



**CSM** college of  
southern maryland  
La Plata · Leonardtown · Prince Frederick · Regional Hughesville  
**BOARD OF TRUSTEES**  
**MINUTES**

**DATE:** June 20, 2024, 3:30 p.m.  
**PLACE:** Hughesville Health Sciences 106 A/B  
**CHAIR:** **Shawn B. Coates**

**TRUSTEES PRESENT:**

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

**TRUSTEES ABSENT:**

Cordelia Postell  
Pamela Cousins

**I. CALL TO ORDER**

The meeting was called to order at 3:59 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 May 16, 2024, Board of Trustees meeting minutes were reviewed. Trustee Lombardi made a motion to approve the May 16, 2024, meeting minutes. Trustee Abell Seconded

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

**IV. APPROVAL OF AGENDA**

The agenda for June 20, 2024, Board of Trustees meeting agenda was reviewed and approved as presented.

Trustee Alexander-Frye made a motion to approve the June 20, 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 CSM budget analysis for month ending May 2024 (FY 24)

- Number of Days Cash on Hand
- Revenues by Source
- FY 23 and FY 24 May revenues
- 5-year revenues by source
- Expenses by function
- FY 23 and FY 24 May expenses
- 5-year expenses by function

## VI. HT RENOVATION UPDATE

**Dr. Bill Comey, Vice President of Operations and Planning**, presented the HT building renovation to student resource center electrical system delays. The construction portion of this project began in June 2023 and was scheduled to be completed in May 2024. Critical electrical switchgear and electrical panels needed for the project have been delayed arriving from the manufacturer. This has caused the completion of the project to be delayed by two to three months.

## VII. FACULTY PROMOTIONS

**Dr. Bernice Brezina and David Robinson** presented the names of faculty recommended for promotion.

- **Amy Spitz** | Assistant Professor | Division of Learning Resources
- **Heather Bougher** | Associate Professor | School of Liberal Arts
- **Joseph Bowling** | Associate Professor | School of Professional & Technical Studies
- **Pamela Burkett-Jones** | Associate Professor | School of Professional & Technical Studies
- **Beth Caruso** | Associate Professor | School of Liberal Arts
- **Heather Collins** | Associate Professor | School of Professional & Technical Studies
- **Lakisha Ferebee** | Associate Professor | School of Professional & Technical Studies
- **Jacob Herlihy** | Associate Professor | School of Professional & Technical Studies
- **Seth Bacon** | Professor | School of Liberal Arts
- **Edith Carron** | Professor | School of Science and Health
- **Christina Greer Ellis** | Professor | School of Liberal Arts
- **Linda Hamel** | Professor | School of Science and Health
- **Valerie Shelton** | Professor | School of Science and Health

Trustee Gonzalez made a motion to approve the request of the following faculty for promotion: Amy Spitz, Heather Bougher, Joseph Bowling, Pamela Burkett-Jones, Beth Caruso, Heather Collins, Lakisha Ferebee, Jacob Herlihy, Seth Bacon, Edith Carron, Christina Greer Ellis, Linda Hamel and Valerie Shelton.

Trustee Cox seconded.

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

## VIII. FACULTY EMERITUS

**Dr. Bernice Brezina** presented a request to approve the granting of Professor Paul A. Billeter, Emeritus status.

Trustee Alexander-Frye made a motion to approve granting Emeritus Status to Professor Paul A Billeter.

Trustee Abell seconded.

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

## IX. SIMULATION CENTER MAINTENANCE

**Linda Goodman and Dr. Bernice Brezina** requested the approval of a sole source 3-year sole service contract to Educational Management Solutions to support the maintenance services for the Health Sciences Simulation Center at the cost of \$134,871.86.

Trustee Allen made a motion to approve a 3-year sole service contract to Educational Management Solutions to support the maintenance services for the Health Sciences Simulation Center at the cost of \$134,872.

Trustee Lombardi seconded.

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

**X. CLARUS (CARNEGIE) SOLE SOURCE RENEWAL**

**Lena Hancock Marketing Director** presented a request for the approval of the Clarus Sole Source Renewal for \$81,564.49.

Trustee Abell made a motion to approve the Sole Source Renewal of Clarus for \$81,564.49.

