

**COLLEGE OF SOUTHERN MARYLAND**

**BOARD OF TRUSTEES**

**September 21,**

**2023**

**MINUTES**

The Board of Trustees met on September 21, 2023, at 3:30 pm at the La Plata Campus, BI Building, Room 201. Board Chair Coates called the meeting to order at 3:30 pm. The following trustees were present: Jay Webster, Sonja Cox, Christy Lombardi, Cordelia Postell, Jose Gonzalez, Kenneth Abell, Pamela Cousins, and Cathy Allen.

**Approval of July 20, 2023, Minutes**

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

**Approval of Agenda for September 21, 2023**

Trustee Webster made a motion to approve the agenda of September 21, 2023, as presented. Trustee Cox seconded the motion. All were in favor.

**Hatcher Group Presentation**

AVP McMillon introduced representatives from the Hatcher Group who shared their research results, logo concepts, and key branding messages. The trustees gave feedback on their preferences and suggestions for the logo concepts. The logo concepts will now be introduced to students, staff, and faculty for input.

**Financial Report**

Vice President Mills presented the monthly 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 five-year average comparison, and capital project fund

balance.

### **Quarterly Grants Report**

VP Mills shared that the college has received 18 awards for FY2023 with a total award amount of \$2.7M to date. Grants have been awarded to the Division of Student Equity and Success, Continuing Education and Workforce Development Division, the Division of Learning, and the Division of Financial Services. Grant awarding agencies include the U.S. Department of Education, St. Mary's County Scholarships, Maryland Department of Labor, Maryland Judiciary, MSDE, Maryland Department of Environment, Small Business Association, Maryland Small Business Association, Charles County Government, Calvert County Government, St. Mary's County Government, FSC First, Achieving the Dream, Inc.

### **Audit Report**

VP Mills introduced representatives of Clifton Larson and Associates who gave a broad update and explained that due to the timing of the audit a full report would be presented next month for the board to approve.

### **CBIZ Health Benefit Renewal**

VP Mills presented to the board a request to approve a sole source contract with CBIZ. Sharing CBIZ, Inc has been the college's health benefit broker for over ten years and is uniquely familiar with the college's benefit plan documents and provides guidance and legal advice to ensure that the college's health plans stay in compliance. Our HR staff has an excellent working relationship with CBIZ, a change in brokers would require time to learn new relationships and platforms. A change in broker may also result in the college having to change insurance carriers which may impact the services that are offered to the employees and retirees.

Trustee Cox made a motion to approve a sole source contract with CBIZ, Inc. in the amount of \$67,000. Trustee Gonzalez seconded the motion. All were in favor.

## **Maryland Performance Accountability Report**

Associate Vice President Ebersole presented the annual Maryland Accountability Report. Sharing reflection on numerous key indicators. Many of these key indicators are directly tied to and used to measure the college's progress on the Strategic Plan. Additionally, the MPAR will be widely communicated across campus to educate and communicate relevant data in support of student success. The MPAR includes sections that drill into disaggregated data which support data-informed decision-making. Lastly, the successful submission of the report allows CSM to meet the MHEC mandate and be included in the Maryland Statewide Performance Accountability Report which will be published in January 2024. The annual Performance Accountability Report serves as an important mechanism by which institutions are held accountable for establishing and maintaining performance standards and using metrics to assess their effectiveness in tackling institutional and statewide higher education goals. The report includes an institution's:

1. Update regarding performance on the indicators in each "mission/mandate" area;
2. Progress toward meeting the goals applicable to community colleges in the State Plan for Postsecondary Education;
3. Discussion of how well the college is serving our communities;
4. Complete set of trend data; and
5. Benchmarks for each indicator.

The report must be received and considered by the governing boards of the community colleges as required by law (§11-304 through §11-308 of the Education Article of the Annotated Code of Maryland).

Trustee Abell made a motion to approve to approve the submission of the 2023 Maryland Performance Accountability Report to the Maryland Higher Education Commission. Trustee Postell seconded the motion. All were in favor.

