

**College of Southern Maryland
Board of Trustees**

**May 18, 2023
Minutes**

The College of Southern Maryland Board of Trustees met May 18, 2023 at 3: 30 p.m. at the La Plata Campus, BI Building, Room 201. Board Chair Shawn Coates called the meeting to order at 3:35 p.m. The following trustees were present: Shawn Coates, Kee Abell, Cathy Allen, Pamela Cousins, Sonja Cox, Jose Gonzalez, Christy Lombardi, Cordelia Postell, and Jay Webster.

Vice President Harris introduced guests Heather Murphy and Alexis Kubala, who presented a briefing on the College of Southern Maryland's Hawk Hub and student planning, and their office's ability to assist students located at any campus with information and support needed. During April, Murphy reported that their offices had 66,000 student contacts, with 55.5 percent assisted on the spot and requiring no referrals outside of the Hawk Hub. Kubala explained that their goal is to triage students in the moment to keep them on track and to help build student confidence in their student planning, and subsequently help reduce the load on academic advisors. Murphy said the next student support tool that will be launched for students is a live chat bot to go live on May 22.

Trustee Coates welcomed newest trustee Pamela Cousins who has been officially sworn into office.

Approval of Minutes of April 20, 2023

Trustee Cox made a motion to approve the minutes of April 20, 2023. Trustee Postell seconded the motion. All were in favor.

Approval of Agenda for May 18, 2023

Trustee Webster made a motion to approve the agenda of May 18, 2023. Trustee Gonzalez seconded. All were in favor.

Monthly Financial Report

Vice President Mills presented the budget analysis for the month ending April 2023. The report included the number of days cash-on-hand, revenues by source, five-year revenues by source, expenses by function, and five-year expenses by function.

Faculty Tenure

Provost/Vice President Redmond presented recommendations on faculty tenure, noting highlights from each candidate's submission of reflections which showed how their work has aligned with the college's strategic goals. Candidates recommended for tenure are:

Joseph Bowling, Assistant Professor, School of Professional and Technical Studies
Edith Carron, Associate Professor, School of Sciences and Health
Lori Crocker, Associate Professor, School of Sciences and Health
Jesse Gonzalez, Associate Professor, School of Liberal Arts
Christina Greer-Ellis, Associate Professor, School of Liberal Arts

Linda Hamel, Associate Professor, School of Sciences and Health

Trustee Allen made a motion to approve the recommended faculty members for tenure. Trustee Abell seconded the motion. All were in favor. It was asked that the faculty members be invited to the June meeting for the Trustees to recognize them and their achievements.

Contract Renewals

Vice President Mills provided a semi-annual report on nine contract renewals anticipated for the six-month period of July 2023 through December 2023, showing the current yearly value of the contracts. Mills advised if any contract renewals as they come due significantly differ from their current value, she will return for Trustee approval of those substantive changes. Trustee Postell made a motion to approve the renewals for contracts ending in July to December 2023 with:

- Bell Techlogix for Microsoft MEEC Agreement for \$90,095.51;
- Blackboard for Ally Module for \$24,514.00;
- Carahsoft for Novell Network System Management including Identity Management for \$27,125.27;
- Honorlock for online proctoring software for \$52,000;
- Hyland for Perceptive Now document imaging and workflow software for \$36,363.20;
- Blackbox for Openscape and Unify phone software for \$141,047.54;
- Skyline for Palo Alto software for \$24,116;
- Skyline for Extreme Networks core network infrastructure hardware/software support/maintenance for \$225,087.94; and,
- Alberio/EMS for Automatic Logic Building Automation System for \$103,000.

Trustee Allen seconded the motion. All were in favor.

Vice President Comey presented a request for a sole source addendum for a three-year extension contract for Blackbaud. The CSM Foundation has worked with Blackbaud for 26 years for customer management of 50,000 profiles through Raiser's Edge, and the Academic Works financial assistance software which CSM also uses has been now purchased by Blackbaud. Trustee Lombardi made a motion to approve a sole source contract with Blackbaud and a three-year contract renewal with Blackbaud totaling \$181,020.17 to provide licensing and support. Trustee Gonzalez seconded the motion. All were in favor.

Vice President Comey presented information for a sole source contract with Albireo/EMS (Sole Source). Trustee Allen made a motion to approve a sole source contract with Albireo/EMS for \$10,182 to purchase and install a new Automatic Logic Controller and monitoring points for the well and water treatment system at the Center for Trades and Energy Training at the Regional Hughesville Campus. Trustee Abell seconded the motion. All were in favor.

Vice President Comey presented information for a sole source contract with Pritchell Controls. The addition of the contract's \$15,340 results in the total contract exceeding the \$200,000 threshold, thus requiring Trustee approval. Trustee Webster made a motion to approve Pritchett Controls as sole source for \$15,340 to purchase and install a Building Automation System to monitor existing alarms on the septic system at the Center for Health Sciences at the Regional Hughesville Campus. Trustee Lombardi seconded the motion. All were in favor.