Trustee Lombardi seconded

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

**XI. FOX 5 WTTG SOLE SOURCE RENEWAL**

**Lena Hancock Marketing Director** presented a request for the approval to renew Fox 5 WTTG's sole source status for the cost of \$69,000

Trustee Allen made a motion to approve the Sole Source Renewal for Fox 5- WTTG for the cost of \$69,000

Trustee Alexander-Frye seconded

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

**XII. APG MEDIA SOLE SOURCE RENEWAL**

**Lena Hancock Marketing Director** presented a request for the approval of APG Sole Source Renewal status for the cost of \$33,600.

Trustee Gonzalez made a motion to approve APG Sole Source Renewal status for the cost of \$33,600.

Trustee Lombardi seconded.

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

**XIII. NATIONAL CINEMEDIA SOLE SOURCE RENEWAL**

**Lena Hancock Marketing Director** presented a request for the approval for the Sole Source Renewal of National Cinemedia (NCM) for \$54,979

Trustee Gonzalez made a motion to approve the National Cinemedia Sole Source Renewal for \$54,979?

Trustee Lombardi seconded

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

**XIV. EFFECTV SOLE SOURCE RENEWAL**

**Lena Hancock Marketing Director** presented a request for the approval for EffectTV Sole Source Renewal for \$100,000

Trustee Allen made a motion to approve the EffectTV Sole Source Renewal for \$100,000

Trustee Cox seconded

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

#### **XV. GOOD KARMA BRAND SOLE SOURCE RENEWAL**

**Lena Hancock Marketing Director** presented a request for the approval for Good Karma Brands Sole Source Renewal for \$74,999.99

Trustee Lombardi made a motion to approve the Good Karma Brands Sole Source Renewal for \$74,999.99

Trustee Abell seconded

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

#### **XVI. SCREEN VISION SOLE SOURCE RENEWAL**

**Lena Hancock Marketing Director** presented a request for the approval for Screenvision Sole Source Renewal for \$24,66

Trustee Alexander-Frye made a motion to approve the Screenvision Sole Source Renewal for \$24,660?

Trustee Abell seconded

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

#### **XVII. NOMINATION COMMITTEE RECOMMENDATIONS**

**Trustee Cathy Allen** presented the Nomination Committee's recommendations for FY 2024 / 2025 Board of Trustees Chair and Vice Chair positions. Shawn Coates for Chair and Sonja Cox as Vice Chair for FY 2024 / 2025 Board of Trustees.

Trustee Abell made a motion to approve the nomination committee recommendations of Shawn Coates for Chair and Sonja Cox as Vice Chair for FY 2024 / 2025 Board of Trustees.

Trustee ABell seconded

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

#### **XVIII. PRESIDENT'S REPORT**

**Valarie Burks, CIO** presented an IT reorganization and report

- IMT Cybersecurity Report
- CSM Cybersecurity Risk Management

**Craig Patenaude, Board Liaison** presented plans for the 7/23 Board retreat. Continuation from the previous retreat with Brad Ebersole covering Board policies and the Boards role in policy development. An attorney from the state ethics commission will do a presentation and Dr. Wilson will give the strategic plan update. The regular board meeting will occur before the retreat begins.

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

- Welcome to Dr. Suzanne Summers new Vice President of the Division of Learning and new Chief Academic Officer
- Congratulations to Valarie Burks for her promotion to Vice President of Information Management and Technology.
- Southern Maryland Cyber Summit launching 6/20 on the Prince Frederick campus. The summit will bring together cybersecurity leaders from various sectors for a day of collaboration, discussions and insights on the latest cybersecurity trends and the impacts of artificial intelligence (AI).

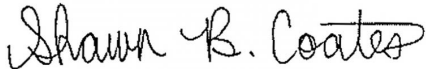
**XIX. BOARD CHAIR REPORT**

**Shawn B Coates, Board Chair:** opened the floor to and allow trustee acknowledgements for Trustee Gonzalez completing his term of service. Trustee Gonzalez has served on the board since 7/1/2020; he will continue his support by serving on the CSM foundation board.

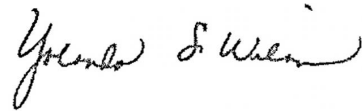
**ADJOURNMENT**

There being no further business, Gonzalez motioned to adjourn the meeting. With the motion seconded by Trustee Alexander-Frye, all were in favor; Motion Passed the meeting was adjourned at 5:40 p.m.

Respectfully submitted,



Shawn B. Coates, Board Chair



Yolanda Wilson, Ed. D, President