

**COLLEGE OF SOUTHERN
MARYLAND BOARD OF TRUSTEES**

April 21, 2022

MINUTES

The Board of Trustees met on April 21, 2022 at 3:30 p.m. via Zoom and in-person on the Regional Hughesville Campus, CTET Building, Room 107. Board Chair Jay Webster called the meeting to order at 3:30 p.m. The following trustees were present: Shawn Coates, Dr. Roache, Cordelia Postell, Christy Lombardi, Sonja Cox, and Kenneth Abell. Trustee Gonzalez was absent.

Chair Webster announced that at the conclusion of the open meeting agenda items this meeting will move into closed session under General Provisions Art. 3-305(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Staff or Faculty Introductions

Provost Redmond introduced Bernice Brezina and Shar Mitchell – faculty members attending as part of their doctoral studies.

Vice President Comey introduced Eric Sweeney as our new Executive Director of Public Safety.

President Murphy introduced Judith Mills as our new Vice President of Financial Services.

Chair Webster took a moment before starting the business of the meeting to honor Samuel Jones, a member of the CSM Board of Trustees since 2014 who continuously served and provided leadership until his passing on Tuesday, April 12, 2022. Chair Webster stated that Sam was an exceptional trustee, professional, and friend. As a trustee he served on all committees and chaired several, multiple times, he asked thoughtful questions, was considerate in his deliberations, and cared deeply for the students, staff, and faculty of the college. He will be greatly missed. The times and dates of his services were shared.

Approval of March 24, 2022 Minutes

Dr. Roache made a motion to approve the March 24, 2022 minutes. Trustee Postell seconded the motion. All were in favor.

Approval of April 21, 2022 Agenda

Trustee Postell made a motion to approve the April 21, 2022 agenda. Trustee Lombardi seconded the motion. All were in favor.

March Financial Report

Interim VP Mills presented the April Financial Report. The presentation included number of days cash on hand, revenues by source, 5-year revenues by source, expenses by function, insurance fund – fund balance with a five-year average comparison, capital project fund, and the grant activities report.

Future Repair and Renewal Fund

Vice President Comey presented options to the trustees to consider funding projects for capital improvements. The Net Asset Reserve Policy FIS:828 states that the college will establish and maintain an unrestricted operating net asset reserve of sufficient size to provide working capital, budget stabilization, and a contingency for unforeseen events. Net assets are derived from end-of-year operating net revenues-expenses. The College shall target for a net asset reserve between 15% - 20% of the prior fiscal year's operating budget. Until the target range minimum is met, the prior year's audited operating net revenues-expenses shall accumulate until the target is met. Once met net assets may be budgeted. Additionally, at any time during the fiscal year, the President may recommend to the Board of Trustees the use of net assets to meet unbudgeted needs.

The two capital projects that VP Comey focused on were the Student Resource Center (HT Renovation) with an anticipated cost of \$1.2M and the Physical Education Building whose base bid of \$3.5M has now increased to \$4.3M. Options for funding avenues were presented which included potential support from Charles County, MHEC, State of Maryland, and funding set asides. The presentation was for discussion only.

Strategic Enrollment Plan

Associate Vice President McMillon presented on behalf of the Strategic Enrollment Management Planning Committee the 2022-2025 Strategic Enrollment Management Plan. This is the first time the college has convened a committee to create a five-year strategic enrollment plan. AVP McMillon shared the plan's purpose and vision statements, resources and references used, and the four enrollment cycles: recruitment, onboarding, retention, and completion. Each cycle was presented with sample goals and strategies: Recruitment – increase the number of applicants to CSM by 5% each year and increase the number of registrants in credit-free, workforce training programs by 5% each year; Onboarding – increase the number of conversions from applicants to enrollees at CSM by 5% each year; Retention – increase term-to-term retention by 2.5% each year through 2025; Completion – increase the number of FT students that graduate in three years by 2.5% and increase the number of PT students that graduate in six years by 2.0%.

