



DATE: November 20, 2025, 3:30 p.m.
PLACE: Prince Frederick Campus – PFA119
CHAIR: Sonya Cox

TRUSTEES PRESENT:

Christy Lombardi, Vice - Chair
Diane Sandoval - Via Zoom
Shawn Coates
Kee Abell – Via Zoom
Pamela Cousins
Cathy Allen
Cordelia Postell – Via Zoom
Yolanda Wilson, President

TRUSTEES ABSENT:

Sonya Cox, Chair
Celeste Alexander – Frye

I. CALL TO ORDER

The meeting was called to order at 3:33 p.m. by Christy Lombardi, Board Vice- Chair.

II. QUORUM ESTABLISHMENT

The board secretary confirmed the presence of a quorum.

III. APPROVAL OF MINUTES

The minutes of the October 16, 2025, Board of Trustees meeting minutes were reviewed.
Trustee Cousins made a motion to approve the October 16, 2025, meeting minutes.
Trustee Allen seconded the motion

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

IV. APPROVAL OF AGENDA

The agenda for the November 20, 2025, board meeting was reviewed and approved as presented.
Trustee Allen made a motion to approve the November 20, 2025, agenda.
Trustee Cousins seconded the motion

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

V. STUDENT PRESENTATION

Dr. Tracy Harris, Vice President, Division of Student Excellence and Success introduced the Communication Club, who then presented their activities and student engagement.

Dr. Harris also introduced Emma Wheeler, Assistant Director/Deputy PIO.

VI. AUDIT COMMITTEE REPORT

Vice Chair Lombardi presented the Audit Committee Chair Report

VII. NON-SUBSTANTIVE PROGRAM MODIFICATIONS

Professor and Chair of the Business Department Tony Stout presented Non-Substantive Changes to the Criminal Justice AS program.

Professor and Chair of Science Dr. Melanie Osterhouse presented two Non-Substantive Changes to Pre-Professional Health Science Certificate & AS Program.

Associate Professor and Chair of Technology Lakisha Ferebee presented Non-Substantive Changes to the Cybersecurity AAS program.

Dr Bernice Brezina, Dean of the School of STEM and Professional Studies presented Aviation Airframe Certificate & Aviation Powerplant Certificates in Existing Degree Program.

VIII. MONTHLY FINANCIAL REPORT

Patrick Shirdon, Vice President of the Division of Financial Services presented the Monthly Financial Report and the Quarterly Grants Report FY2026 – Quarter 1

IX. PROGRAM DEACTIVATIONS

- Homeland Security AAS
- Mathematics & Sciences AS
- Medical Assistant Certificate

Professor Tony Stout requested board approval of a curriculum change to Deactivate Homeland Security AAS Program effective Fall 2026 with a formal two-year teach out plan extending through Spring 2028.

Trustee Coates made a motion to approve the deactivation of Homeland Security AAS.

Trustee Cousins seconded the motion

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

Dr Melanie Osterhouse requested board approval of a curriculum change to Deactivate the Mathematics & Sciences AS.

Trustee Allen made a motion to approve the deactivation of Mathematics & Sciences AS.

Trustee Sandoval Seconded the motion

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

X. NEW PROGRAM ACTIVATION – MEDICAL ASSISTANT AAS

Morag Dahlstrom, Chair of Nursing; Candi Hume, Chair Health Department & Caroline Combs, Dean of the School of Health Sciences requested approval of two curriculum changes 1) Deactivate the Medical Assistant Certificate Program and 2) activate a new program, Medical Assistant AS Degree.

Trustee Cousins made a motion to approve the deactivation of the Medical Assistant Certificate Program.

Trustee Allen seconded the motion

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

Trustee Allen made a motion to approve the activation of the Medical Assistant AS Degree.

Trustee Postell seconded the motion

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

XI. SOLE SOURCE APPROVAL TOLTECH VH DISSECTOR

Dr Melanie Osterhouse requested the approval of a Sole Source purchase of 3 Virtual Human Dissector Tables - Presenter 65 Model with software and a 3-year warranty for \$123,000.

Trustee Postell made a motion to approve the Sole source purchase of 3 VH Dissector tables (Presenter 65 Model) with software & a 3-year warranty for \$123,000.

Trustee Sandoval seconded the motion

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

XII. SEMI- ANNUAL CONTRACT RENEWALS JANUARY – JUNE 2026

Patrick Shirdon, VP of the Division of Financial Services requested the board to approve 25 semi-annual contracts ending during the January – June 2026 timeframe.

- Burlington English
- Accredible
- Amtek
- Albireo Energy / EMS
- Complete Landscaping (Yearly Maintenance)
- Complete landscaping (Snow Removal)
- Water Services
- Action Elevator
- SMO
- Calvert County Treasurer
- Washington Gas
- Commissioners of Leonardtown
- Enterprise (6 leased vehicles)
- Enterprise (1 leased vehicle)
- AdAstra
- Blackbaud
- Hannon Hill
- Zoom
- DataCamp
- DISYS
- SMECO
- Nationwide Power
- Just Tech / Xerox
- PEAC Solutions
- Guardian
- Ready Education



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Trustee Coates made a motion to renew the 25 semi-annual contract renewals as presented by the Division of Finance.

Trustee Cousins seconded the motion

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

XIII. PRESIDENTS REPORT

Yolanda Wilson, Ed. D, President CSM: Presented the following to the Board:

- 10/17 CSM hosted MCCCCP meeting
- 10/21-10/25 ACCT Conference in New Orleans
- 10/28-10/29 ATD Visit
- 10/30 Adult Education Graduation
- 10/31 Velocity Center – Senator Alsobrooks
- 11/10 Master Leadership Class – Dr Linda Garcia
- 11/12-11/14 AACC Board & Commission Fall Meeting
- 11/13—11/14 MHEC Student Success Summit
- 11/17 Alliance for Innovation & Transformation (AFIT) Meeting
- CSM Leonardtown A Building Renovation & Expansion

XIV. VICE CHAIRS REPORT

Christy Lombardi, Board Vice Chair: shared the following:

- 11/13 MD Student Success Summit Dinner
- 12/18 Holiday Party after the Board Meeting, here at La Plata Campus BI113
- 1/22 Board Retreat La Plata Board Room BI 201(room change) from 8:30am – 4:00pm
- 2/8 – 2/11 ACCT Legislative Summit in Washington DC

ADJOURNMENT

There being no further business, Trustee Allen motioned to adjourn the meeting. With the motion seconded by Trustee Cousins, all were in favor; Motion Passed the meeting was adjourned at 6:06 p.m.

Respectfully submitted,

Christy Lombardi, Board Vice - Chair

Yolanda Wilson, Ed. D, President