FY2024 Budget

Vice President Mills presented the FY2024 operating budget of \$69,278,473. She advised the state allocation is an 8.5 percent increase from FY2023, representing an additional \$1.6 million in anticipated revenues. The college's funding request to Calvert, Charles and St. Mary's counties was approved by each of the three counties, representing \$985,532 in additional funding or 5 percent more over the previous year. Mills noted that in addition to the full funding allocation by the Charles County Board of Commissioners, Charles' board approved \$400,000 in Commissioners Cares scholarships, for the third consecutive year. Mills noted that the FY2024 expenses are budgeted for a 3 percent market adjustment for all benefited employees and a 5 percent health insurance increase. Additionally, expenses are budgeted to include staff salary adjustments as recommended from the Evergreen Solutions LLC Compensation Study completed during FY2023. Utilities are expected to increase due to the addition of the Center for Health Sciences.

Trustee Gonzalez made a motion to approve the following credit tuition rates to be effective for the Fall 2023 semester:

- In-county students: \$140.00/credit hour
- Out-of-county students: \$245.00/credit hour
- Out-of-state students: \$315.00/credit hour

The motion was seconded by Trustee Cox. All were in favor.

Trustee Lombardi made a motion to approve a 3.0% market adjustment to salaries for all fully benefitted staff and faculty members effective July 1, 2023. Trustee Abell seconded the motion. All were in favor.

Trustee Cox made a motion to approve the implementation of staff salary adjustments as a result of the compensation study by Evergreen Solutions, LLC. Implementation will be July 1, 2023, at a cost of \$600,000. Trustee Postell seconded the motion. All were in favor.

Trustee Allen made a motion to approve budgeting \$1,024,345 of fund balance for implementation of the compensation study by Evergreen Solutions, LLC and one-time expenses. Trustee Postell seconded the motion. All were in favor.

Trustee Allen made a motion to approve the Fiscal Year 2024 operating budget as presented, contingent upon each County approving their respective levels of support. Trustee Postell seconded the motion. All were in favor.

Future Organization Changes

President Wilson presented changes to the organizational structure to prepare the College to better reflect a collective desire to meet the needs of students and the community, to create a high-performing CSM workforce, and to move CSM forward together as the region's connector and convener.

The Division of Learning is proposed for decoupling into two divisions, each of which would be led by vice presidents who report directly to the President. The Division of Learning would encompass all academic affairs, Distance Education, Learning Support Services, and Library Services. Recognizing the rapid growth in the School of Continuing Education and Workforce

Development, this School is proposed to become the Division of Continuing Education and Workforce Development.

Further, the Division of Human Resources and Organizational Development is proposed to be decoupled into two divisions, each of which would be led by vice presidents who report directly to the President. The Division of Policy and General Counsel. A new Division of People, Culture, and Equity would support Human Resources and Diversity, Equity, Inclusivity and Belonging work.

Trustee Gonzalez made a motion to approve a Division of Continuing Education and Workforce Development separate from the Division of Learning, effective July 1, 2023. Trustee Allen seconded the motion. All were in favor.

Trustee Postell made a motion to eliminate the Division of Human Resources and Organizational Development and to create a Division of People, Culture, and Equity, effective with the hiring of a Vice President of People, Culture, and Equity. Trustee Lombardi seconded the motion. All were in favor.

Trustee Allen made a motion to approve a Division of Policy and General Counsel, effective with the hiring of a Vice President of People, Culture, and Equity. Trustee Webster seconded the motion. All were in favor.

Board Discussion

Vice President Patenaude led a discussion on board policy revisions with regard to trustee participation in closed sessions via remote access, the appropriate protocols for remote access, and the number of meetings trustees would be limited to attend remotely. Trustees discussed the preference for the public to attend meetings in person, and the challenges of remote access to closed sessions if a trustee is unable to be in a private space. Trustees also noted a preference for themselves to attend in person, but barring that ability to be able to attend remotely so that all trustees hear the same information. Trustees indicated consensus for trustees to attend 50 percent of the meetings in person. Based on the inputs received, Vice President Patenaude will provide a proposal for review at the next board meeting.

President's Report

President Wilson applauded the synergy resulting from a week of celebration as part of spring commencement and awards ceremonies. She reported 471 candidates for graduation were celebrated, including the first Early College cohort representing Charles County Public Schools. Charles' Superintendent Dr. Maria Navarro was invited to recognize these students on stage, and graduation stoles were created for the students to wear displaying Charles County Public Schools on one side and College of Southern Maryland on the other. President Wilson recognized the diligent and organized work of the graduation committee in preparing and appropriately decorating the Physical Education Building on the La Plata Campus and in deploying three ceremonies all in one day, that each featured a unique keynote address by a graduate representing their particular School.

Board Chair's Report

Trustee Chair Coates echoed President Wilson's accolades on her remarks regarding an excellent graduation and thanked the Trustees who were able to attend. He said that seeing the joy expressed in the gym by all the graduates and their families and friends is priceless.

Trustee Coates announced that CSM Fun Day will be from 10:30 a.m. to 1:30 p.m. on Friday, June 2 at the La Plata Campus for all CSM staff and faculty, and he encouraged trustees who are able to celebrate the occasion with CSM's employees.

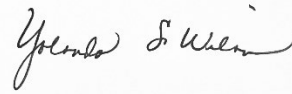
Calendar reminders were provided for the June 15 Board Meeting after which Trustees will socialize with Directors of the CSM Foundation, and for the 32nd annual CSM Foundation Golf Classic on August 10, 2023.

Trustee Allen made a motion to adjourn the meeting. Trustee Cousins seconded the motion. All were in favor. The meeting adjourned at 5:48 p.m.

Respectfully submitted,



Shawn Coates, Board Chair



Yolanda Wilson, President