## **Theater Sound System Sole Source Contract**

Chair Stephen Johnson presented on a request for funding to replace the Brad and Linda Gottfried Theater Sound System. Sharing the sound system in the theater is the original system to the building. Prior to the Covid Pandemic, it began to show signs of its age with periodic

malfunctioning. The theater and IT staff were able to find temporary solutions to ensure continuity of fine arts programming and college-wide activities in the Theater. Before CSM went remote in Spring 2020, the IT AV technicians and Theater Manager declared the system no longer sustainable. When theater activities were resumed in the 2021-2022 school year, a portable sound system was purchased which allowed for limited activities. However, larger events such as a musical production in the Fall 2022 term and the January 2023 graduation stressed the system and were problematic. A sound system as a permanent part of the theater infrastructure is best practice. College-wide activities are an especially important use of the space as the Brad and Linda Gottfried Theater is the largest meeting space on the LAPL Campus that has fixed seating and doesn't require setup for attendees.

Trustee Webster made a motion to approve the requested \$94,000 to replace the Sound System in the Brad and Linda Gottfried Theater utilizing the piggyback MEEC agreement for Contract TU-1901 as presented. Trustee Lombardi seconded the motion. All were in favor.

### **NEOED, Contract Renewal**

VP Mills presented on a request for the board to approve a sole source contract with NEOED, sharing NEOED was designed specifically for higher education. The college initially contracted with NEOED in 2019 and purchased Insight and Onboard to manage our recruiting and new hire onboarding. In 2020, Human Resources purchased, Learn a NEOED product to provide our employees professional learning opportunities and Perform was purchased in 2021 for our performance management system. HR is in the process of transitioning from Halogen platform to NEOED. Previously products were contracted and invoiced separately. This fiscal year, NEOED invoiced all its products for a total of \$75,200.

Trustee Lombardi made a motion to approve a sole source contract with NEOED in the amount of \$75,200.91. Trustee Allen seconded the motion. All were in favor.

## **Penske Sole Source Contract**

VP Comey presented on a sole source contract request for 3 CDL tractor trailers. Sharing CSM CDL has offered entry level commercial driver training since 1992. CSM CDL program is one of the few available CDL training programs in the southern Maryland Region. In addition to providing CDL drivers to national companies-Werner and Steven Transport, CSM Transportation Training continues to work with local Governments (i.e., St. Mary's County Department of Public Work and Transportation) to train and test their employees to earn a Class A, or B, CDL, thus supporting national and regional CDL driver development.

Trustee Webster made a motion to approve the sole source request of \$849,780 for the Penske Lease agreement for 3 CDL tractor trailers. The Lease agreement provides three (3) tractors (84-month lease) and three (3) trailers (96-month lease) \*. Total contract cost is \$674,100 for tractors plus 12 cents a mile up to 30,000 annually per tractor plus licensing and registration. Total costs for trailers \$175,680. Trustee Cousins seconded the motion. All were in favor.

## **STW Sole Source Contract**

VP Mills presented a request for the board to approve a sole source contract to STW Group to design and develop the instructional content for our new vertical ag courses will be performed for an amount not to exceed \$125,000. CSM has utilized the services of the STW group in the recent past to create courses during and immediately following the pandemic for the local health department and to design/develop a new Community Health Worker training program. Funding for this Vertical Agricultural training program development is from the Rural Economic Development Grant fund awarded by Commerce through the Tri County Council for Southern Maryland to support regional economic priorities. Upon completion of the curriculum development and installation of equipment, CSM will introduce a vertical agriculture training program. Vertical agriculture, also known as vertical farming or vertical gardening, is an innovative approach to cultivating plants within vertically stacked layers or structures. It involves growing crops in indoor environments, such as high-rise buildings, warehouses, or specially designed vertical farming systems. This concept originated from the need to address various challenges faced by traditional

agriculture, including limited arable land, water scarcity, and the environmental impact of conventional farming methods. This initiative not only supports CSM's strategic plan, but also supports our local agricultural industry.

Trustee Cox made a motion to approve the sole source consulting contract with STW for an amount not to exceed \$125,000 as presented. Trustee Postell seconded the motion. All were in favor.

