

**COLLEGE OF SOUTHERN MARYLAND**

**BOARD OF TRUSTEES**

**February 15, 2024**

**MINUTES**

The Board of Trustees met on February 15, 2024, at 3:30 p.m. at the Leonardtown Campus Room C216. Board Chair Coates called the meeting to order at 3:38 p.m. The following Trustees were present in the room: Chair Shawn Coates, Christy Lombardi, Kenneth Abell, Cathy Allen, and Pamela Cousins. Participating via Zoom were Vice Chair Sonja Cox, Jose Gonzalez and Celeste Alexander-Frye.

**Approval of January 18, 2024, Minutes**

Trustee Abell made a motion to approve the minutes of January 18, 2024. Trustee Lombardi seconded the motion. All were in favor.

**Approval of Agenda for February 15, 2024**

Trustee Allen made a motion to approve the agenda of January 18, 2024, as presented. Trustee Abell seconded the motion. All were in favor.

**Introductions**

Dr Wilson introduced Ron Price the new VP of People, Culture and Equity (PCE). Jakyrra Tyson, Director II of Admissions in Student Equity and Success (SES), was introduced by Dr Harris.

## **Financial Report**

VP Mills presented the monthly financial report. The report included Number of Days Cash on Hand, Revenues by Source, FY 23 and FY 24 January Revenues, 5 Year Revenues by Source, Expenses by Function, FY 23 and FY 24 January Expenses and 5 Year Expenses by Function.

## **Dual Enrollment Update**

Latasha Baker presented an update about Dual Enrollment to include Early College, Dual In-School, Dual-Access, and In-Person opportunities. Between the three Southern MD Counties Charles, Calvert & St Mary's, and St Mary's Ryken, a private school; there are a variety of classes offered to students. There are discussions to expand Dual options to the Southern Maryland King's Christian Academy. The number of classes offered varies by county or private school. Students take up to 4 classes per semester, which equals 12-13 credits.

## **Saint Mary's Aquatic Facility Update**

The three-year lease for the Saint Mary's Aquatic Facility located on the CSM Campus in Leonardtown, MD between St Mary's County and CSM expires at the end of June 2024. The lease was created to assist St Mary's County's operation of the aquatic center to become a self-sustaining model. St Mary's County currently has plans to build a YMCA multiple use Recreation Center in the year 2025. CSM needs to create a plan to assume full responsibility of the Aquatic Facility. Dr Harris and Michele Ruble are working on a proposal for CSM to take over full responsibility of the Aquatic Center.

## **AACT National Legislative Summit**

Board Chair Shawn Coates, Dr Wilson, and Jose Gonzalez, Celeste Alexander-Fyre and Pamela Cousins attended the ACCT in Washington DC from February 4- 7, 2024. Chair Coates attended various sessions and was a speaker on a panel for new trustees. He heard discussions about how students don't want to amass student loan debt and that states are thinking of reducing hiring requirements to a two-year degree to help with costs. Trustees Cousins and Alexander-Frye attended the new trustee panel. Trustee Alexander-Frye encourages all new trustees to attend conferences and summits. During the summit, the Trustees were brought up to speed on federal, state and local level regulations concerning community colleges. Since this was in Washington DC, trustees also visit the local representatives on Capitol Hill to discuss issues that pertain directly to CSM.

## **2024 Legislative Agenda**

Executive Director of Public Relations, Karen Hupp provided updates to the Board on various legislative sessions and summits. Hupp and DREAM student Laura Lopez McNulty met with Dr. Wilson and the Trustees on Capitol Hill. During their visit to Congressman Hoyer, Senator Chris Van Hollen and Senator Ben Cardin and their staff, Laura shared her experiences as a student and the Dream program. Dr Wilson discussed proposals submitted about funding for an Aviation Degree Pathway and expansion of Water & Wastewater Training with the Maryland Center for Environmental Training. Laura addressed the Trustees at the BOT meeting via Zoom.

