

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

April 20, 2023

MINUTES

The Board of Trustees met on April 20, 2023 at 3:30 pm at the Regional Hughesville Campus, CTET Building, Room 107. Board Chair Coates called the meeting to order at 3:32 pm. The following trustees were present: Sonja Cox, Christy Lombardi, Cordelia Postell, Kee Abell, and Cathy Allen.

Board Chair Coates announced the meeting will move into closed session following the open meeting under General Provisions 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.

Board Chair Coates welcomed Ms. Pamela Cousins to the meeting and congratulated her on her recent appointment to the College of Southern Maryland Board of Trustees. Stating the board looks forward to the announcement of her swearing in ceremony which will signal her official start as a trustee.

Approval of March 23, 2023 Minutes

Trustee Postell made a motion to approve the minutes of March 23, 2023. Trustee Cox seconded the motion. All were in favor.

Approval of Agenda for April 20, 2023

Trustee Allen made a motion to approve the agenda of April 20, 2023 as presented. Trustee Lombardi 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 Grant Award Report

Vice President Mills shared that the College has received 17 awards in 2023 for a total of \$2.6 Million dollars. Funding agencies include U.S. Department of Education, St. Mary's County, Maryland Department of Labor, Maryland Judiciary, Maryland Department of Environment, Maryland State Department of Education, Small Business Development Center, and the Charles County Government.

Government Relations Update

Assistant Vice President Karen Smith Hupp along with student assistants Briana Garcia and Laura Lopez McNulty provided a summary report on the activities of Maryland's 445th General Assembly session which included mentions of newly elected officials, Maryland Association of Community Colleges Legislative Agenda, the reappointment of Board Chair Coates and the appointment of Ms. Pamela Cousins to CSM's Board of Trustees, and the status of legislation and bills in both the Maryland Senate and House, and the impressive advocacy efforts of President Wilson during her first few months as the college's president - including delivering testimony on the potential positive impact of Workforce Pell Grant opportunities for our students and community.

Middle States Commission on Higher Education Self-Study Update

Middle States Commission on Higher Education (MSCHE) Self-Study Co-chairs Professor Rose Miller and Marcy Gannon presented to the board the activities taking place at the college to meet the requirements of accreditation which included the requirements, timeline, standards, institutional priorities, key milestones, target completion dates for activities to take place prior to the Spring 2024 visit by the MSCHE accreditation team. The Co-Chairs also recognized the membership of the groups working on the seven standards.

Southern Maryland Studies Center Renovation Construction Management Sole Source Contract

Vice President Comey shared that 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 Postell made a motion to approve a sole source Construction Management agreement with Lawrence Abell & Associates for \$52,000 to assist the College in hiring and managing all contractors and vendors needed to complete the renovation of the Southern Maryland Studies Center. Trustee Allen seconded the motion. All were in favor.

Wastewater and Water Treatment Services Contract

Vice President Comey shared CSM operates private wastewater and water systems at the La Plata and Regional Hughesville Campuses. The systems are a critical part of our infrastructure. The campuses would close without them. Wastewater and water services are used by all CSM employees as they work to fulfil the college mission.

The college operates private wastewater and water systems at the La Plata and Regional Hughesville Campuses. As such, we must comply with laws and regulations governing public utilities. To ensure compliance, and to maintain a fully functioning wastewater and water system, the college contracts the management and maintenance of these systems. Our current contract is expiring. A request for a new contract for Wastewater and Water Treatment Services was posted to eMaryland Marketplace on February 16, 2023. One vendor (Water Services, Inc.) submitted a fixed cost proposal for 2 years, excluding any fee changes for chemicals and county disposal costs, for \$237,920.04 annually. Water Services, Inc. has been providing services to CSM since 1978.

Trustee Cox made a motion to approve a fixed cost two-year contract with Water Services, Inc for \$237,920.04 annually to provide wastewater and water operations services. The Board is further requested to approve reasonable and customary charges for chemicals, county disposal fees, and miscellaneous costs associated with maintaining these systems. Trustee Abell seconded the motion. All were in favor.

Bylaw Update Discussion

Chief of Staff Larisa Pfeiffer briefed the board on research, requested at the March 23, 2023 meeting, to help inform board discussions on updating the bylaws to allow for online board and guest attendance as a standard operating procedure. The presentation included feedback provided by an informal survey of the Maryland 16 Community Colleges, the technology currently in place at the college, how that technology might be utilized, and sample agenda and registration invitations. Board Chair Coates asked for edited bylaw language to include allowing online trustee and guest attendance at board meetings to be reviewed at the May 18, 2023 board meeting.

President's Report

President Wilson shared that the Non-Profit Institute Conference was well attended and shared a student testimonial video that was spotlighted at the conference.

President Wilson shared that the college will be using an outside consultant to conduct market research on the college's brand. She asked the board to participate as a focus group to provide their input.

President Wilson shared that the college will focus on student speakers for commencement moving forward as the feedback from students, staff, and faculty indicated that the student messages resonated greatly.

President Wilson shared some ideas on how to bring the CSM Foundation Board of Directors together with the Board of Trustees as a way to celebrate the wonderful people that are advocating for the college.

Board Chair's Report

Board Chair Coates mentioned the Health Sciences Dedication and encouraged all of the trustees to attend.

Board Chair Coates reminded the Board that Commencement ceremonies will take place on Friday, May 12 and encouraged the trustees to attend.

Board Chair Coates encouraged the trustees to look at the Arts Calendar and upcoming ceremonial events that will take place around commencement for opportunities to support students, staff, and faculty.

Move into Closed Session

Trustee Abell made a motion to adjourn the open meeting of April 20, 2023 and move into closed session under General Provisions Article 3-305(1) as mentioned at the opening of this meeting.

Trustee Lombardi seconded the motion. All were in favor

Time of Closed Session: 4:56 pm Place: Regional Hughesville Campus, CTET Building, Room 107.

Purpose: Confidential personnel information. Members who voted to meet in closed session: All in attendance.

Authority under 3-305 for closing: #1

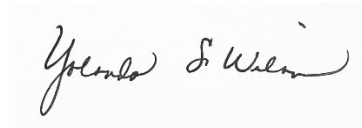
Topic(s) actually discussed: (1) Confidential personnel information

Action taken: none.

Respectfully submitted,



Shawn Coates, Board Chair



Yolanda Wilson, President