



DATE: April 18, 2024, 3:30 p.m.
PLACE: Hughesville Health Sciences – Rm 106 A/B
CHAIR: **Shawn B. Coates**

TRUSTEES PRESENT:
Shawn B. Coates, Chair
Sonja M. Cox, Vice Chair
Christy Lombardi
Kenneth Abell
Cathy Allen
Pamela Cousins
Celeste Alexander-Frye

TRUSTEES ABSENT:
Cordelia Postell
Jose Gonzalez

I. CALL TO ORDER

The meeting was called to order at 3:42 p.m. by Shawn B. Coates, Chair.

II. APPROVAL OF MINUTES

The minutes of the March 21, 2024, Board of Trustees meeting minutes were reviewed.

- Trustee Abell made a motion to approve the March 21, 2024 meeting minutes.
- Trustee Alexander-Frye Seconded
- **All were in favor; Motion Passed**

III. APPROVAL OF AGENDA

The agenda for April 18, 2024, Board of Trustees meeting agenda was reviewed and approved as presented.

- Trustee Cox made a motion to approve April 18, 2024 agenda
- Trustee Abell Seconded
- **All were in favor; Motion Passed**

IV. NON-SUBSTANTIVE CHANGE TO EXISTING PROGRAM – TEACHER EDUCATION SECONDARY, AA

Beth Settle, Teacher Education Program Coordinator, presented: (informational only, no action required)

- The proposed change will maximize transferability of courses in the degree program and assist with student completion.
- Removal of SCE-1010 and GRY-1110 from the list of science courses approved in this degree program as the two courses are typically not accepted in transfer as meeting Science requirements in teacher preparation programs at four-year IHEs.
- 48 students were affected.
- No resources or financial implications.

NON-SUBSTANTIVE CHANGE TO EXISTING CERTIFICATE – EDUCATION CERTIFICATE

Beth Settle, Teacher Education Program Coordinator, presented: (informational only, no action required)

- Education certificate is acceptable credential and developed a few years ago with the goal to assist current school system employees who were non certificated, as well as private school teachers who are not currently held to licensure standards by the state.
- Offers the ability to start earning college credits that will stack into the CSM associate degrees; bachelor's degrees at 4-year schools.
- The non-substantive change to the education certificate eliminates the requirement of three (3) one-credit courses and then includes the requirements of 1 (3) credit course that is state mandated.
- No additional financial cost or logistical needs for the college to absorb/meet the change.

V. BRAND REFRESH UPDATE

Avis McMillion, Assoc Vice President Marketing, Admissions, and Recruitment/ Lena Hancock, Director of Marketing and Lisa Bernabel, Director of Creative Services, presented the following updates: (informational only, no action required)

- Project began in 2023.
- Contracted with a strategic communications firm to establish a refreshed visual identity with familiar components.
- New Brand will launch on August 16, 2024
- Updates and overview of research insights, new message framework, key messages, new logo, visual design elements, and next steps.
- There will be a brand refresh learning opportunity/employee customer service training in collaboration with human resources.

VI. MONTHLY FINANCIAL REPORT

Judith Mills, Vice President, Division of Financial Services, presented:

- Financial indicators for nine months ending 3/2024 – Fiscal 2024
- Total number of days cash on hand: current year 143
- Statement of revenue and expenditures
- Revenues by source and Expenditures by function
- Capital project funding report by campus.
- Insurance Fund 5-year comparison: Revenue, Expense, Fund Balance

VII. QUARTERLY GRANT REPORT

Tora White, Grant Development, presented:

- Quarterly Grant Award Summary as of March 2024 Fiscal Comparison Awards
 - o CSM received 19 awards for FY2023 totaling \$2.7M
 - o CSM received 15 awards for FY2024 totaling \$2.8M
 - o Submitted Proposals/Applications as of March 2024: Total Pending = \$4,231,368
- FY Grant Activities at a glance were presented.

VIII. REVIEW AND UPDATE OF BOARD POLICY FIS 804

Judith Mills, Vice President, Division of Financial Services, presented:

- Revision to allow for a one-time 10% increase in the cost of Board approved contracts without the need for reapproval by the Board. This would exclude State funded capital projects that include a contingency allocation.

- Trustee Abell made a motion to approve changes to Board Policy FIS 804 to help streamline the contract process and reduce duplication of administrative approvals.
- Trustee Allen Seconded:
- **All were in favor; Motion Passed**

IX. REVISION HUMAN RESOURCES & BENEFITS COMMITTEE CHARTER

Sonya Cox, Board Vice Chair/Ron Price, Vice President, People, Culture and Equity present the following:

