



CSM college of  
southern maryland  
La Plata · Leonardtown · Prince Frederick · Regional Hughesville

**BOARD OF TRUSTEES**  
**MINUTES**

**DATE:** July 23, 2024, 8:45 a.m.  
**PLACE:** Hughesville Health Sciences 106 A/B  
**CHAIR:** **Shawn B. Coates**

**TRUSTEES PRESENT:**

Shawn B. Coates, Chair  
Sonja M. Cox, Vice Chair  
Pamela Cousins  
Kenneth Abell – via zoom  
Cordelia Postell – via zoom  
Celeste Alexander-Frye  
Diane Sandoval

**TRUSTEES ABSENT:**

Cathy Allen  
Christy Lombardi

**I. CALL TO ORDER**

The meeting was called to order at 8:48 a.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 June 20, 2024, Board of Trustees meeting minutes were reviewed.  
Trustee Cox made a motion to approve the June 20, 2024, meeting minutes.  
Trustee Cousins Seconded

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

**IV. APPROVAL OF AGENDA**

The agenda for July 23, 2024, Board of Trustees meeting agenda was reviewed and approved as presented.

Trustee Alexander-Frye made a motion to approve the July 23, 2024, agenda.  
Trustee Abell Seconded

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

**V. FOOD SERVICE AWARD TO CANTEEN**

**Judy Mills, Vice President of Financial Services and Arthur Hoffman, Director of Auxiliary** presented a request to approve Canteen a five-year sole source contract with a maximum cost of \$289,639 for FY25 and with a 4% yearly increase for management fees.

Trustee Cousins made a motion to approve the request to award Canteen a five-year sole source contract with a maximum cost of \$289,639 for FY25 and with a 4% yearly increase for management fees

Trustee Alexander-Frye seconded.

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

## **VI. STEWARDSHIP REQUEST FOR NAMING THE CENTER FOR TEACHING & LEARNING**

**Toni Kruszka, Interim Executive Director, CSM Foundation** presented a stewardship request to recognize the \$100,000 donation by Dr Subocz made in memory of CSM Professor Emeritus Michelle Simpson by naming the Center for Teaching & Learning (located within the LR Building) to the “Michelle Simpson Center for Teaching and Learning” recommended for promotion.

Trustee Alexander Frye presented a motion to approve naming the Center for Teaching & Learning to the” Michelle Simpson Center for Teaching and Learning”.

Trustee Postell seconded

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

## **VII. FACULTY EMERITUS**

**Dr. Bernice Brezina** presented a request to approve the granting of Professor Paul A. Billeter, Emeritus status.

Trustee Alexander-Frye made a motion to approve granting Emeritus Status to Professor Paul A Billeter.

Trustee Abell seconded.

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

## **VIII. LYTHO RENEWAL**

**Avis McMillon, Associate Vice President Marketing Admissions & Recruitment** presented a request to approve the waiver of competitive bidding and a three-year contract renewal to Lytho at the cost of \$24,399 a year.

Trustee Cox made a motion to waive competitive bidding and a three-year contract renewal to Lytho at the cost of \$24,399 a year.

Trustee Abell seconded.

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

## **IX. LEVEL ACCESS/eSSENTIAL ACCESSIBILITY CONTRACT RENEWAL**

Christian Zimmerman, Dean of Financial Aid & Retention, presented a request to approve the Level Access/ eSSENTIAL Accessibility contract renewal in the amount of \$28,625 for FY2025.

Trustee Cousins made a motion to approve the Level Access/ eSSENTIAL Accessibility contract renewal in the amount of \$28,625 for FY2025.

Trustee Cox seconded

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

## **X. MHEC CULTURAL DIVERSITY REPORT**

**Ron Price, Vice President of People, Culture & Equity and Dr Trenace Richardson, Associate Vice President of Organizational Development & Equity** presented a request to approve the annual 2023-2024 MHEC Cultural Diversity Report to be submitted to MHEC.

- Approval Is also needed for the 2024 Institutional Report Cover Sheet

Trustee Alexander Frye made a motion to approve the annual 2023-2024 MHEC Cultural Diversity Report as presented for submission to MHEC.

Trustee Postell seconded.

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

Trustee Postell made a motion to grant Shawn Coates authorization to sign the 2024 Institutional Report cover sheet for submission to MHEC.

Trustee Abell seconded.

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

#### **XI. PRESIDENT'S REPORT**

**Yolanda Wilson, Ed. D, President CSM:** presented the Strategic Plan 2024-2029 goals to the board for approval.

The Mission, Vision, Belonging, and Institutional Values were shared along with the goals for Access, Momentum and Mobility.

Trustee Postell made a motion to approve the Strategic plan 2024-2029 goals.

Trustee Alexander-Frye seconded.

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

#### **XII. BOARD CHAIR REPORT**

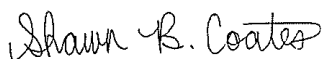
**Shawn B Coates, Board Chair:**

- Welcome Diane Sandoval as new Board Trustee
- ACCT Leadership Congress is Wednesday, October 23 - Saturday, October 26, 2024, at the Seattle Convention Center. Please send travel reimbursements to the PRE office for processing
- The 2025 Community College National Legislative Summit is February 9 - 12, 2025 in Washington DC
- Sip & Swing is Thursday August 8, 2024, at Swan Point Yacht & Country Club at 12 pm
- Remainder of 2024 and 2025 Board Meeting Dates were presented. There will only be a zoom meeting on 8/31.
- 2024/2025 Board Committee Assignments were presented

#### **XIII. ADJOURNMENT**

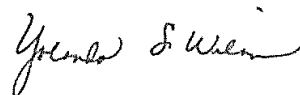
There being no further business, Trustee Cox motioned to adjourn the meeting. With the motion seconded by Trustee Cousins, all were in favor; Motion Passed the meeting was adjourned at 10:48 a.m.

Respectfully submitted,



---

Shawn B. Coates, Board Chair



---

Yolanda Wilson, Ed. D, President