



**DATE:** May 16, 2024, 3:30 p.m.  
**PLACE:** Velocity Center – VC101A  
**CHAIR:** **Shawn B. Coates**

**TRUSTEES PRESENT:**

Shawn B. Coates, Chair  
Sonja M. Cox, Vice Chair – via zoom  
Christy Lombardi – via zoom  
Jose Gonzalez  
Kenneth Abell – via zoom  
Cathy Allen  
Pamela Cousins – via zoom  
Celeste Alexander-Frye

**TRUSTEES ABSENT:**

Cordelia Postell

**I. CALL TO ORDER**

The meeting was called to order at 3:33 p.m. by Shawn B. Coates, Chair.

**II. APPROVAL OF MINUTES**

The minutes of the April 18, 2024, Board of Trustees meeting minutes were reviewed. Trustee Allen made a motion to approve the April 18, 2024, meeting minutes. Trustee Alexander-Frye Seconded

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

**III. APPROVAL OF AGENDA**

The agenda for May 16, 2024, Board of Trustees meeting agenda was reviewed and approved as presented.

Trustee Gonzalez made a motion to approve the May 16, 2024, agenda. Trustee Cousins Seconded

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

**IV. SEMI-ANNUAL CONTRACT RENEWALS (JULY 2024 – DECEMBER 2024)**

**Judith Mills, Vice President, Division of Financial Services**, presented a list of 10 semi-annual contracts that need to be renewed for the July 2024 – December 2024 time frame.

**Bell Techlogix – Microsoft MEEC**

Trustee Alexander-Frye made a motion to approve the renewal of Bell Techlogix – Microsoft MEEC. Trustee Allen seconded.

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

**Bell Techlogix – Adobe MEEC**

Trustee Allen made a motion to approve the renewal of Bell Techlogix – Adobe MEEC. Trustee Abell seconded.

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

### **Honorlock – Honorlock**

Trustee Alexander-Frye made a motion to approve renewal of Honorlock - Honorlock  
Trustee Cousins seconded.

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

### **Blackboard – Ally Module**

Trustee Allen made a motion to approve the renewal of Blackboard – Ally Module  
Trustee Abell seconded.

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

### **Carahsoft – Novell**

Trustee Cousins made motion to approve the renewal of Carahsoft - Novell  
Trustee Allen seconded.

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

### **Hyland – Perceptive Content**

Trustee Alexander Frye made a motion to approve the renewal of Hyland – Perceptive Content  
Trustee Allen seconded.

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

### **SHI – SecurityScorecard**

Trustee Allen made a motion to approve the renewal of SHI - SecurityScorecard  
Trustee Cousins seconded.

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

### **Blackbox – Unify Openscape**

Trustee Alexander-Frye made a motion to approve the renewal of Blackbox – Unify Openscape  
Trustee Abell seconded.

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

### **Blackbox Dell – Secureworks**

Trustee Cousins made a motion to approve the renewal of Blackbox Dell – Secureworks  
Trustee Allen seconded.

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

### **NeoGov - NeoGov**

Trustee Alexander-Frye made a motion to approve the renewal of Blackbox – NeoGov - NeoGov  
Vice Chair Cox seconded.

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

## **V. FISCAL YEAR 2025 Operating Budget**

**Judith Mills, Vice President, Division of Financial Services**, presented the FY25 operating budget for approval.

### **Credit Tuition Rates**

Trustee Alexander-Frye made a motion to approve the request for Credit Tuition rates effective Fall 2024

In-County: No increase – will remain at \$140/credit hour.

Out-County: No increase – will remain at \$245/credit hour.

Out-State: \$20/credit hour increase to \$335/credit hour.

Trustee Cousins seconded.

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

### **Market Adjustment to salaries**

Trustee Cousins made a motion to approve a 4% market adjustment to salaries for all fully benefitted staff and faculty effective July 1, 2024

Trustee Allen seconded.

