

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

November 17, 2022

MINUTES

The Board of Trustees met on November 17, 2022 at 3:30 pm at the Leonardtown Campus, Building C, Room 216. Board Chair Coates called the meeting to order at 3:30 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.

Approval of October 20, 2022 Minutes

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

Approval of Agenda for November 17, 2022

Trustee Allen made a motion to approve the agenda of November 17, 2022. Trustee Lombardi seconded the motion. All were in favor.

Approval of Consent Agenda for November 17, 2022

Trustee Lombardi made a motion to approve the consent agenda of November 17, 2022. Trustee Allen 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.

Audit Committee Report

Trustee Lombardi briefed the board on the Audit Committee discussion including the college's phishing defense score of 2.51%. She stated by industry standards this rates as very good, the overall security for the college is B. No vulnerabilities were found in the external scanning report. The committee discussed a future change in the cybersecurity assessment tool to incorporate a product more aligned with higher education needs. Also discussed was the Management Letter for the Audit and Response that addressed a purchasing card review to include a process for increasing limits.

Academic and Student Affairs Report

Provost Redmond discussed the Data Science Program which is a new and emerging field in analytics and technology. The program combines the best of mathematics, programming, technology, and strategy to fully understand the depths of an organization's data. Stating that a data science program helps individuals connect their analytical and visualization skills with their ability to interpret large amounts of data to recommend strategy and actions based on the data. Data Science programs make consistent use of programming languages and statistical analysis to interpret an organization's data, develop strategies suggested by the data and assess the effectiveness of those strategies when implemented.

Approval of Data Science Program

Trustee Postell made a motion to approve the Associate of Arts Degree, Certificate and Letter of Recognition in data science as a program opportunity for students at the College of Southern Maryland. Trustee Webster seconded the motion. All were in favor.

Approval of Children's Learning Center (CLS) Lease

Vice President Comey presented the lease stating that the new Blueprint for Maryland's Future (HB-1300), public schools are charged with establishing and implementing high-quality, full-day prekindergarten, to be free for all low-income 3- and 4-year olds and available to all other 4-year-olds with fees set at a sliding scale. Charles County Public Schools (CCPS) and CSM began discussions regarding the use of the empty CLC building. The initial lease date is for January 1, 2023 to June 30, 2026 with an option for an additional two years. As part of the partnership, CCPS will pay no rent during the initial term of the lease but will pay pass-through costs for some utilities and services the College might incur and would pay for all the direct costs for operating the building.

Trustee Postell made a motion to approve the lease between the College of Southern Maryland and the Charles County Board of Education for the space known as the Children's Learning Center subject to the terms, conditions, and covenants set forth in the agreement. Trustee Abell seconded the motion. All were in favor.

Approval of Waste Water Treatment Plant

Vice President Comey presented the need to approve a contract to provide the following services for a new waste water treatment plant: architect, design, bidding construction administration and inspection fees. Stating that CSM owns, operates, and maintains a wastewater treatment plant which has a design capacity of 60,000 gallons per day (.060 MGD) and serves the College campus and three Charles County public schools. It was constructed in 1959 and upgraded in 1977. The plan is at end of life and struggling to meet Maryland Department of Environment (MDE) discharge requirements. Plans are to replace the current plant to meet the needs of the College for the next 30 years.

Trustee Gonzalez made a motion to approve the proposal and expenditure of \$796,520.79 for Rummer, Klepper, and Kahl as architect, design, bidding construction administration and inspection fees for a new waste water treatment plant. Trustee Allen seconded the motion. All were in favor.

Operating Fund Balance Usage Discussion

Vice President Mills presented a discussion item of reallocating operating fund balance to establish a “Repair and Renovation Fund”. Stating that though multiple sources of funding are available to support a wide range of facility projects, it is not always sufficient to cover unexpected occurrences. She suggested that the establishment of a Repair and Renovation Fund will allow the College to stay current with on-going maintenance items, and be better prepared for unforeseen needs. She referenced Board Policy FIS 828 – Fund Balance which 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. The current operating fund balance is above the maximum level as stated in the policy. She would like the board to consider approving the use of \$8,650,000 to establish a fund to support escalating costs of current projects beyond available funding levels, college-funded maintenance items, and unforeseen future projects.

