

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

March 23, 2023

MINUTES

The Board of Trustees met on March 23, 2023 at 3:30 pm at the Regional Hughesville Campus, Health Sciences Building, Room 206. Board Chair Coates called the meeting to order at 3:32 pm. The following trustees were present: Sonja Cox, Jay Webster, Christy Lombardi, Cordelia Postell, Jose Gonzalez, Kee Abell, and Cathy Allen.

Approval of February 23, 2023 Minutes

Trustee Abell made a motion to approve the minutes of February 23, 2023. Trustee Lombardi seconded the motion. All were in favor.

Approval of Agenda for March 23, 2023

Trustee Allen made a motion to approve the agenda of March 23, 2023. 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.

Student Government Presentation

Student Government presenters included Regan Coombs, SGA President and Leonardtown Campus Association President, Thanya Gonzalez-Vudoyra, SGA Second Vice President and Prince Frederick Campus Association President, and Briana Garcia, Prince Frederick Campus Association

Vice President. The presentation included the many ways that the SGA demonstrates leadership and organizes student community activities in the areas of student life, leadership, the Senator Thomas Mike V. Miller Leadership Academy as participants and graduates, Hawk Food Pantry work to include stocking the pantries and food delivery to those in need, virtual participation in Student Advocacy Day, Return of the Hawks celebrations and activities, Spring Fling activities, Fall Festival activities, Party with the President activities, diversity, Social Justice Days to include a Factuality Course, Book Club highlighting Michelle Obama's *Becoming*, and their legacy gifts which included \$7,670 in scholarships, textbooks, supplies, college store certificates and technology. A special thank you to Student Life Coordinator Jennifer Van Cory and Dean for Student Development Michelle Ruble for their leadership with SGA.

Human Resources and Benefits Committee

Vice Chair Cox shared that the committee reviewed the planning and projections for July 2023 Benefits Plan Year including employer and employee funding contribution rates. The committee also discussed the SunLife premium for the period of July 1, 2023 to June 30, 2024.

Trustee Cox made a motion to approve the proposal from SunLife for a 7.4% premium increase, approximately \$46,000 dollars higher than the 2022-2023 plan year and remain at \$125,000 individual stop loss threshold, with an approximate total premium cost of \$830,399 for the period from July 1, 2023 to June 30, 2024. Trustee Webster seconded the motion. All were in favor.

Trustee Cox made a motion to approve a 5% increase to the Employer Funding Contribution and a 5% increase to the Employee Contribution Premium Rates starting July 1, 2023 through June 30, 2024. Trustee Gonzalez seconded the motion. All were in favor.

Audit Committee Report

Trustee Lombardi shared that the committee received a statement of work from CLA that was approved. There was one significant deficiency on the reporting of HEERF funds which has been corrected, it was discussed that this finding has been issued to many institutions as a result of unclear instructions.

Visual Sound Contract

Vice President Comey presented the audio-visual hardware refresh needed for La Plata Campus BI Building event rooms. He shared that the installation of audio-visual and IT hardware in conference rooms and event spaces is on a 5-year refresh cycle. Keeping AV/IT hardware in good working order is crucial to support the types of meetings and events these rooms hold. Event rooms at the college are used for internal CSM events by students and employees and by community members and businesses to accommodate conferences, meetings, and training sessions.

Trustee Abell made a motion to approve a contract with Visual Sound totaling \$111,648.52 to purchase and install new projector lifts and to install and configure previously purchased audio-visual equipment for BI113, BI113E, BI103 and BI104 on the La Plata Campus. Trustee Lombardi seconded the motion. All were in favor.

Hughes Group Architect – Increase Funding for PE Building Renovation Project

Vice President Comey shared that 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 with HGA through a contract amendment process. The following charges for additional services have been reviewed by the college's project management team for justification, cost, and duration and have been recommended for approval.