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

### **Implementation of salary adjustments**

Trustee Allen made a motion to approve the implementation of salary adjustment for faculty, resulting from the compensation study by Evergreen Solutions, effective July 1, 2024

Trustee Abell seconded.

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

### **Budgeting of fund balances for one-time operating costs**

Trustee Abell made a motion to approve the budgeting of \$876,684 of fund balance for one-time operating costs relating to equipment for science labs, student laptops, lactation pod and driver's ed replacement vehicles.

Trustee Cousins seconded.

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

### **Fiscal Year 2025 Operating Budget**

Trustee Lombardi made a motion to approve the fiscal year 2025 operating budget as presented.

Trustee Alexander-Frye seconded.

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

## **VI. RECOMMENDATIONS FOR FACULTY TENURE**

**Dr Jacquelyn Madry-Taylor, interim Vice president of the Division of Learning**, presented the following recommendations for faculty tenure. These faculty members have been reviewed by their peers and the Interim VP of the Division of Learning. They have met or exceeded the standards set forth in the tenure review policy established jointly by college administrators and Faculty Senate.

- **Jacob Herlihy** | Associate Professor | School of Professional & Technical Studies
- **Eugen Leontie** | Associate Professor | School of Professional & Technical Studies
- **Buddhadeb Mallik** | Associate Professor | School of Science & Health
- **Randall Salm** | Associate Professor | School of Liberal Arts
- **Stephen Simeone** | Associate Professor | School of Professional & Technical Studies
- **Brian Warnecke** | Associate Professor | School of Professional & Technical Studies

Trustee Gonzalez made a motion to approve the request of the following for Faculty Tenure: Jacob Herlihy, Eugen Leontie, Buddhadeb Mallik, Randall Salm, Stephen Simeone, and Brian Warnecke.

Trustee Abell seconded.

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

## VII. PROCESS FOR SELECTING PROGRAM ADVISORY COMMITTEE MEMBERS

**Dr Jacquelyn Madry-Taylor, interim Vice president of the Division of Learning** presented a new process for selecting Program Advisory Committee Members for the College of Southern MD. The presentation highlighted purpose, qualifications, number of members per committee, process of selection, management of PAC, appointment/renewal, vacancies, and reporting.

### **Ellen Flowers-Fields, Vice President of Continuing Education & Workforce Development**

presented an update to the policy request. A review and evaluation of the existing policy that we have in place to ensure that it aligns with the policy and requirements we received from the state for their technical education program. All names will be submitted to the President for presentation to the President's Council prior to submission to the Board of Trustees in September. Throughout the academic year recommendations for additional or replacement advisory council members may be made to the VP of Learning for consideration. New members may be approved by the Board of Trustees throughout the academic year. The official roster of PAC members will be updated and maintained as new members are approved.

Trustee Allen made a motion to approve the new process for selecting Program Advisory Committee Members for the College of Southern Maryland.

Trustee Abell seconded.

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

## VIII. MISSION VISION VALUES

**Dr. Erin Ebersole, Associate Vice President of Planning, Institutional Effectiveness, and Research** presented a review of CSM's Mission, Vision and Values to request an approval of the updated Mission Statement, the heart of the new Strategic Plan.

- Mission Statement: The College of Southern Maryland enhances lives and enriches our community through accessible, high-quality instruction and services that support our students along their personal paths to success
- Vision Statement: The College of Southern Maryland is a welcoming, inclusive, student-centered community where all belong and are empowered to succeed.
- CSM Values: Collaboration-Equity-Excellence-Inclusivity-Innovation-Intergrity-Respect
- CSM Belonging Statement: Currently in progress.

Next steps: Mission, Vision, Values serve as foundation of next Strategic Plan. Will follow up in June with a completed package which include the strategic plan goals, strategies, milestones, timeline, metrics, responsible parties. Plan to roll out July/August 2024 with the CSM brand refresh.

Trustee Allen made a motion to approve the updated Misson Statement

Trustee Alexander-Frye seconded.