Semi-Annual Report of Contract Renewals

Vice President Mills presented the semi-annual report of renewing contracts. Of the 14 contracts six are for marketing needs, four are for information technology, one for facilities, one for health, one for public safety, and one for the School of Science and Health. The presentation asked for board approval to renew the contracts with the understanding that the new contracts had not been received and any with significant increases or contract language changes would come before the board for further consideration. VP Mills in her final statement agreed to provide an updated report on all of the contracts when received.

Trustee Lombardi made a motion to approve the contracts identified in the semi-annual report of renewals. Trustee Postell seconded the motion. All were in favor.

Association of Community College Trustees Conference

Board Chair Coates provided an overview of the activities and events that took place at the Association of Community College Trustees (ACCT) conference in New York City. Attending from the college were Board Chair Coates, Trustee Webster, President Murphy, and Chief of Staff Pfeiffer. Stating that he was impressed the student focus of the conference as well as the level of learning opportunities that took place that reconfirmed we have a model board. He enjoyed learning how to boost STEM participation, enrollment trends, the array of topics and presenters, and learning more about how community colleges build partnerships.

Board Chair Coates invited Trustee Webster and President Murphy to share their experience as presenters at ACCT on the topic of Growing More than Food that focused on the colleges Farming4Hunger partnership and how the college staff, faculty, and students have embraced the experience. President Murphy and Trustee Webster shared that they had a good audience, the presentation was well-received, and President Murphy has received follow-up conversations from attendees.

Board Chair Coates congratulated Chief of Staff Larisa Pfeiffer on her appointment to President of the ACCT Professional Board Staff Network (PBSN), in this role she will provide leadership to the executive team, regional representatives, and the 1,600 members from across the nation and U.S. territories.

President's Report

President Murphy thanked everyone who attended the General Education Degree ceremony, stating that student graduations are a joyous and special time to celebrate the work we all do.

President Murphy shared that Diverse Issues in Higher Education released its "Top 100" report for associate degree producing colleges and universities. The following information was shared:

RANK	DEGREE	RACE	DISCIPLINE
21	Associate's degree	African American	Engineering
26	Associate's degree	Asian	Engineering
41	Associate's degree	Temporary Resident	Business/Commerce, General
42	Associate's degree	Two or More Races	Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing
48	Associate's degree	African American	Computer and Information Sciences and Support Services
50	Associate's degree	African American	Mental and Social Health Services and Allied Professions

50	Associate's degree	Total Minority	Engineering
53	Associate's degree	Two or More Races	Computer and Information Sciences and Support Services
78	Associate's degree	Two or More Races	Homeland Security, Law Enforcement, Firefighting and Related Protective Services
85	Associate's degree	Asian	Accounting and Related Services
95	Associate's degree	Total Minority	Mental and Social Health Services and Allied Professions
98	Associate's degree	African American	Accounting and Related Services

Board Chair's Report

Board Chair Coates invited the trustees to review the calendar of activities and encouraged them to attend events as CSM ambassadors as part of the important work they do in governance for the college.

Board Chair Coates reminded the trustees that Giving Tuesday and President's Murphy Farewell Event were upcoming and asked for full participation.

Board Chair Coates asked for a motion to move into closed session. Trustee Abell made the motion to move into closed session. Trustee Postell seconded the motion. All were in favor.

Time of closed session: 5:00 pm Place: Leonardtown Campus, Building C, Room 216

Purpose: Confidential personnel information.

Members who voted to meet in closed session: All

Authority under 3-305 for closing: #1

Topic(s) actually discussed: (1) amendment to current president contract

At 5:28 pm Trustee Abell made a motion to move back into open session. Trustee Postell seconded the motion. All were in favor.

Motion to Approve amendment to current president contract

Board Chair Coates asked for a motion to approve an amendment to the president's contract.

Trustee Gonzalez made a motion to approve the amendment to the current president's contract. Trustee Cox seconded the motion. A verbal roll call of the vote was conducted. The vote was unanimous.

Trustee Abell made a motion to adjourn the meeting. Trustee Webster seconded the motion. All were in favor. The meeting ended at 5:30 pm

Respectfully submitted,



Shawn Coates, Board Chair



Maureen Murphy, President