Maryland General Assembly was on Day 27 of a 90-day session. There have been 3,279 items introduced this session (638 legislative initiatives and 2,641 bills). A brief synopsis was given

about how the bills move between the House and Senate. There are three bills that directly affect CSM: SB121 Funding & Responsibilities about the La Plata Pool. This is currently in the Budget and Taxation committee. SB12, BOT Membership and adding additional members. SE 81 is about higher education and the CSM budget referring to funding and allocation within the three counties. There are other bills of interest, HB607 pertains to the MD Community College Promise Scholarship removing FAFSA completion requirement for workforce programs unless the program is eligible for Federal Aid.

Student Advocacy Day was held on January 17, 2024, at the Calvert House in Annapolis. Various staff members and CSM students from all three counties attended. All intended offices were visited, and the students gave their personal stories of how CSM has guided them on their journeys. Dr. Wilson and the Trustees plan on attending Board of County Commissioners Meetings in the three counties with CSM students that reside in those counties. The Calvert County meeting was on January 30<sup>th</sup>; Trustee Cousins and Calvert County student Ava Wilson attended. The next meetings are February 27 in Charles County and March 5<sup>th</sup> in Saint Mary's County.

Advocacy opportunities in the future are NSF State of the Station Feb 29<sup>th</sup>; Southern Md Legislative Reception on February 29<sup>th</sup>; Inauguration Week March 22-28<sup>th</sup> and Spring Commencement May 10<sup>th</sup>.

### **New Program Proposals**

Program proposals were presented by Petita Rentz, David Robinson, Dr. Suzette Wright and George Bedell via a power point presentation to request the implementation of new programs and deactivation of obsolete programs. These changes were requested to better align with the College

of Southern Maryland's 2021-2024 Strategic Goals which focus on improving Student progress and completion. The following programs have been requested to be added to the CSM curriculum: Exercise & Sport Science AS Program, Psychology AA Program and Art AA Program.

There were requests to deactivate the three following programs: Arts & Sciences: Exercise & Sport Science AA Program; Arts & Sciences: Social Science AA Program and Arts & Sciences: Art AA Program. Deactivation of these programs will allow for revisions which are needed to update the curriculum to meet the changing educational demands of the industry and to ensure that CSM's strategic goals and strategies are consistently being met. Finally, the deactivation is a recommendation from the previous program review conducted in 2021-2022 as students are taking courses that may not transfer to four-year institutions and it is not a recognized program with MHEC.

\*Trustee Cousins made a motion to approve the request for an Exercise & Sports Science AS Program, motion was seconded by Trustee Abell. All were in favor.

\*Trustee Lombardi made a motion to approve the request for the Deactivation of the Arts & Sciences: Exercise & Sport Science AA Program, the motion was seconded by Vice Chair Cox. All were in favor.

\* Trustee Cousins made a motion to approve the request for the Deactivation of the Arts & Sciences: Art AA Program, motion was seconded by Trustee Allen. All were in favor.

\*Trustee Lombardi made a motion to approve the request for the Deactivation of the Arts & Sciences: Social Sciences AA Program, motion was seconded by Vice Chair Cox. All were in favor.

\*Trustee Alecander-Frye made a motion to approve the request for a New Psychology AA Program, motion was seconded by Trustee Cousins. All were in favor.

\*Trustee Abell made a motion to approve the request for a New Art AA Program, motion was seconded by Trustee Cousins. All were in favor.

### **Approval of Faculty Sabbaticals**

Professor Krista Keyes presented a request to approve the Faculty Sabbatical for Andrew Wodzianski, is a Professor of Studio Art requesting a Fall 2024 sabbatical to allow the production of a new body of artwork and completion of a second. The artwork will be presented at CSM prior to exhibiting nationally.

Trustee Cousins made a motion to approve the request for Faculty Sabbatical for Andrew Wodzianski, motion was seconded by Trustee Abell. All were in favor.

Professor Krista Keyes presented a request to approve the Faculty Sabbatical for Lisa Gonazales, is a Professor of Nursing requesting a Spring 2025 sabbatical to complete a national survey examining clinical nurse educators' teaching practices on developing students' clinical judgement. This sabbatical will also align with completion of her PhD program dissertation from the University of Northern Colorado.

