

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

February 23, 2023

MINUTES

The Board of Trustees met on February 23, 2023 at 3:30 pm at the Prince Frederick Campus, Building A, Room 119. Board Chair Coates called the meeting to order at 3:35 pm. The following trustees were present: Sonja Cox, Jay Webster, Christy Lombardi, Cordelia Postell, Jose Gonzalez, Kee Abell, and Cathy Allen.

Board Chair Coates stated at the start of the meeting that the meeting would move into closed session following the open meeting under General Provisions Article 3-305(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials, over whom this public body has jurisdiction: any other personnel matter that affects one or more specific individuals.

Approval of January 18, 2023 Minutes

Trustee Webster made a motion to approve the minutes of January 18, 2022. Vice Chair Cox seconded the motion. All were in favor.

Approval of Agenda for February 23, 2023

Trustee Lombardi made a motion to approve the agenda of February 23, 2023 with the acknowledgement that the publicly posted agenda had been edited to reflect the removal of the Academic and Student Affairs Sub Committee Report. Trustee Gonzalez seconded the motion.

All were in favor.

Monthly 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.

Spring Enrollment Report

Vice President Harris briefed the board on the 2023 spring enrollment status. Stating that as of February 17, 2023 CSM headcount totaled 5,112 and 1303.6 in FTE. The headcount summary indicated a 5.84% change and provided additional information on enrollment by campuses, full and part time attendance, ethnicity, gender, new and returning students, residency, and time of day courses are offered.

Pre-Engineering Program Presentation

Ms. Jehnell Linkins, Pre-Engineering Program Coordinator, provided an overview of the pathways program for CSM Associate of Science in Engineering to a Bachelor of Science in Mechanical or Electrical Engineering with articulation agreement and partnership with the University System of Maryland at Southern Maryland, A. James Clark School of Engineering, University of Maryland College Park, and the Naval Air Warfare Center Aircraft Division. Pre-engineering (electrical engineering) student Jordan Riggs shared his positive experience in the program, his upcoming internship opportunities, and his appreciation to be able to stay in the community he loves and attend school to reach his academic and professional goals.

ReUp Presentation

Associate Vice President McMillon presented on Re Up Education, stating that this is a company that reaches out to former students who have stopped out of CSM courses and have not completed their degree at another institution. Re Up coaches work with former students and key CSM student services personnel to re-engage students and help them achieve their educational goals.

Approval of Sole Source ReUp Contract

Vice President Mills requested that the board approve the Sole Source Contract for ReUp for five years with an annual auto renewal (the contracted services began May, 2022). With the explanation that the college entered into the agreement, but realized afterwards that due to the Sole Source nature of the contract it needed to come before the board.

Vice Chair Cox made a motion to approve to approve the Sole Source Contract with ReUp for five years with the backdated start date of May, 2022. Trustee Allen seconded the motion. All were in favor.

Approval of Skyline Technologies Contract

Vice President Comey briefed the board on how information technology network supports instructional activities, student services, and administrative activities throughout the college. He emphasized the proposed network core and server switch refresh will ensure the college can continue to provide a stable, reliable, and secure platform to support these activities. Additionally, he stated that the college's network backbone (network cores) and server switches have reached their end of life and need to be refreshed to be supported. Without refreshing these components, the college would risk a security vulnerability by running unsupported hardware and risk equipment

failures.

Vice President Comey stated Skyline Technologies is a well-respected firm that is used by many Maryland government agencies. CSM has had excellent support of our Extreme Network system from Skyline since 2019. The State of Maryland has negotiated a hardware contract with Skyline Technologies and offers it to State agencies and CSM under a MEEC purchasing agreement (MEEC contract #UMD972016).

Trustee Webster made a motion to approve to approve a contract with Skyline Technologies for \$397,347 to refresh the college's network core and the server switches at the La Plata, Leonardtown, and Prince Frederick campuses. Trustee Lombardi seconded the motion. All were in favor.

Consideration of a Rental Agreement

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

Vice President Comey shared that the Tri-County Council for Southern Maryland approached the college recently to discuss the possibility of renting space at our Leonardtown Campus to house the St. Mary's Job Source Center and its associated staff. They currently rent space in Lexington Park and their lease expires at the end of March, and as of this meeting, they have not been able to identify new space to rent.

The college has suitable vacant space in the Leonardtown A Building that we could make available to them. This space was originally occupied by the campus library and most recently by the Math Resource Center. The Math Resource Center moved last summer so the space is currently vacant.

