele Buscher, Kim Woods, Dawn Yeitakis, Mary Golway, Judith Feustle.

Photography AAS Council Members: Kaitlin Jenco, W. Brennon (Brent) Huber.

Teacher Education Advisory Council Members: Dr. Dale Farrell, Dr. Victoria Karol, Dr. Jeffrey Maher, Ms. Traci Chappellear-Thomas, Ms. Latisha Burks, Dr. Kimetta Hairston,

### **Motion to Approve Advisory Councils**

Trustee Postell made a motion to approve the Advisory Council Memberships as presented. Trustee Cox seconded the motion. All were in favor.

### **Quarterly Grants Report**

Lesley Quattlebaum presented the July – September 2021 Grants Award Summary. The quarterly awards include funding sources from the Federal Government of 12%, the State of Maryland of 38%, and local awards of 50%. Total funding equals \$1,503,850.00

### **Fall Enrollment Report**

Vice President Harris presented the Fall 2021 Enrollment report. Of the sixteen Maryland community colleges CSM ranked fifth in a high to low headcount chart reporting a -10.89%

decrease in headcount. CSM ranked tenth in a high to low FTE chart reporting a -8.52% decrease in total FTE. We have seen a full-time student increase of 7% this year.

Vice President Harris shared several enrollment initiatives that are underway, examples include: Achieving the Dream Year 3, 7-week semester model, new student intake redesign called Hawk Hubs, Virtual Registration and Student Support sessions, enrollment blitz via marketing and social media, and Retention Specialists.

### **Association of Community College Trustees (ACCT) Leadership Congress Report**

Trustee Lombardi shared this was her first time attending the ACCT conference and found the topics surrounding the challenges of community college systems beneficial. She appreciated the theme of Diversity, Equity, and Inclusion (DEI). She left realizing that CSM is ahead of many colleges in implementing solutions and is proud of our institution.

Trustee Coates reiterated the importance of the DEI theme and supported the recognition that CSM is leading these initiatives in many ways. He enjoyed sessions on effective partnerships that focused on intentionality and being persistent. He expressed a desire to keep ‘community’ in the community college model. Trustee Coates also took time to acknowledge that Larisa Pfeiffer, Chief of Staff for CSM, was voted to a second term representing the Northeast Region of the Professional Board Staff Network, a subsidiary of ACCT.

President Murphy shared that she and Trustee Coates presented at the ACCT conference on the impact of the Velocity Center on our region. She expressed gratitude to the board for its ability to unite, stating, “This is the best board in the country, we have a model board and it is an honor to serve.”

### **Approval of Health Technology Renovation Architect**

Vice President Comey presented to the board the processes the college engaged in to secure bids for the architect for the Health Technology building renovation located on the La Plata Campus. Stating that Procurement Posted a Request for Proposal for the first phase of the Project to hire an Architect on eMaryland Marketplace. Nine firms submitted proposals. Three firms were selected for a Best and Final Oral Presentation; Murphy & Dittenhafer, HGA and RRMM.

The Selection Committee determined RRMM offered the most impressive proposal and oral presentation not to exceed \$400,000.

Dr. Roache made a motion to approve RRMM, not to exceed \$400,000 contract, as the HT Renovation Architect. Trustee Lombardi seconded the motion. All were in favor.

### **Approval of Augusoft Lumens Contract**

Associate Vice President Flowers-Fields requested the board approve the purchase of Augusoft Lumens Software piggyback using Carroll Community College Competitively Bid Agreement to purchase continuing education student registration system. The request is to approve a 5-year contractual agreement for the acquisition, implementation, and integration of a continuing

education registration system. The five-year total contract cost is \$393,500 which includes a year one cost of \$98,000 and an annual cost for four years of \$73,700.

Trustee Cox made a motion to approve the Augusoft Lumens Contract as presented. Trustee Lombardi seconded the motion. All were in favor.

### **President's Report**

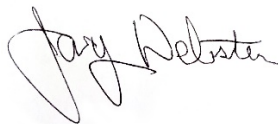
President Murphy briefed the board on the Federal legislative updates from ACCT. Highlights included the Build Back Better Plan, Budget Reconciliation, Items of Note from House Ways and Means Committee, Items of Note from House Health and Human Services Committee, Appropriations and other regulatory items.

President Murphy provided a COVID-19 Vaccination Requirement Update. The college closed a general employee survey on October 1, which showed a strong preference for vaccination requirements (~70%) for both employees and students. New surveys have been issued to both students and faculty to gain a sense of not just vaccination rates and attitudes, but knowledge of COVID related supports that are currently in place.

A work group of members of Information Technology, Human Resources, and the Registrar are researching and evaluating software systems for medical records systems that are HIPPA compliant and accommodate vaccination information.

A Safer on Campus Task Force consisting of representatives from every college division has been appointed to research practices at other institutions of higher education, particularly in Maryland, and make recommendation for strategies to implement an employee and student COVID-19 vaccination requirement. The task force will make their recommendations by November 12, 2021. An Implementation Plan is to be shared with the college community by November 19, 2021. Full implementation of the vaccination requirement by January 18, 2022.

Respectfully Submitted,



Jay Webster, Board Chair



Maureen Murphy, President