Trustee Allen made a motion to approve the request for Faculty Sabbatical for Lisa Gonazales, motion was seconded by Trustee Lombardi. All were in favor.

### **Approval of the Nomination to CSM Foundation Board of Directors**

Toni Kruszka presented a request on behalf of the CSM Foundation Board Development Committee to approve Dominic Powell to the CSM Foundation Board of Directors. Nominee

Powell's connection and expertise will assist the CSM Foundation with raising funds in support of scholarships and programming, which will assist students with achieving their goals. Mr. Powell is currently VP of Business Development and Partnerships for Educational Systems Federal Credit Union (ESFCU). Being a former Hawk, Mr. Powell is eager to expand his support and commitment to CSM in this new role advocating for the students and gaining additional resources for the institution.

Trustee Gonzalez made a motion to approve Dominic Powell to the CSM Foundation Board of Directors, motion was seconded by Trustee Cousins. All were in favor.

### **Fund Balance Use Part 2**

The use of fund balance enables the College to improve and maintain student and employee services and infrastructure without impacting the base operating budget. Each campus's target fund balance shall be in the range of 15% - 20% of the prior fiscal year's operating budget. Once the target is met, funds exceeding the minimum **may** be budgeted and expended in the subsequent year's budget and funds exceeding the target maximum **will** be budgeted in the subsequent year's budget. Each campus' target fund balance shall be in the range of 15% -20% of the prior fiscal years operating budget. Once the target is met, the funds exceeding the minimum may be budgeted and expended in the subsequent year's budget and funds exceeding the target maximum will be budgeted in the subsequent years budget. Additionally, at any time during the fiscal year, the President may recommend to the Board of Trustees the use of fund balance to meet unbudgeted needs.

The Board is requested to approve the use of an additional \$9,639,469 of fund balance to support

projects that include safety, academic, and infrastructure improvements and upgrades totaling \$7,964,205, leaving \$1,675,264 undesignated for future project consideration and unexpected cost increases (to be approved by the Board of Trustees).

Trustee Lombardi made a motion to approve the Fund Balance Usage Part 2 request for \$7,964,205 for safety, academic and infrastructure improvements & upgrades + \$1,675,265 for future projects approved by the board to equal a total of \$9,639,469. Vice Chair Cox seconded the motion. All were in favor.

### **Skyline Contract**

The board is requested to approve a contract with Skyline Technologies in the amount of \$37,748 to purchase hardware, software, and support for the renovation of the HT Building network infrastructure.

In 2015 the college implemented a multimillion-dollar IT infrastructure project that included upgrading the IT network infrastructure. Skyline Technologies was the vendor awarded the contract to install and support the Extreme Network equipment and software. CSM has had excellent support from Skyline. The State of Maryland has negotiated a support and maintenance contract with Skyline Technologies and offers it to state agencies and CSM is under a MEEC purchasing agreement (MEEC contract #UMD972016)

Trustee Abell made a motion to approve the Skyline contract for network infrastructure in the amount of \$37,748. Trustee Cousins seconded the motion. All were in favor.



**Visual Sound Contract**

The Board is requested to approve four contracts with Visual Sound totaling \$110,150.08 to refresh classroom and conference room audio visual equipment at the Prince Frederick and La Plata Campuses.

Visual Sound has been the college’s provider of choice to purchase, install, program, and service audio-visual equipment in classrooms, conference rooms, and event rooms since 2017. Visual Sound was awarded an agreement with MEEC to provide AV hardware contracts for equipment and services offered to State agencies and CSM. (MEEC contract #TU-1901). This project will include updating the current classroom projectors, video (HDMI connections and video switchers), audio speakers and amplifiers, control panels, and the installation and programming of new equipment. The upgrade will include rooms 118, 123, 207 in the Prince Frederick A Building and rooms 200, 203, 221, 222 in the Prince Frederick B Building, as well as a conference room in the Prince Frederick A Building and a conference room in the La Plata ST Building.

Trustee Allen made a motion to approve the four contracts totaling \$110,150.08 for Visual Sound to refresh classroom/conference room audio visual equipment for the Prince Frederick and La Plata Campuses. Trustee Abell seconded the motion. All were in favor.

