

**COLLEGE OF SOUTHERN
MARYLAND BOARD OF
TRUSTEES
May 19, 2022
MINUTES**

The Board of Trustees met on May 19, 2022 at 3:30 p.m. via Zoom and in-person on the La Plata Campus, BI Building, Room 201. Board Chair Jay Webster called the meeting to order at 3:30 p.m. The following trustees were present: Shawn Coates, Cordelia Postell, Christy Lombardi, Sonja Cox, Kenneth Abell, and Jose Gonzalez.

Approval of April 21, 2022 Minutes

Trustee Gonzalez made a motion to approve the April 21, 2022 minutes. Trustee Cox seconded the motion. All were in favor.

Approval of May 19, 2022 Agenda

Trustee Abell made a motion to approve the May 19, 2022 agenda. Trustee Postell seconded the motion. All were in favor.

May 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.

Academic and Student Affairs Committee Report

Trustee Postell invited Provost Redmond to present. Provost Redmond discussed the faculty who are recommended for tenure, the process of being considered, the peer review process, and how final recommendations are determined.

Approval of Faculty Tenure

Provost Redmond recommended the following faculty members for tenure:

Byron Brezina, Engineering

James McCrary, Physics

Lakesha Ferebee, Technology

Candice Hume, Health Information Management

Anthony Stout, Business

David Walker, Geography

Trustee Postell made a motion to approve the faculty members for tenure as presented. Trustee Gonzalez seconded the motion. All were in favor.

Approval of Information Technology Contract

Vice President Comey presented a request to approve Colleague Enterprise Resource Planning (ERP) System Support Services Contract through Maryland Educational Enterprise Consortium (MEEC). The presentation included the working relationships the college has with both CampusWorks and Ferrilli on Information Technology projects. Both companies have worked closely with the college and have assisted in the management and programming of the ERP system which is Ellucian's Colleague. This administrative information system includes Student, Finance, and Human Resource modules. In January of 2020, the college outsourced the administration of Colleague to CampusWorks and eliminated several staff positions in IT. The contract for these services ends June 30, 2022. In considering our options for future Colleague administration, the college invited both CampusWorks and Ferrilli to provide proposals under the MEEC contract.

Based on the price, value added services, and past performance, Vice President Comey recommended contracting with Ferrilli and requested that the Board of Trustees approve a three-year contract for Colleague Support Services, by doing so the board approves the expenditure of \$999,600 to Ferrilli.

Trustee Gonzalez made a motion to approve the expenditure of \$999,600 to Ferrilli for a three-year contract for Colleague Support Services as presented. Trustee Cox seconded the motion. All were in favor.

Approval of Velocity Center Contract

Vice President Comey made a motion that the Board of Trustees approve a \$1,207,089 + adjustment from Operating Funds to support a 5-year lease renewal. The annual lease is \$241,418, subject to 2% adjustment annually after the 1st year. 5-year lease is \$1,207,089 + adjustment.

Trustee Cox made a motion to approve the expense and adjustment to Operating Funds to support a 5-year lease for the Velocity Center as presented. Discussion around the exact terminology and requirement of the lease ensued. Trustee Lombardi seconded the motion made by Trustee Cox. All were in favor.

Approval of Physical Education Renovation Contract CSM22-008

Vice President Comey presented on the current needs of the Physical Education building renovation needs. The presentation included information on the Spring 2021 HVAC system failure that resulted in a total loss of air conditioning, heat, and humidity control in the gym area

that makes up most of the building's square footage. The system was installed in the 1970's and is well beyond life expectancy. While some other areas of the building are served by small functioning HVAC units, the decision was made to take the building off-line and close it to the public until funding becomes available. The event was posted to eMaryland Marketplace and the bid presented to the board is from Scheibel Construction. The total Mechanical and Roof Replacement Contract equals 4,350,000. The implementation plan is to use current available funds for FY22 of \$194,496 to be applied by 6/30/22. The balance of the funding will be provided for in FY23 through a grant, operating funds, and a request to Charles County for \$4,155,504.

Trustee Coates made a motion to approve the initial funding for \$194,496 in FY 22 and the balance of \$4,155,504 in FY23 as presented. Trustee Gonzalez seconded the motion. All were in favor.

Approval of the FY 23 Budget

Vice President Mills presented the FY23 Budget to the Board of Trustees. The presentation included all campuses by function, all campuses by category, and revenues by type. She then presented a series of motions for board approval, as follows:

Approval for FY23 Credit Tuition Rates

Motion requested to approve the following credit tuition rates to be effective for the Fall 2022 semester:

In-county students: \$137.00/credit hour

Out-of-county: \$240.00/credit hour

Out-of-state: \$308.00/credit hour

Trustee Gonzalez made a motion to approve the FY23 credit tuition rates as presented. Trustee Abell seconded the motion. All were in favor.