- Revision to the Human Resources and Benefits Charter Staff Designee to The Vice President of People, Culture and Equity and his/her designee shall serve as staff to the Human Resources and Benefits Committee. Human Resources and Benefits Committee Charter Policy was provided.
- Trustee Allen made a motion to approve the change the staff designee to Ron Price, Vice President of People, Culture and Equity.
- Trustee Cousins Seconded
- **All were in favor; Motion Passed**
- Recommendation was made to renew the benefit plans with no changes to the College's dental funding or employee dental contribution rates for the plan year which begins July 1, 2024 – June 30, 2025.
- Trustee Allen made a motion to approve the dental plan with no changes in benefits and no changes to the employer dental funding rates plan year July 1, 2024 – June 30, 2025.
- Trustee Alexander-Frye Seconded
- **All were in favor; Motion Passed**
- Increasing Preferred Plan Organization (PPO) funding rates by 5% to the employer and a 5% increase to the employee premium contribution effective for the plan year July 1, 2024, to June 30, 2025. Approve increasing the High Deductible Health Plan (HDHP) funding rates by 3.5% and decrease the employee premium contribution effective for the plan year July 1, 2024, to June 30, 2025.
- Trustee Abell made a motion to approve increasing the preferred plan organization (PPO) funding rates by 5% to the employer and a 5% increase to the employee premium contribution effective for the plan year July 1, 2024 – to June 30, 2025.
- Trustee Cousins Seconded
- **All were in favor; Motion Passed**
- Increase the funding rates for the High Deductible Health Plan by 3.5% and decrease the employee premium contribution effective for the plan year, July 1, 2024, to June 30, 2025.
- Trustee Alexander Frye made a motion to approve increasing the High Deductible Health Plan (HDHP) funding rates by 3.5% and decrease the employee premium contribution effective for the plan year, July 1, 2024 to June 30, 2025.
- Trustee Cox Seconded
- **All were in favor; Motion Passed**

- Increase the deductible of the High Deductible Health Plan to \$1,750 single/ \$3,500 family effective for the plan year July 1, 2024, in order to provide stability by reducing the need to make future changes to deductible and minimize the need to update the benefit plans.
- Trustee Allen made a motion to approve the request to increase the deductible of the High Deductible Health Plan to \$1,750 single and \$3,500 family effective for the plan year July 1, 2024.
- Trustee Abell Seconded
- **All were in favor; Motion Passed**

- Proposal from SunLife for a 6.1% premium increase, approximately \$52,000 higher than the 2023-2024 plan year and remain at \$125,000 individual stop loss threshold, with an approximate total premium cost of \$901,350 for the period from July 1, 2024, to June 30, 2025. The college maintains a stop loss insurance to manage and protect the plan from high medical claims.
- Trustee Cousins made a motion to approve the stop loss insurance renewal with a 6.1% premium increase approximately \$52,000 higher than 2023 to 2024 plan year individual stop loss thresholds to remain at \$125,000, with an approximate total premium cost of \$901,350 for the period from July 1, 2024, to June 30, 2025.
- Trustee Allen Seconded
- **All were in favor; Motion Passed**

- Approve General Counsel to sign and execute the contract.
- Trustee Alexander Frye made a motion to approve the Vice President and general counsel to sign and execute the SunLife contract.
- Trustee Cox Seconded
- **All were in favor; Motion Passed**

X. EMPIRE GRAPHICS

Lena Hancock, Director of Marketing, presented the following:

- Empire graphics is a local contractor that has been doing the majority of CSM signage for the past 12 years. Currently there is a projected 2-week turnaround time to update all signage on all four of our campuses and the velocity center. They will do the printing and installation.
- Trustee Abell made a motion to approve Empire Graphics as a sole source vendor for our signage update project using FY25 funds in the amount of \$148,165.
- Trustee Cox Seconded
- **All were in favor; Motion Passed**

XI. SR BUILDING FURNITURE AND EQUIPMENT CONTRACT

Dr. Bill Comey, Vice President of Operations and Planning, presented the following:

- The renovation of the Health Technology (HT) Building on the La Plata Campus has passed the halfway mark and is in the final stages of its transformation into a new Student Resource Center. The Student Resource Center (SR) building will serve as a “one stop” destination to ensure effective coordination of student services for new students, current students, and visitors. It will connect students to the services and staff who support them by creating a

physical space to make the personal connections that are needed as they pursue goal completion. Staff representing Admissions, Advising, Career Services, Student Affairs, Counseling, and Testing Center will be in this building to address a broad range of needs. The Student Resource Center will open this summer.

- Trustee Allen made a motion to award a modified contract to Maryland Correctional Enterprises for furniture and equipment for the new Student Resource Center in an amount not to exceed \$320,000.
- Trustee Abell Seconded
- **All were in favor; Motion Passed**

XII. PRESIDENTS REPORT

Yolanda Wilson, Ed. D, President CSM: shared the following upcoming events:

- **(Presented by Bill Comey)** Update on HVAC renovation in BI building. This is part of the deferred maintenance project plan. The building will have new technology and information will be presented at future meetings as we utilize fund balance allocations.
- **(Presented by Karen Hupp):**
 - o MGDA 20224 Overview
 - o CSM 2024 Legislative Agenda
 - o History of Funding formula for the distribution of funds to community colleges
 - o CSM Specific Bills; Other bills of interest
- Senator Arthur Ellis appointed Diane Sandoval to the board effect July 1. Trustee Gonzalez will end his 4-yr term on June 30.
- Thank you to the Board for all the great work happening and for all your service.
- Recap of the inaugural day of service, with video presentation
- The reception for Dr. Jacquelyn Madry-Taylor will be on May 21.
- Dr. Suzanne Wilson Summers will join us as the VP of Learning on June 1.
- The Leadership Enhancement Academy Capstone presentation will be May 9 from 10a – 12p at the La Plata Campus in BI 113.
- We had our second strategic planning retreat held on April 12 where the mission and vision statement were finalized. The group is now producing an equity statement as part of the strategic plan.
- Graduation is May 10 at 10a, 1p and 4 p.

XIII. BOARD CHAIR REPORT

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

- The SGA Banquet is May 7 from 5-9p on the Prince Frederick Campus.
- Summer retreat is coming up in July. The date will be solidified over the next couple of weeks.
- The ACCT Leadership Congress is Wednesday, October 23 - Saturday, October 26, 2024, in Seattle Washington at the Seattle Convention Center.

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 5:38 p.m.