

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

October 19, 2023

MINUTES

The Board of Trustees met on September 21, 2023, at 3:30 pm at the Leonardtown Campus, Building C, Room 216. Board Chair Coates called the meeting to order at 3:36 pm. The following trustees were present: Jay Webster, Sonja Cox, Christy Lombardi, Cordelia Postell, Jose Gonzalez, Kenneth Abell, and Cathy Allen. Pamela Cousins was absent.

Approval of September 21, 2023, Minutes

Trustee Lombardi made a motion to approve the minutes of September 21, 2023. Trustee Cox seconded the motion. All were in favor.

Approval of Agenda and Consent Agenda for October 19, 2023

Board Chair Coates announced a change to the published agenda stating the FY 23 Financial Audit would be moved from an Action Item to an Information Item.

Trustee Allen made a motion to approve the agenda of September 21, 2023, with the change as presented. Trustee Gonzalez seconded the motion. All were in favor.

Student Activity Presentation

Jehnell Linkins, Student Need, Resource, and Outreach Coordinator joined the meeting with several students to give a presentation on their Feed the Need project which took place at Morgan State University where they joined students from colleges and universities for a day long activity of preparing and packaging over fifty thousand meals for food insecure families.

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.

Update on Middle States Self Study

VP Comey presented an update on the Middle States Self Study and the timeline of activities including where the college currently is in the process. The presentation included an explanation of accreditation and the process including information on Middle States Commission on Higher Education. The explanation included the 7 Standards and 50+ Criteria, intended outcomes, and the role of the Board of Trustees.

FY23 Financial Audit Update

Representatives from CliftonLarsonAllen LLP, Chrissy Bowman and Robert Gauthier, presented the current status of the FY 23 Audit Results. The presentation included a scope of the services and deliverables of their activities, the audit opinion review, GASB 96 implementation, communications, student receivables recap, and the single audit update. They shared that the final audit would be available in the November Board of Trustees meeting for review and approval.

Sole Source Contract with Qtrak Locker System

VP Comey presented a sole source contract with Qtrak package locker systems stating the systems are already in place at the La Plata, Leonardtown and Prince Frederick Campuses focusing on bookstore pick-up items for students and on-demand packages for staff. The proposed expansion of the locker system allows us to ensure equity across campus locations by adding a locker system at the Regional Hughesville Campus. The expansion also will include smaller mail lockers to ensure all locations have secured mailboxes. To avoid duplication of software and to maximize efficiency, he recommended that we utilize the QTrak system for this expansion of mail and package services.

Trustee Cox made a motion to approve a Sole Source contract with QTrak for \$49,825 to purchase lockers for the Regional Hughesville Campus and to expand lockers at the La Plata, Leonardtown, and Prince Frederick Campuses. Trustee Abell seconded the motion. All were in favor.

Nomination to CSM Foundation Board of Directors

Interim Executive Director for the CSM Foundation, Toni Kruska, asked for the approval of Dawn Yeittrakis (Class of 1996) to join the Foundation Board of Directors. Sharing that Ms. Yeittrakis is currently VP and Chief Nursing Officer for MedStar St. Mary's Hospital and currently serves on CSM's Nursing Program Advisory Board.

Trustee Gonzalez made a motion to approve the nomination of Dawn Yeittrakis, an alum from the class of 1996, to join the CSM Foundation Board of Directors. Trustee Allen seconded the motion. All were in favor.

Approval to name Leonardtown Cyber Lab

Interim Executive Director for the CSM Foundation, Toni Kruska requested the approval to name the Leonardtown Campus Cyber Lab the "Barbara Ives CyberLab." This is a stewardship request to recognize TPP's continued support of CSM and its students. They have committed more than \$400K in support of scholarships, CSM Talons, STEM programming, and cybersecurity initiatives.

Stating, that in consideration of TPP's support, and in accordance with the CSM Facilities Naming Policy FCL:903, the Cyber Lab located in Bldg. B on the Leonardtown Campus be named the "Barbara Ives Cyber Lab" in honor of her contributions to the Southern Maryland region. As part of this agreement, the room naming shall be prominently displayed and shall be at the sole expense of CSM. The said room naming shall be honored during the life of the building. Should the Cyber Lab cease to exist on the Leonardtown Campus, the Board of Trustees will work with the donor, or designee, to identify another appropriate naming opportunity.

Trustee Abell made a motion to approve the request to name the Leonardtown Campus Cyber Lab the "Barbara Ives Cyber Lab" as presented. Trustee Lombardi seconded the motion. All were in favor.

President's Report

President Wilson provided updates on the following activities:

Association of Community College Trustees Conference

St. Mary's Aquatic Tour

January Board Retreat Discussion

President Wilson invited the trustees to attend the following upcoming events

Adult Education Graduation, November 1

American Association of Community Colleges Workforce Development Team visit, November 3

Middle States Higher Education Commission visit, November 7

Opportunity: Rescheduled Bounty of the County (Charles County), November 12

Board Chair's Report

Board Chair Coates offered reflections and thoughts of the recent ACCT Conference and invited other attendees President Wilson, Sonja Cox, Cathy Allen, VP Judy Mills, and COS Larisa Pfeiffer to share as well. Chair Coates took a moment to recognize Larisa Pfeiffer's role as President of ACCT/PBSN over the past year and thanked her for her national presence and representation of CSM at this level.

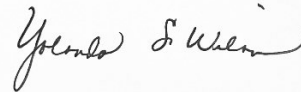
Board Chair Coates shared that the college received notification from the Governor's Appointment Office on the appointment of Celeste Alexander Frye of Calvert County who will join us at our November meeting.

Trustee Allen made a motion to adjourn the meeting. Trustee Abell seconded the motion. All were in favor. The meeting adjourned at 5:45 pm.

Respectfully submitted,



Shawn Coates, Board Chair



Yolanda Wilson, President