



**BOARD OF TRUSTEES  
MINUTES**

**DATE:** December 19, 2024, 2:30 p.m.  
**PLACE:** La Plata Campus – Board Room BI201  
**CHAIR:** **Shawn B. Coates**

**TRUSTEES PRESENT:**

Shawn B. Coates, Chair  
Christy Lombardi – via zoom  
Pamela Cousins – via zoom  
Kenneth Abell – via zoom  
Cathy Allen  
Celeste Alexander-Frye  
Diane Sandoval

**TRUSTEES ABSENT:**

Sonja M. Cox, Vice Chair  
Cordelia Postell

**I. CALL TO ORDER**

The meeting was called to order at 2:33 p.m. by Shawn B. Coates, Board Chair.

**II. QUORUM ESTABLISHMENT**

The board secretary confirmed the presence of a quorum.

**III. APPROVAL OF MINUTES**

The minutes of the November 21, 2024, Board of Trustees meeting minutes were reviewed. Trustee Alexander-Frye made a motion to approve the November 21, 2024, meeting minutes. Trustee Sandoval Seconded

➤ **All were in favor; Motion Passed**

**IV. APPROVAL OF AGENDA**

The agenda for December 19, 2024, Board of Trustees meeting agenda was reviewed and approved as presented.

Trustee Abell made a motion to approve the December 19, 2024, agenda.

Trustee Allen Seconded

➤ **All were in favor; Motion Passed**

**V. MONTHLY FINANCIAL REPORT**

**Judith Mills, Vice President, Division of Financial Services**, presented the monthly financial reports.

- Number of Days Cash on Hand (FY 25)
- Revenues by Source November 24 (FY 25)
- FY 25 November Revenue
- 5-year revenues by source (2021 – 2025)
- Expenses by function
- FY 25 November Expenses
- 5-year expenses by function (2021-2025)

**VI. DELL AIO COMPUTER REFRESH FY25**

**Andrew Schofield, Technology Support Director** presented a request to approve the quote from Dell in the amount of \$585,304.96 for 389 All-in-One Computers.

Trustee Allen made a motion to approve the quote from Dell in the amount of \$585,304.96 for 389 All-in-One Computers.

Trustee Cousins seconded.

➤ **All were in favor; Motion Passed**

**VII. ALPHA SAFETY VENDOR CONTRACT**

**Ellen Flowers-Fields, Vice President of Continuing Education and Workforce Development** presented a request to approve a \$58,703.00 sole source contract with Alpha Safety, USA to deliver annual training to miners and contractors on behalf of the Maryland Center for Environmental Training (MCET).

Trustee Alexander-Frye made a motion to approve the \$58,703.00 sole source contract with Alpha Safety, USA to deliver annual training to miners and contractors on behalf of MCET.

Trustee Allen seconded.

➤ **All were in favor; Motion Passed**

**VIII. ASCEND LEARNING HOLDINGS LLC CONTRACT**

**Ellen Flowers-Fields, Vice President of Continuing Education and Workforce Development** presented a request to approve a \$20,058.00 sole source contract with Ascend Learning Holding, LLC to purchase certifications for students completing the nutrition coach and personal training for sports management program.

Trustee Sandoval made a motion to approve a \$20,058.00 sole source contract with Ascend Learning Holding, LLC to purchase certifications for students completing the nutrition coach and personal training for sports management program.

Trustee Abell seconded.

➤ **All were in favor; Motion Passed**

**IX. ACADEMIC CALENDAR FOR 2025-2026**

**Dr. Suzanne Summers, Vice President of the Division of Learning** presented the 2025 - 2026 Academic Calendar for approval.

Trustee Alexander -Frye made a motion to approve the 2025 – 2026 Academic Calendar.

Trustee Sandoval seconded.

➤ **All were in favor; Motion Passed**

**X. CURRICULUM CHANGES**

**Dr. Suzanne Summers,** presented 5 curriculum changes:

- Deactivation of AA, Arts & Science: Music / Approval of AA Music Program
- Deactivation of AA, Arts & Science: Theater & Dance / Approval of AA Theater Program
- Deactivation of Mathematics & Science AS Degree/ Approval of a Biology AS Degree & a Physical Science AS Degree with two concentrations, Chemistry & Physics
- New Certificate in Existing Program- Pre-Engineering Certificate

- New Program Proposal- Aviation Maintenance Technology AAS

Trustee Sandoval made a motion to approve the deactivation of AA, Arts & Science: Music and approve the creation of AA in Music.

Trustee Alexander-Frye seconded.

- **All were in favor; Motion Passed**

Trustee Abell made a motion to approve the deactivation of AA, Arts & Science: Theater and Dance and approve the creation of AA in Theater.

Trustee Cousins seconded

- **All were in favor; Motion Passed**

Trustee Alexander-Frye made a motion to approve the deactivation of the Mathematics and Sciences AS Degree and approve the proposal for two new degrees: Biology AS and Physical Science AS degree with two concentrations, Chemistry & Physics.

Trustee Allen seconded.

- **All were in favor; Motion Passed**

Trustee Allen made a motion to the approve a New Certificate in an existing degree program, a Pre-Engineering Certificate.

Trustee Abell seconded.

- **All were in favor; Motion Passed**

Trustee Sandoval made a motion to approve of a new academic degree program, Aviation Maintenance Technology, AAS.

Trustee Allen seconded.

- **All were in favor; Motion Passed**

## **PRESIDENT'S REPORT**

**Yolanda Wilson, Ed. D, President CSM:** Presented the following to the Board:

- Introduction of Molly O'Keefe, AVP of Strategy
- Updates from conferences/tours
  - Pittsburgh Institute of Aeronautics on December 3<sup>rd</sup>
  - MSCHE, Middle States on Dec 11-13 (VP's provided updates)
  - Mile Conference
  - MEDA Keynote (Maryland Economic Development Association)
  - Master Leadership Class 1/29 with UMBC President Emeritus Freeman Hrabowski

## **BOARD CHAIR REPORT**

**Shawn B Coates, Board Chair:** presented the following updates:

- January 8th – General Assembly of Maryland starts their 447th Session
- January 24<sup>th</sup> Board Retreat 8:30am to 4:00 pm
- February 9th to 12th – 2025 ACCT National Legislative Summit in Washington DC
- February 13th & 14th – Student Advocacy Day in Annapolis
- February 20<sup>th</sup> Southern Maryland Legislative Reception from 7-9 pm

## ADJOURNMENT

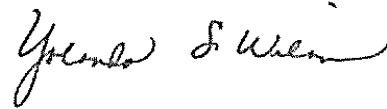
There being no further business, Trustee Allen motioned to adjourn the meeting. With the motion seconded by Trustee Alexander-Frye, all were in favor; Motion Passed the meeting was adjourned at 3:34 p.m.

Respectfully submitted,



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Shawn B. Coates, Board Chair



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Yolanda Wilson, Ed. D, President