**Scheibel Construction Contract**

The Board is requested to approve a modification of the Scheibel Construction contract for the HT Renovation to increase the amount from \$6,404,000 to a not to exceed amount of

\$6,504,000.

The Health Technology Building was constructed in 1989. Renovating a 35-year-old building has presented challenges. The original plans were not drafted to today's standards and lack clarity on many aspects of what is behind the walls, above the ceilings, or below the floor. The original contract with Scheibel Construction anticipated some reasonable and customary change orders but we project exceeding this amount by more than \$80,000 by the end of the project.

The total budget for the project included funds for not only construction but for furniture and equipment and certain design contingencies. Some of these line items are coming in under budget. The savings in these areas are projected to cover the overages caused by the higher than anticipated Change Orders.

Trustee Abell made a motion to approve an increase of \$100,000 to the construction contract with Scheibel Construction pertaining to the HT Building Renovations not to exceed \$6,504,000. Trustee Lombardi seconded the motion. All were favor.

### **RRMM Contract Modification**

The Board is requested to approve a modification of the combined RRMM architectural and engineering contract and construction administration contract total for the HT Renovation to increase the combined total award from \$526,219 to a not to exceed amount of \$534,219.

The Health Technology Building was constructed in 1989. Renovating a 35-year-old building has presented challenges. The original plans were not drafted to today's standards and lack clarity on many aspects of what is behind the walls, above the ceilings, or below the floor. The

original contract with RRMM anticipated some reasonable and customary change orders but we project exceeding this amount by more than \$8,000 by the end of the project.

The total budget for the project included funds for not only construction but for furniture and equipment and certain design contingencies.

Trustee Cousins made a motion to approve the increase of \$8,000 to the RRMM Contract Modification pertaining to HT Building Renovations not to exceed \$534,219. Vice Chair Cox seconded the motion. All were favor.

### **Maryland Correctional Enterprise Contract**

The Board is requested to approve the award of a contract with Maryland Correctional Enterprises for furniture and equipment for the new Student Resource Center in an amount not to exceed \$280,000.

Maryland Correctional Enterprises (MCE) is a preferred provider entity as required by Maryland law, in the Annotated Code of Maryland. MCE provides quality furniture, products, and services for use by government and non-profit agencies. All furniture for State funded projects must be purchased from MCE unless a waiver is requested and granted by MCE.

The college is currently finalizing an order with MCE for furniture and equipment for the new Student Resource Center. The current quote from MCE for furniture and installation is \$265,519. However, this quote could change as final fabric selections and substitutions are made due to supply chain issues and manufacturing lots being discontinued. As this purchase is time sensitive, it is requested that the Board authorize a contract with MCE for this project that is not to exceed \$280,000.

Trustee Allen made a motion to approve the Maryland Correctional Enterprises Contract to purchase furniture, equipment, and the installation for the new Student Resource Center not to exceed \$280,000. Vice Chair Cox seconded the motion. All were favor.

### **President's Report**

- **Inauguration / Investiture Ceremonies**
- **State of the College Charles County February 27<sup>th</sup> from 9:00 am – 12:00 pm**
- **Middle States Dinner March 3<sup>rd</sup> from 5:30-7:00 pm,**
- **Middle States Meeting March 4<sup>th</sup> from 4:00 -5:00 pm**
- **State of the College St Mary's County March 5<sup>th</sup> from 9:00 am -12:00 pm**


### **Board Chair Report**

- **Southern Maryland Legislative Reception** on February 29<sup>th</sup> from 7-9 pm @ The Graduate Annapolis 126 West Street, Annapolis, MD
- **Fine Arts Spring Schedule**

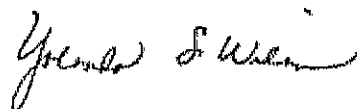
Trustee Allen made a motion to adjourn the meeting, the motion was seconded by Trustee Cousins.

All were in favor, the meeting adjourned at 6:47 p.m.

Respectfully submitted,



Shawn Coates, Board Chair



Yolanda Wilson, President