Human Resources and Benefits Committee Report

Trustee Coates invited VP Patenaude and Zack Pace, Senior Vice President of CBIZ Employee Benefits to present. The July 2022 renewal report was presented for Group Benefits.

The recommendation was made to approve the renewal of the Employee Benefit plans relating to the Medical, and Dental plans for the plan year 2022-2023.

Trustee Coates made a motion to approve the renewal of the Medical, and Dental plans for the upcoming plan year which begins July 1, 2022 to June 30, 2023. Dr. Roache seconded the motion. All were in favor.

The recommendation was made to address the College's Employee Benefit Plan claims which are projected to increase by 31% if the current trends continue over the next 2022-2023 plan year. The Human Resources and Benefits Committee recommends a 5% increase to the Employer Funding Contributions and a 5% increase to the Employee Contribution Premium Rates starting July 1, 2022 through June 30, 2023.

Trustee Coates made a motion to approve a 5% increase to the Employer Funding Contribution and a 5% increase to the Employee Contribution Premium Rates starting July 1, 2022 through June 30, 2023. Dr. Roache seconded the motion. All were in favor.

Approval of Foundation Director

Dr. Murphy invited Executive Director Chelsea Brown to present, who asked the board to approve James L. Norris of Hollywood, Maryland to the Foundation Board of Directors.

Trustee Cox made a motion to approve James L. Norris to the Foundation Board of Directors. Trustee Lombardi seconded the motion. All were in favor.

Trustee Distinguished Service Award

The Nominating Committee asked the board to approve the recipient of the Spring Commencement Trustee Distinguished Service Award 2022 be presented to Theodore (Ted) Harwood, II. Ted served on the CSM Board of Trustees from 2010-2020, serving three terms as Chair of the Board of Trustees from 2017-2020. He served on all subcommittees of the board including Chair of the Audit Committee and as Trustee Liaison to the Foundation Board of Directors from 2010-2016. During his trusteeship he authored the Achieving the Dream letter of support, worked diligently to minimize cybersecurity risk, promoted excellence in board governance, and reinstated tenure for faculty.

Trustee Coates made a motion to approve Theodore (Ted) Harwood, II as the 2022 Spring Commencement Trustee Distinguished Service Award recipient. Dr. Roache seconded the motion. All were in favor.

Approval of Personnel Items

President Murphy presented a letter of her intention to retire effective December 31, 2022 to the Board of Trustees dated April 21, 2022. In her letter, she referenced discussing her intention to

retire with the board last July citing the prolonged absences from her loved ones as a result of the Covid-19 pandemic. Additionally, the letter states she leaves the college positioned well for the future: the President's Cabinet has become a high-functioning team, the financial position is strong, and the faculty and staff are highly engaged.

Board Chair Webster asked for a motion to accept the Letter of Retirement as presented by President Murphy. As no motions were made, Board Chair Webster asked, again, for a motion.

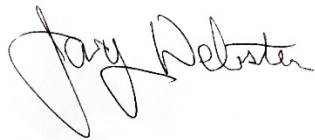
Trustee Cox made a motion to accept President Murphy's Letter of Retirement with an effective date of December 31, 2022. Trustee Lombardi seconded the motion. All were in favor.

Board Chair Announcements

Chair Webster stated that it is bittersweet that we end this open meeting with the loss of Trustee Sam Jones. The receipt of notice of retirement from trusteeship from Dr. Roache who has been a valuable trustee, great friend of the college, and a pillar of knowledge and leadership in his service to the board and our community. To honor and respect the wishes of Dr. Murphy to move into the next phase of her life, stating that she has led the college with experience, compassion, and leadership. She kept us informed and up-to-date on all college matters, both at the institutional level and the national level. The college is strong, sound, and a source of pride for all of us connected to the mission. We are better today for her service and commitment.

The Open Session of the meeting was adjourned at 5:30 pm and moved into Closed Session.

Respectfully Submitted,



Jay Webster, Chair



Maureen Murphy, President