### **Complete Landscaping Sole Source Contract – Additional Services**

VP Comey presented to the board a request to add additional services to the Complete Landscaping Contract. Sharing as approved by the Board of Trustees, Complete Landscaping is under a 5-year contract for landscaping maintenance at all CSM campus locations. The annual base contract is \$160,531 or \$802,655 over the five-year term of the contract. The original contract included provisions for additional services like snow removal and landscape services above and beyond the basic services. However, no budget provision for the purchase of these additional services was included in the original Board request. This Board action would allow the college to access this portion of the competitively bid contract. Utilizing Complete Landscaping for these additional services will save time and money over bidding each snow removal or landscape project individually. The not to exceed amount is based on a typical snow season. If the weather is milder than normal, the actual amount spent on these services would be much lower than the maximum approved.

Trustee Allen made a motion to approve additional services be added to the current 5-year Complete Landscaping contract for snow removal, tree trimming, major storm debris removal, and landscape enhancement in an amount not to exceed \$500,000 over the five-year term contract. Trustee Lombardi seconded the motion. All were in favor.

### **Center for Transportation Training Construction Contract**

VP Comey presented a request to the board to approve funding for the construction of a new Transportation Training Building. Sharing the Center for Transportation Training facility hosts commercial driver training, motorcycle safety training, and driver education instructor training.

These training programs are critical to the regional workforce pipeline as they train hundreds of students annually. This training site is MVA approved to deliver testing to obtain a commercial Class A, Class B with passenger endorsement, and M (motorcycle) license. Construction of a replacement building will allow the college to continue offering this training and continue to meet the workforce needs of our region.

Trustee Allen made a motion to approve the use of up to \$325,000 from Fund Balance to fund the design, construction, and construction management services associated with building a new classroom building at the Center for Transportation and Training. Trustee Lombardi seconded the motion. All were in favor.

#### **Center for Transportation Training Architect and Engineering Sole Source Contract**

VP Comey presented a request for the board to approve a sole source contract to fund construction management services for the new building approved for Transportation Training. Sharing based on the success of two recent projects, it is recommended that we use an A&E firm to design, engineer, and act as the construction manager for this project. Using this approach will allow the college to act as our own general contractor in choosing and contracting subcontractors and vendors for the project while still having an A&E firm oversee the work. Lawrence Abell and associates recently served in a similar role in the construction of a prefabricated wood building for the Charles County Sherriff's Office. Their experience with designing and permitting this type of building will help expedite the design process and assist in obtaining site and building permits in a timely manner. While Abell will help the college select subcontractors and vendors needed to erect the building, the college will contract with each subcontractor or vendor individually.

Trustee Lombardi made a motion to approve a Sole Source contract with Lawrence Abell and Associates for up to \$60,000 to perform design and construction management services for the construction of a new building at the Center for Transportation Training. Trustee Allen seconded the motion. All were in favor.

### **Indiana Printing Contract**

AVP McMillon presented a request to approve the printing and publishing contract for the Continuing Education Schedule. Sharing The Continuing Education Schedule and Postcard are mailed to pre-determined zip codes in the Southern Maryland service area three times a year when registration opens. The schedule is sent to zip codes that match the profile of past participants and advertises all community education classes as well as includes workforce development advertisements. The postcard is sent to the balance of zip codes that don't receive the schedule and pushes recipients to view the schedule on the website. The college has been working with Indiana since 2016 and has been happy with the company and their product. The Marketing team know this project well awarding them and recommends a three-year contract to seamlessly continue this work.

Trustee Postell a motion to approve Indiana Printing & Publishing for a 3 -year printing contract for Continuing Education Schedule. The Continuing Education Schedule was recently posted to eMaryland Marketplace and Indiana Printing was the winning bidder. Trustee Cousins seconded the motion. All were in favor.

### **Enterprise Contract**

VP Comey presented a request to the board to approve a lease for three new E-Transit vans for FY25. Sharing Enterprise Fleet Management serves as the college's leased vehicle provider. Since implementation of the program, it has minimized operational expenses while the vehicles are in service, maximized vehicle equity for sales/trade-in, reduced the college's carbon footprint, and reduced/eliminated fuel spending through all-electric vehicles and more fuel-efficient hybrid vehicles. In addition, the college has used the new fleet management program to reduce the overall size of the fleet by utilizing electric utility vehicles and implementing vehicle sharing practices.

