



**BOARD OF TRUSTEES  
MINUTES**

**DATE:** November 21, 3:30 p.m.  
**PLACE:** La Plata Campus  
**CHAIR:** **Shawn B. Coates**

**TRUSTEES PRESENT:**

Shawn B. Coates, Chair  
Sonja M. Cox, Vice Chair – via zoom  
Christy Lombardi – via zoom  
Cathy Allen  
Pamela Cousins  
Cordelia Postell  
Celeste Alexander-Frye  
Diane Sandoval -via zoom  
Yolanda Wilson, President

**TRUSTEES ABSENT:**

Kenneth Abell

**I. CALL TO ORDER**

The meeting was called to order at 3:33 p.m. by Shawn B. Coates, Board Chair.

**II. QUORUM ESTABLISHMENT**

The board secretary confirmed the presence of a quorum.

**III. APPROVAL OF MINUTES**

The minutes of the October 17, 2024, Board of Trustees meeting minutes were reviewed.

Trustee Allen made a motion to approve the October 17, 2024, meeting minutes.

Trustee Cousins Seconded

➤ **All were in favor; Motion Passed**

**IV. APPROVAL OF AGENDA**

The agenda for November 21, 2024, Board of Trustees meeting agenda was reviewed and approved as presented.

Trustee Alexander-Frye made a motion to approve the November 21, 2024, agenda.

Trustee Postell Seconded

➤ **All were in favor; Motion Passed**

**V. PRESENTATIONS**

- **Dr Caroline Combs**, Dean of the School of Health Sciences accompanied by **Nursing Staff & Faculty**, updated the Board on the Accreditation Commission of Education in Nursing (ACEN) and Maryland Board of Nursing (MBON) accreditation visit at the end of October.
- **Chris Zimmerman**, Dean of the Financial Assistant Department / Retention presented a Request for Information from the Board of Trustees for the Department of Education. This information is an application for approval to participate in the Federal student financial assistance programs.

- **Avis McMillon**, Associate Vice President, Marketing, Admissions & Recruitment gave an update on the Re-Up Adult Learner impact.
- **Judy Mills**, Vice President Division of Financial Services, presented the monthly financial reports.
- **Tora Wright**, Grants Developer presented the Quarterly Grants Report from July 2024 to September 2024.
- **Dr Bernice Brezina**, Dean of the School of STEM and Professional Studies will present a request to approve the Non-Substantive Change to the Business Management, AAS with Concentrations Program that included: a) Eliminating the Retail Management Concentration; b) Placing the course BAD-2740, Retail Management, in the Small Business & Entrepreneurship Concentration, replacing CJS-1030, Principles of Loss Prevention (eliminated course)

**All trustees were in favor of the request. No formal motion required.**

#### **VI. SECURITAS TECHNOLOGY CORPORATION SOLE SOURCE CONTRACT**

**Dr. Bill Comey, Vice President of Operations and Planning**, presented a request to approve a sole source contract for Securitas Technology Corporation for \$391,826.88 to provide and install 54 credential readers, electrified locks, door status devices and required licensing to the existing Avigilon access control system.

Trustee Allen made a motion to approve the request for a sole source contract for Securitas Technology Corporation for \$391,826.88.

Trustee Cox seconded.

➤ **All were in favor; Motion Passed**

#### **VII. SEMI-ANNUAL CONTRACT RENEWALS**

**Judy Mills**, Vice President Division of Financial Services, presented a list of 11 semiannual contracts for renewal for the January – June 2025 timeframe.

1. Burlington English. Digital Learning Platform (English Learning Platform)
2. Utility contract with SMECO for electric service campus wide.
3. Utility contract with Calvert County Treasurer for recycling, water and property taxes at the Prince Frederick Campus.
4. Utility contract with Commissioners of Leonardtown for water, trash & sewer service at Leonardtown
5. AdAstra for CORE and scheduling software
6. ConEx Ed, Campus Anywhere contract
7. Hannon Hill, Cascade contract
8. Zoom Video conferencing subscription
9. DISYS, Rapid7 Insight contract
10. Kroll/Hire Right background contract
11. CBIZ blanket Ins. Broker contract

Trustee Cox recused herself from this discussion and any action taken due to a conflict of interest.

Trustee Alexander-Frye made a motion to approve the Utility contract with SMECO for electric service campus wide.

Trustee Postell seconded.

➤ **All were in favor; Motion Passed**

Trustee Postell made a motion to approve the remaining 10 contract renewals for:

1. Burlington English. Digital Learning Platform (English Learning Platform)
2. Utility contract with Calvert County Treasurer for recycling, water and property taxes at the Prince Frederick Campus.
3. Utility contract with Commissioners of Leonardtown for water, trash & sewer service at Leonardtown
4. AdAstra for CORE and scheduling software
5. ConEx Ed, Campus Anywhere contract
6. Hannon Hill, Cascade contract
7. Zoom Video conferencing subscription
8. DISYS, Rapid7 Insight contract
9. Kroll/Hire Right background contract
10. CBIZ blanket Ins. Broker contract

Trustee Cousins seconded.

➤ **All were in favor; Motion Passed**

#### **VIII. PRESIDENT'S REPORT**

**Yolanda Wilson, Ed. D, President CSM:** presented the following:

- ACCT Update – Trustee Alexander-Frye & Trustee Cousins
- NILE Award - Laura Lopez
- Pittsburgh Institute of Aeronautics visit December 3<sup>rd</sup>
- MSCHE, Middle States Dec 11-13

#### **IX. BOARD CHAIR REPORT**

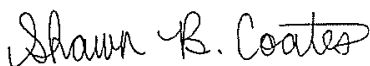
**Shawn B Coates, Board Chair:** presented the following:

- December 17<sup>th</sup> – CSM Foundation Dinner at The Solomons Lighthouse from 5-7 PM
- December 19<sup>th</sup> – BOT meeting 2:30 in the BI Board Room; CSM Holiday Party 3:30 – 5:00 pm in BI 113
- January 8<sup>th</sup> – General Assembly of Maryland starts their 447<sup>th</sup> Session
- ACCT 2025 Legislative Summit, February 9 - 12, 2025 will be held at the Washington Marriott Marquis.

#### **ADJOURNMENT**

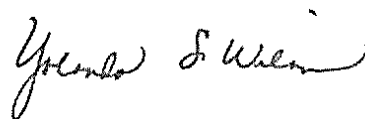
There being no further business, Trustee Allen motioned to adjourn the meeting. With the motion seconded by Trustee Alexander-Frye, all were in favor; Motion Passed the meeting was adjourned at 5:01 p.m.

Respectfully submitted,



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Shawn B. Coates, Board Chair



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Yolanda Wilson, Ed. D, President