

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

December 16, 2021

MINUTES

The Board of Trustees met on December 16, 2021 in-person at the La Plata Campus and via Zoom in response to COVID-19 health and safety restrictions. Board Chair Webster called the meeting to order at 3:30 pm with the following board members present Shawn Coates, Christy Lombardi, Cordelia Postell, Jose Gonzalez, Kenneth Abell, and President Murphy. Samuel Jones, Dr. Roache, and Sonja Cox were absent.

Approval of Minutes of November 18, 2021

Trustee Gonzalez made a motion to approve the minutes of November 18, 2021. Trustee Postell seconded the motion. All were in favor.

Approval of Agenda of December 16, 2021

Trustee Postell made a motion to approve the agenda of December 16, 2021. Trustee Coates seconded the motion. President Murphy asked that the agenda be amended to move the action items to the first order of business to accommodate the schedule of Vice President Comey who would be presenting and would have to leave the meeting early. All were in favor to approve the amended agenda.

Approval to Replace Leonardtown Roof Building C

Vice President Comey asked the board to approve the roof replacement cost for Leonardtown Building C of \$398,254.02 by using the Anne Arundel County Job Order Contract #5355-OB that was publicly advertised, vetted, and awarded to Brown and Root.

Trustee Postell made the motion to approve the piggyback contract which was already competitively bid to move forward with the roof replacement costs of \$398,254.02 to Brown and Root. Trustee Gonzalez seconded the motion. All were in favor.

Approval to Replace Leonardtown's Building Automation System (BAS) in Building C

Vice President Comey asked the board to approve the Sole Source contract to use Pritchett Controls to purchase Reliable Controls Building Automation System. The HVAC automation control replacement cost is \$235,480.00.

Trustee Coates made a motion to approve the purchase of Reliable Controls BAS through Pritchett Controls. Trustee Gonzalez seconded the motion. All were in favor.

Approval to Replace Leonardtown's Building B Air Handler Units

Vice President Comey asked the board to approve the replacement of the air handler units in Leonardtown Building B using the General Services Contract through WL Gary Company, Inc. using a Master piggyback agreement from Maryland's Department of General Services (DGS), Contract #DGS-19-301-IQC for HVAC/Boiler & Related Services with WL Gary Company, Inc in the amount of \$248,421.00.

Trustee Coates made a motion to approve the replacement of the air handler units in Leonardtown Building B using the General Services Contract through WL Gary Company, Inc. Trustee Gonzalez seconded the motion. All were in favor.

Monthly Financial Report

Interim Vice President Judy Mills provided a budget analysis for month ending in November, 2021. The presentation included number of days cash on hand, revenues by source, 5-year revenues by source, expenses by function, and 5-year expenses by function.

Academic and Student Affairs Committee Report

Provost Redmond briefed the board on the status of the Aquatic Facility Letter of Recognition program. Stating that the program has not had any enrollment nor interest in the last five years.

Approval to Suspend the Aquatic Facility Manager Letter of Recognition

Provost Redmond asked the board to approve the suspension of the Aquatic Facility Manager Letter of Recognition.

Trustee Postell made a motion to approve the suspension of the Aquatic Facility Letter of Recognition. Trustee Gonzalez seconded the motion. All were in favor.

Discussion of Reaffirmations of Board Policies

Vice President Patenaude reviewed the following policies with the board: ADM.311 Terms and Conditions of Employment of Senior Level Employees; ADM.312 Duties and Responsibilities of Senior Executives; ADM.313 Evaluation of Senior Executives; ADM.314 Relationship of Faculty & Administration; BRD.217 Review Mission and Goals; GEN.407 Relationship with the

Media; PER.714 Employee Due Process; PER.716 Resignation; and PER.726 Professor Emeritus Status.

President’s Report

President Murphy briefed the board on FY 2022 CSM Priorities.

Goal 1: Improve Student Progress and Completion

Action	Status
Complete last year of initial Achieving the Dream engagement	Continued work. Workgroups met with coaches, and final coaches visit scheduled for May. College is adding an additional year onto the engagement.
Revisit St. Mary’s County Early College Academy	No progress with St. Mary’s county Public Schools; however, early college program with Charles County is underway for 175 students and slated to begin in Fall 2022.

Goal 2: Ensure Equity in All Programs and Services

Action	Status
Implement \$15.00 minimum wage for all non-exempt employees	Now the standard.
Redesign admissions process	Part of Achieving the Dream work and HT building redesign. Also, student services team traveled to Ocean County College in New Jersey and have made recommendations. Marketing, Admissions, and Recruitment is exploring stop out program to reengage lost students.

Goal 3: Build and Sustain the Regional Workforce Pipeline

Action	Status
Add more noncredit to credit stackable credentials to our instructional inventory	In process.
Facilitate Southern Maryland’s designation as a Work Ready Community	Kicked off this summer. CSM has signed on as an employer.

Goal 4: Foster and Sustain a High-Performing Employee Culture

Action	Status
Develop and require communications training for all college leadership director and above	Division of Learning & Student Equity and Success have launched dean training program. PC needs to identify next group to go through similar program.

Revise Human Resources Policies in the Administrative Manual for currency	8 policies have completed review process. Stale policies are in process of being removed.
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Other Goal:

Action	Status
Engage Calvert, Charles, and St. Mary's governments in discussions leading to Memoranda of Understanding for predictable increases to their Maintenance of Effort.	President met with Calvert County Commissioners to begin discussions of funding formula. Follow-up meeting with County Administrator resulted in go forward strategy.

Board Chair's Report

Chair Webster reminded the board to participate in the annual board self-evaluation.

Trustee Gonzalez made a motion to adjourn the meeting. Trustee Postell seconded the motion. All were in favor. The meeting ended at 5:30 p.m.

Respectfully Submitted,



Jay Webster, Board Chair



Maureen Murphy, President