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

## **IX. BI BUILDING HVAC EQUIPMENT INSTALLATION**

**Dr. Bill Comey, Vice President of Operations and Planning**, presented to the Board a request to approve the addition of \$868,000 to the existing W L Gary contract for the renovations of the BI Building's HVAC systems for a new total base contract of \$2,342,000.

Renovation of the HVAC system in the BI building will begin this week. Fencing is put up and crews are on site. The building will remain closed for the summer with a plan that has been designed and engineered in such a way that at the time of completion the building will not have to be closed again to install additional equipment. Cost saving was identified by being able to complete it all at once versus rolling it out in phases.

Trustee Gonzalez made a motion to approve the addition of \$868,000 to the existing W L Gary contract for the renovation of the BI Building's HVAC systems for a new total base contract of \$2,342,000.

Trustee Cousins Seconded

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

## **X. ALBERIO CONTRACT**

**Dr. Bill Comey, Vice President of Operations and Planning**, presented a request to approve a Sole Source contract with Alberio Energy to purchase and replace the BAS controls for the CC Building at the La Plata Campus in the amount of \$21,575.

Trustee Alexander-Frye made a motion to approve a Sole Source contract with Alberio Energy to purchase and replace the BAS controls for the CC Building at the La Plata Campus in the amount of \$21,575.

Trustee Abell seconded.

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

## **XI. PRESIDENTS REPORT**

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

- Thank you to the trustees for their support during commencement week and ongoing work on subcommittees.
- LEON Building A Renovation - 25% funding match approved by SMCC (4 mill) – and to petition MD on our behalf for the 75% share (12 mill)
- Charles County Schools – expanding partnership – CTE Pathways
- Charles County Commissioners – CARE funding
- MOUs – all three counties – signed (MACC update)
- Department Restructure (School of STEM and Professional Studies; School of Health Sciences) The Science department, currently in the School of Science and Health, will move to the School of Professional and Technical Studies. The School of Professional and Technical Studies will be changed to the School of STEM and Professional Studies. Mathematics and Sciences, AS will move to the School of STEM and Professional Studies. The School of Science and Health will be changed to the School of Health Sciences.
- Leadership Southern Maryland - had last class today. It was a great cohort and we have reinvigorated that partnership. It was a rich and wonderful experience with many excellent colleagues across three counties.
- CSM Fun Day is Friday May 17. It will be at Regency Furniture Stadium. There will be a lot of team building exercises and a terrific opportunity to celebrate together.
- Code Green Fridays Implementation – We are creating an environment for employees that shows appreciation and wellness and care to support sustainability.

- Leadership Enhancement Academy Culmination Ceremony – 8-month academy Dr. Richardson did an amazing job in helping facilitate. We had a robust cohort, and participants were asked to add a capstone project. (Tony Stout capstone video was presented)
- Special thank you to Dr. Madry-Taylor! Reception to honor her will be on 5/21 at 1pm

## **XII. BOARD CHAIR REPORT**

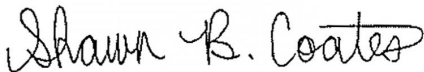
**Shawn B Coates, Board Chair:** presented the following updates:

- Congratulations to Trustee Abell on his upcoming retirement.
- Commencement Activities
- Board Retreat is July 23
- ACCT Leadership Congress October 23-26 in Seattle WA, at the Seattle Convention Center
- Thank you to Trustee Gonzalez. Additional plans for celebration to come.

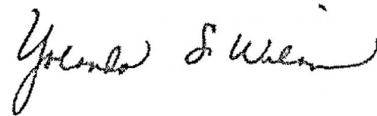
## **ADJOURNMENT**

There being no further business, Trustee Alexander-Frye motioned to adjourn the meeting. With the motion seconded by Trustee Allen, all were in favor; Motion Passed the meeting was adjourned at 5:08 p.m.

Respectfully submitted,



Shawn B. Coates, Board Chair



Yolanda Wilson, Ed. D, President