The college is finalizing a long-term rental agreement with Tri-County Council. The agreement would allow them to rent the space through June 30, 2024. Tri-County Council is looking for long-term rental space in the community and may terminate this agreement earlier if they are able to locate more suitable space prior to June 30, 2024. The rental rate is comparable to their current rental rate.

Vice President Comey requested the board to approve, if needed, a long-term rental agreement with Tri-County Council for space in the lower level of the Leonardtown A Building. The rental agreement is for up to 15 months at a rate of approximately \$2,340 a month.

Trustee Abell made a motion to approve a long-term rental agreement with Tri-County Council for space in the lower level of the Leonardtown A Building. The rental agreement is for up to 15 months at a rate of approximately \$2,340 a month. Trustee Allen seconded the motion. All were in favor.

Approval of Visual Sounds Contracts

Vice President Comey shared with the board that the refresh and installation of the classroom audio visual hardware is on a 5-year cycle. Classrooms have been identified as part of the 5-year refresh cycle due for audio and visual equipment updates. Keeping the classroom hardware refreshed is crucial to the college's strategic plan and goals by providing continuity and reliability of classroom equipment and ensuring a positive teaching and learning experience for faculty and students at all of CSM's campuses. Visual Sound has been the college's provider of choice to purchase, install, program, and service the audio-visual equipment in the classrooms, conference rooms, and event

rooms since 2017. Visual Sound was awarded an agreement with MEEC to provide AV Hardware contracts for equipment and services offered to State agencies and CSM. (MEEC contract #TU-1901). This project will include updating the current classroom projectors, video (HDMI connections and video switchers), audio speakers and amplifiers, control panels, and the installation and programming of new equipment.

Trustee Lombardi made a motion to approve three contracts (one per campus) with Visual Sounds totaling \$310,856.56 to refresh the classroom audio visual equipment, including installation and programming of the equipment. Trustee Abell seconded the motion. All were in favor.

ACCT National Legislative Summit

The Association of Community College Trustees (ACCT) National Legislative Summit took place February 5 – 8, 2023. Attending on behalf of CSM were Board Chair Coates, President Wilson, and Assistant Vice President of Government Relations, Karen Smith Hupp. The summit highlights included advocating with US representatives for their support for community colleges and our students, networking with fellow community college leaders, and becoming more informed on federal policy issues that impact community colleges. They shared they found the event enjoyable and beneficial and look forward to having greater participation from the board members and CSM employees and even students next year.

President's Report

President Wilson gave highlight on the many activities that are taking place including the Achieving the Dream conference and the impact of student testimonials. She shared that several CSM personnel attended and joined peers from more than 300 colleges to share and learn evidence-based strategies to improve access, support momentum, create upward mobility, and foster community impact.

President Wilson shared that six of our CSM students participated in the Maryland Association of

Community Colleges (MACC) Virtual Student Advocacy Day where they did an amazing job meeting with members of the Southern Maryland Delegation to speak boldly about their personal journeys, representing the diversity of our students, and advocating for community colleges.

President Wilson shared that she was invited to and participated in the Charles County Public Schools Department of Community Engagement and Equity for a Black History Month panel discussion on “Voices of Power, Resistance, and Change.” She was especially proud of CSM student and Men of Excellence participant, Devin Rorls, for attending and engaging with the panel with thought-provoking questions.

President Wilson shared that she has engaged with the Belk Center for Community College Leadership and Research to evaluate the January Employee Survey Results in conjunction with the PACE outcomes. She looks forward to sharing the results with the board.

Board Chair’s Report

Board Chair Coates invited the trustees to attend the Employee Service Recognition Ceremony on February 24, 2023.

Board Chair Coates encouraged the trustees to attend any of the upcoming music, theater, dance, and gallery events taking place at the college.

Trustee Abell made a motion to adjourn the open meeting of February 23, 2023 and move into closed session as stated at the start of the meeting. Trustee Allen seconded the motion. All were in favor. The open meeting adjourned at 5:10 pm.

Motion to move into Closed Session

Trustee Postell made a motion to move into Closed Session as announced at the beginning of the meeting under General Provision Article 3-305(8). Trustee Webster seconded the motion. All were in favor.

Time of closed session: 5:17 pm Place: Prince Frederick Campus, Building A,

Room 119. Purpose: Confidential personnel information. Members who voted to meet in closed session: All

Authority under 3-305 for closing: #1

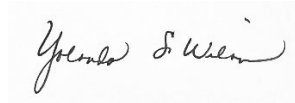
Topic(s) actually discussed: (1) Discuss modification of employment contract of employee (1) Discuss performance of employee.

Action taken: none.

Respectfully submitted,



Shawn Coates, Board Chair



Yolanda Wilson, President