

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

DECEMBER 21, 2023

MINUTES

The Board of Trustees met on December 21, 2023 at 2:30 p.m. at the La Plata Campus, Room 201. Board Chair Coates called the meeting to order at 2:42 p.m. The following trustees were present in the room: Christy Lombardi, Jose Gonzalez, Kee Abell, Cathy Allen, Pamela Cousins and Celeste Alexander-Frye. Participating virtually via Zoom were trustees Sonja Cox and Cordelia Postell.

Approval of November 16, 2023

Trustee Allen made a motion to approve the minutes of November 16, 2023. Trustee Cousins seconded the motion. All were in favor.

Approval of November 30, 2023

Trustee Abell made a motion to approve the minutes of November 30, 2023. Trustee Lombardi seconded the motion. All were in favor.

Approval of Agenda for December 21, 2023

Trustee Alexander-Frye made a motion to approve the agenda of December 21, 2023, as presented. Trustee Gonzalez seconded the motion. All were in favor.

Financial Report

VP Mills presented the monthly financial report. The report included # of Days Cash on Hand, Revenues by Source, 5 Year Revenues by Source, Expenses by Function, and 5 Year Expenses by Function.

Semi Annual Report of Contract Renewals

VP Mills presented to the Board a request to approve semi-annual contracts. Due to the volume of contract renewals being presented to the Board for approval, at the July 25, 2022, Board meeting, there was a discussion on streamlining the process for approving contract renewals. As a result, the Division of Financial Services is providing a semi-annual list of upcoming contract renewals to the Board for approval as a consent item.

Trustee Abell made a motion to approve, motion seconded by Trustee Cousins. All were in favor.

BI Mechanical Upgrade Results: RFP CSM 24-003 award to WL Gary

VP Comey presented to the Board a request to approve a base contract with W.L. Gary for \$1,474,000 to provide installation services for the La Plata Campus BI Building HVAC renovation project and a change order for W.L. Gary of up to \$73,700 for a total of up to \$1,547,700. The existing HVAC equipment in the BI building is almost thirty years old, is well past its rated useful life, and was identified in the 2022 Facilities Conditions Assessment as being in critical need of replacement. A \$1.4 million Maryland Facilities Renewal Grant is being combined with institutional operating and plant funds to support this project. At the October meeting the Board approved up to \$845,000 to purchase equipment from Havtech for this project. This contract is for the installation of that equipment. Three firms responded to RFP CSM24-003. Of the three, W.L.

Gary was the low bidder. The base bid of \$1,474,000 includes the installation of 6 RTUs, 3 fan coil units, and miscellaneous installation work. Additional installation services will be contracted in the future as funds become available.

Trustee Allen made a motion to approve, motion seconded by Trustee Lombardi. All were in favor.

Burlington English Sole Source

VP Flowers-Fields presented to the Board a request to approve a sole source contract with Burlington English for an amount not exceed \$50,000 in support of Adult Basic Education and English as a Second Language grant programs. Annually the Maryland Department of Labor issues a competitive solicitation for the provision of new and existing providers of Adult Basic Education (ABE) and English as a Second Language (ESL) services. Among the requirements of this solicitation is the identification, use and maintenance of a comprehensive learning management platform that supports, tracks and advances learning to meet the requirements of the Maryland GED and ESL program completion requirements. Burlington English is the platform used by grant recipients throughout the state for this purpose. As the number of enrollments in our regional program continues to increase, there is an ongoing need to purchase additional seat licenses. The use of Burlington English will be an annual expense to be incurred by the funds awarded for the ABE program budget. The cumulative dollar purchases of seat licenses made throughout the fiscal year exceed the \$20,000 threshold established for the requirement of multiple bids. In order to continue use of this platform, board approval of a sole source is required.

Trustee Abell made a motion to approve, motion seconded by Trustee Cousins. All were in favor.

Degree and Certificate Non-Substantive Changes

Interim VP Madry-Taylor presented to the Board for informational purposes degree and certificate non-substantive changes. Each of the non-substantive changes aligns with Goal 1, improve student progress and completion, Strategy 1.1 ensures that students have the information and resources they need to achieve their academic and career goals. This modification will allow students to pursue their goals and provide them with more opportunities for credit and transfer.

ConexEd Campus Anywhere Sole Source Update

VP Harris presented to the Board for approval a 1-year sole source contract with ConexEd Campus Anywhere for a total of \$166,000.00. The ConexEd Campus Anywhere solution bridges the gap between virtual and on-premises environments. It will provide CSM with the capability to provide students with the help they need when they need it, how they need it, and where they need it; thereby eliminating the need for separate and duplicative systems. ConexEd Campus Anywhere technology gives students a modern space to engage with their support services in an enhanced environment and it is designed exclusively for streamlining and simplifying complex enrollment, eligibility, and support processes.

Trustee Cousins made a motion to approve, motion seconded by Trustee Alexander-Frye. All were in favor.

President's Report

- Dr. Wilson introduced Dolores Smith, newly hired Administrative Assistant in the Office of the President.
- Dr. Wilson shared with the Board that Dr. Madry-Taylor has been asked and accepted an extension of service while the VP DOL search is ongoing.

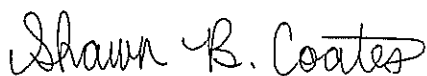
- Dr. Bernice Brezina was introduced as the interim replacement for Dr. Laura Polk.
- Dr. Wilson shared that Ron Price has been awarded the VP of People, Culture and Equity position.
- The Board was reminded that the Board Retreat is scheduled for January 26, 2024.

Board Chair Report

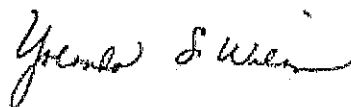
- Trustee Coates reminded the Board that if they have not already done so, please send Marquita the details of which commencement ceremony they plan to attend.
- Trustee Coates acknowledged and thanked Dr. Larisa Pfeiffer and Marquita Toye for their services to the Board.

Trustee Allen made a motion to adjourn the meeting, motion seconded by Trustee Cousins. All were in favor, meeting adjourned at 4:09 p.m.

Respectfully submitted,



Shawn Coates, Board Chair



Yolanda Wilson, President