- Additional Service #1 = \$6,852 (assisting CSM in developing a construction RFP and selecting a general contractor)
- Additional Service #2 = \$5,500 (additional structural steel and welding testing caused by added steel work)
- Additional Service #3 = \$11,550 (additional testing services caused by project delays and project sequencing)
- Additional Service #4 = \$13,030 (construction administration for Alternates #1 and #4 added to original scope)

Trustee Allen made a motion to approve architectural and engineering contract adjustments for the

PE project as presented for a total of \$36,932. Trustee Webster seconded the motion. All were in favor.

Trustee Allen made a motion to increase the total contract award with the Hughes Group Architects from \$201,535.72 to \$238,466.72. Trustee Abell seconded the motion. All were in favor.

Center for Health Sciences – Furniture and Equipment Purchase

Vice President Mills asked the board to approve a vendor contract for furniture and equipment purchases from the Maryland Correctional Enterprises and Laerdal Medical Corporation. Stating that State approved capital project budgets include funding for design, construction, and furniture and equipment and that the vendor contracts have been historically presented to, and approved by, the Board of Trustees.

Trustee Allen made a motion to approve the furniture purchases from the Maryland Correctional Enterprises in the amount of \$927,868.00. Trustee Lombardi seconded the motion. All were in favor.

Trustee Webster made a motion to approve equipment purchases from Laerdal Medical Corporation in the amount of \$586,585.17. Trustee Cox seconded the motion. All were in favor.

Physical Education Building Renovation Project

Vice President Comey presented a request to approve an increase in funding for the PE Building Renovation Project. Sharing 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 following CO's have been reviewed by the college's architect and engineering firm and project management team for justification, cost, and duration and have been recommended for approval.

- Strip and Re-caulk Metal Roof Panels – to fix unknown damage to existing roof panels to avoid future leaks \$3,944

- Starter for Circulating Pump – critical part for new HVAC system that was not specified on drawings \$4,500

Trustee Abell made a motion to approve Change Orders for the PE project as presented for a total of \$8,444.00. Trustee Lombardi seconded the motion. All were in favor.

Trustee Cox made a motion to increase the construction contract with Scheibel Construction from \$4,471,414 to \$4,479,858. Trustee Gonzalez seconded the motion. All were in favor.

Board Bylaw Discussion

Board Chair Coates shared that current bylaws were created prior to the advancement in technology and wanted to have a discussion around using a virtual meeting link, like Zoom, to allow trustees and attendees to attend Board of Trustee meetings virtually, as a standard operating procedure. The trustees, President Wilson, and Chief of Staff Pfeiffer discussed the bylaws, Maryland Open Meetings Act, and the Governor’s Appointment Office language around attendance, access, and advancements in technology.

Board Chair Coates asked Dr. Pfeiffer to research the practices of other Maryland institutions and offer a report at the next meeting to assist in understanding the use and experiences of making changes to allow for virtual attendance.

President’s Report

President Wilson shared a video of her testimony to congress on Pell funding for workforce development programs.

President Wilson provided a thorough review of the contents of the Pace Campus Climate Survey Analysis provided by the Belk Center at NC State.

President Wilson shared that the college will be involved in a branding refresh exercise April through June to evaluate the effectiveness of our existing brand and identify gaps, if any, between who we are and who we want to be to best serve our students. She shared that Associate Vice President Avis McMillon will provide results as they become available.

Board Chair's Report

Board Chair Coates asked the trustees to review the calendar of events for upcoming CSM activities as well as information on the ACCT Conference in October, requesting that the trustees let the Office of the President know if they will be attending.

Board Chair Coates announced the Senate confirmation of Trustee Cathy Allen to finish out the remainder of Dr. Roache's term, the reconfirmation of Trustee Postell to a second five-year term, and his own reconfirmation to a second five-year term. He also shared that a recommendation for a trustee for our remaining seat has been made.

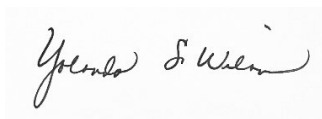
Board Chair Coates then invited the trustees and attendees to take a tour of the Health Sciences building immediately following the meeting.

Trustee Allen made a motion to adjourn the meeting. Trustee Lombardi seconded the motion. All were in favor. The meeting adjourned at 5:37 pm.

Respectfully submitted,



Shawn Coates, Board Chair



Yolanda Wilson, President