Approval for Faculty and Staff Salary Market Adjustment

Motion requested to approve a 4.0% market adjustment to salaries for all fully benefitted staff and faculty members effective July 1, 2022.

Trustee Postell made a motion to approve a 4.0% market adjustment to salaries for all fully benefitted staff and faculty members July 1, 2022 as presented. Trustee Cox seconded the motion. All were in favor.

Approval for Compensation Study Salary Adjustments

Motion requested to approve the implementation of staff salary adjustments for Public Safety (PSD) and Information Technology (IT), as a result of the compensation study by Evergreen Solutions, LLC. Implementation will take place 7/1/22 at a cost of \$113,550.

Trustee Coates made a motion to approve the staff salary adjustments for PSD and IT at a cost of \$113,550 as presented. Trustee Abell seconded the motion. All were in favor.

Approval for Health Insurance Rate Increase

Motion requested to approve a 5.0% health insurance rate increase for both the employee and college share.

Trustee Gonzalez made a motion to approve the 5.0% health insurance rate increase for both the employee and college share. Trustee Postell seconded the motion. All were in favor.

Approval for Use of Fund Balance

Motion requested to approve budgeting \$1,509,066 of fund balance for one-time operating costs relating to Middle States self-study, Achieve the Dream (ATD), public safety vehicles, and equipment at the new Health Science building.

Trustee Cox made a motion to approve \$1,509,066 of fund balance for one-time operating costs relating to Middle States self-study, Achieve the Dream (ATD), public safety vehicles, and equipment at the new Health Science building as presented. Trustee Lombardi seconded the motion. All were in favor.

Approval for Operating Budget

Motion requested to approve the fiscal year 2023 operating budget as presented, contingent upon each County, approving their respective levels of support.

Trustee Abell made a motion to approve the fiscal year 2023 operating budget as presented, contingent upon each County, approving their respective levels of support. Trustee Postell seconded the motion. All were in favor.

Approval of Presidential Search Committee

Trustee Coates, Search Committee Chair along with Trustee Webster, Search Committee Co-Chair, and Trustee Postell, Search Committee Trustee presented the membership of the Search Committee for full board approval. Stating that the search committee recommendations are made with a conscious effort to have representation that includes gender, ethnicity, age, representation of institutional divisions and academic disciplines, employee classification, various years of

experience, and willingness to commit to the time and efforts required to recommend applicants to the Board of trustees for consideration of the next president of CSM.

Membership Committee presented for approval:

Shawn Coates, Search Committee Chair

Jay Webster, Search Committee Co-Chair

Cordelia Postell, Search Committee Trustee

Larisa Pfeiffer, Chief of Staff, ex-officio

Theodore (Ted) Harwood, CSM Foundation

Judith (Judy) Mills, Vice President Financial Services

Ellen Flowers-Fields, Associate Vice-President of Continuing Education Workforce Development

George Bedell, Faculty Senate President

Stephen Johnson, Associate Dean

Heather Zeolla, Director of Campus Operations

Lena Hancock, Director of Marketing

Trenace Richardson, Director of Organizational Development

Valarie Shelton, Associate Professor

Timothy Fenner, Program Coordinator, Men of Excellence

Jimmy Eppley, Systems Administrator

Trustee Cox made a motion to accept the Search Committee Membership as presented. Trustee Postell seconded the motion. All were in favor.

Approval of Executive Profile

Search Committee Chair Trustee Coates presented the Executive Profile for approval to use in the presidential search.

Trustee Postell made a motion to approve the Executive Profile for use in the presidential search.

Trustee Abell seconded the motion. All were in favor.

President's Report

President Murphy took a moment to recognize Associate Vice President Flowers-Fields for the HawkAThon event held at the Velocity Center earlier in the day.

President Murphy briefed the board on recent requests for information on the college's vaccination requirement. A discussion took place among the board members and it was agreed to revisit the college's needs for the requirement at the next meeting.

Board Chair's Report

Board Chair Webster took a moment to acknowledge the recent commencement exercises, stating that it was a wonderful event and thanked all of those involved in the process.

Board Chair Webster reminded the board that the president's annual evaluation will take place in July.

Trustee Postell made a motion to adjourn the meeting. Trustee Abell seconded the motion. All were in favor. The meeting adjourned at 5:49 pm.

Respectfully Submitted,



Jay Webster, Board Chair



Maureen Murphy, President