Once fully implemented, the current fleet management plan will minimize operational expenses, maximize vehicle equity for sales/trade-in, reduce maintenance costs, reduce/eliminate fuel spending through all-electric vehicles and more fuel-efficient hybrid vehicles, and provide a fleet cost that is predictable year over year.

As previously approved by the Board, Enterprise Fleet Management is under contract to provide leased vehicles and maintenance to the college's fleet. The current annual cost is \$56,858 or \$284,290 over the five (5) year term for lease and maintenance. The college intends to lease 2 to 3 new vehicles each year until the



Enterprise Fleet Management plan is fully implemented. Due to the tremendous demand for all-electric vehicles across the country there is a 6-to-12-month backlog on ordering commercial electric vehicles. So, to be able to guarantee customers that an electric lease vehicle will be available next summer Enterprise requires customers to pre-order vehicles in September for a FY25 delivery.

Trustee Webster made a motion to approve the lease and associated maintenance of three new E-Transit vans for FY25 with a total annual cost of \$45,900 per year for a five-year term. Trustee Abell seconded the motion. All were in favor.

### **President's Report**

President Wilson thanked the trustees and her team for all of their hard work and shared that in the interest of time she was keeping her remarks short to allow the meeting to move forward in appreciation of Trustee Jay Webster's final meeting with the college and to allow time to fellowship with him and his family after the meeting.

### **Board Chair's Report**

Board Chair Coates announced the FY24 Board Committee Roles:

#### **Academic and Student Affairs Committee**

Kee Abell, Chair  
Pamela Cousins  
Cathy Allen

#### **Audit Committee**

Christy Lombardi, Chair  
Shawn Coates  
Cordelia Postell  
Daryl Motley, ex-officio

#### **Human Resources and Benefits Committee**

Sonja Cox, Chair  
Jose Gonzalez  
<New Calvert Trustee>  
Stacey Cooke, ex-officio

#### **Nominating Committee**

Cathy Allen, Chair  
Cordelia Postell

## **Foundation Liaison**

Jose Gonzalez

Board Chair Coates welcomed Trustee Webster's family with recognition if those in attendance including his wife Margie, daughter Lindsey and her husband Neil Thompson and their two sons Nathan and Grant and Jay's son, Ryan.

Board Chair Coates read the following proclamation:

### ***Proclamation Concerning Jay Webster***

**WHEREAS** Jay Webster served on the College of Southern Maryland Board of Trustees from 2016 until 2023; and

**WHEREAS** Jay Webster served as Board Chair 2021 and 2022;

**WHEREAS** Jay Webster served as Board Vice Chair in 2018;

**WHEREAS** Jay Webster served on several subcommittees of the Board of Trustees, including Audit Committee, Human Resources and Benefits Committee, Academic and Student Affairs Committee, and Commencement Speaker Selection Committee, and Nominating Committee;

**WHEREAS** Jay Webster was a relentless advocate for the College of Southern Maryland in Calvert County, reminding often the county Commissioners of the importance of the College,

**WHEREAS** Jay Webster through his business, Marrick Homes, helped to elevate the CSM Foundation Annual Golf Classic to Southern Maryland's premier golf tournament for over 22 years,

**WHEREAS** Jay Webster through his business, Marrick Homes/Marrick Properties, Inc, made a profound impact on students' education – supporting athletics, the trades, nursing, technology, scholarships, and the arts with donations totaling nearly \$400,000, of which included CSM's first endowment in support of the trades,

**WHEREAS** Jay Webster through his community involvement was instrumental in the creation of the Prince Frederick Campus gardens and partnership with Farming 4 Hunger,

**WHEREAS** Jay Webster has remained a steadfast champion and generous giver of time, talent, and treasure to CSM's students and employees,

**RESOLVED**, that the College of Southern Maryland Board of Trustees lauds, Jay Webster for his service, and

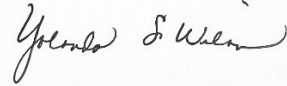
**RESOLVED**, that copy of this resolution be placed in the minutes of the September 21, 2023, College of Southern Maryland Board of Trustees.

Trustee Allen made a motion to adjourn the meeting. Trustee Cox seconded the motion. All were in favor. The meeting adjourned at 6:18 pm.

Respectfully submitted,



Shawn Coates, Board Chair



Yolanda Wilson, President