

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

January 19, 2023

MINUTES

The Board of Trustees met on January 19, 2023 at 3:30 pm at the La Plata Campus, Building BI, Room 201. 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.

Approval of December 15, 2022 Minutes

Trustee Abell made a motion to approve the minutes of December 15, 2022. Trustee Postell seconded the motion. All were in favor.

Approval of Agenda for January 19, 2023

Trustee Webster made a motion to approve the agenda of January 19, 2023. 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.

President Wilson asked VP Mills to present the Capital Project Fund Financial Report again in the February meeting with any updates.

Quarterly Grants Report

Vice President Mills presented the Quarterly Grants Report, sharing 13 awards were received for FY22 and 8 already for FY23. Further explaining that \$1.7 million in grant dollars have been awarded since July 2021 for FY2022 and \$326,048 have been awarded already in FY2023. VP

Mills agreed to add pending grants to the next Quarterly Grants Report for a more complete visual of grants activity.

Academic and Student Affairs Report

Provost Redmond shared the following program changes proposed for approval by Board of Trustees:

1. Approval of New Program: Criminal Justice Program (AS degree, Certificate, and Letter of Recognition)
2. Approval of Substantive Program Change for the Criminal Justice Certificate
3. Approval of Substantive Program Change for the Criminal Justice Letter of Recognition

Provost Redmond stated we are asking the board to approve these additions to our curriculum to provide more opportunities to our students. The new degree, certificate, and Letter of Recognition program option are replacing our general studies offering in criminal justice. With the specific tracks, students are better able to transfer to 4-year institutions and demonstrate that they meet industry standards.

4. Program Deactivation: Technology: Software Development, AAS
5. Program Deactivation: Technology: Information Systems Certificate
6. Program Deactivation: Technology: Information Systems, AAS

Provost Redmond stated we are asking the board to approve the deactivation of these programs because of low enrollment and low completion rates in these programs.

7. Program Deactivation: General Studies: Criminal Justice, AA

Provost Redmond stated we are asking the board to approve the deactivation of this degree program because it is being replaced with a more viable degree program that helps our students transfer to 4-year institutions and demonstrates meeting industry standards for jobs that do not require a 4-year degree.

8. Approval of Substantive Program Change: Pre-Professional Health Science
 - a. New Concentration: Pre-pro Health General
 - b. New Concentration: Pre-pro Health Sonography
 - c. New Concentration: Pre-pro Health Public Health
 - d. New Certificate Program: Health Sciences
9. Deactivation of Pre-pro Health: Nursing
10. Deactivation of Pre-pro Health: Dental Hygiene
11. Deactivation of Pre-pro Health: Physical Therapy

Provost Redmond stated we are asking the board to approve the addition of these new programs which help us to stay current with the industry standards in health care training. In the revised programs, we strengthen our curriculum to meet industry standards and create stackable credentials for our students. We are also asking the board to approve deactivation of the current programs because they are being replaced with the updated programs.

Trustee Allen suggested future requests for deactivation to include courses that would be deactivated as a result of approval. Provost Redmond agreed to provide this information to the trustees.

Trustee Postell made a motion to approve the creation of a new program and substantive changes in criminal justice. Trustee Cox seconded the motion. All were in favor.

Trustee Postell made a motion to approve the deactivation of outdated program in criminal justice. Trustee Cox seconded the motion. All were in favor.

Trustee Postell made a motion to approve the deactivation of programs in technology. Trustee Lombardi seconded the motion. All were in favor.

Trustee Postell made a motion to approve substantive changes in Pre-professional Health programs and deactivation of the outdated programs in Pre-professional Health as presented by Provost

Redmond. Trustee Abell seconded the motion. All were in favor.

Homeschool Update

Associate Vice President Ellen Flowers-Fields provided an update to the trustees on the Homeschool Pilot Program. Sharing the following data:

Kids and Teen College piloted the homeschool program in the Fall of 2019 on the La Plata campus.

Fall 2019 – 40 registrations with 23 unduplicated student headcount.

Spring 2020 – 93 registrations with 48 unduplicated student headcount.

Fall 2021 - relaunched the program with 58 registrations with 33 unduplicated student headcount.

Spring 2022 – 125 registrations with 56 unduplicated student headcount.

Fall 2022 – 225 registrations with 88 unduplicated student headcount.

October 2022 the CSM Foundation Board approved the award of an additional \$62,500 to support the expansion of the program in Charles County and the launch of services in St. Mary's and Calvert Counties with the goal of serving 500 students through Spring 2025.

Approval of New Foundation Directors

Trustee Gonzalez presented in his role as the trustee liaison to the College of Southern Maryland Foundation. Trustee Gonzalez asked the Board of Trustees to approve Julie Lemmon. Stating that Ms. Lemmon is currently the Director of Operations for Next Generation Air Dominance at NAVAOR and runs her own consulting company as well. Her background in marketing and communication strategies for small businesses spans over 15 years.

Trustee Abell made a motion to approve Julie Lemmon to serve on the College of Southern Maryland Foundation Board of Directors. Trustee Lombardi seconded the motion. All were in favor.

Approval of Sole Source Contract to Albireo Energy, LLC

Vice President Comey shared that the building known as the Children's Learning Center is in need of HVAC repair. Stating the HVAC system is beyond life expectancy. The cooling portion of the system has ceased functioning. An earlier contract the Board approved will replace the HVAC units. This contract will replace the controls that turn the system on and off. Albireo is the sole source provider of the standardized automated logic control system that is used on the La Plata Campus. It is critical that the control systems in all the buildings are on the same platform so they can work efficiently and be managed remotely.

Trustee Abell made a motion to approve a sole source contract with Albireo Energy in the amount of \$93,000 to supply and install new HVAC control systems in the Children's Learning Center on the La Plata Campus. Trustee Postell seconded the motion. All were in favor.

Approval of Sole Source Contract APG Media

Vice President Harris presented that APG Media, formerly Southern Maryland Newspapers (SMN), is the media group for local news website SouthernMarylandNews.com. They provide targeted display ads on their website that are delivered to select audiences based on parameters we provide (i.e., age, residency, military status). By using APG Media, we have access to their national database of opt-in email addresses that can be filtered by demographics and geography as well as programmatic data curated and collected solely for our campaigns via geofencing and addressable geofencing based on audience parameters. APG's websites and databases are proprietary.

Associate Vice President Avis McMillon further stated that we have used SMN, now APG Media, for print advertising many years. Recently we have taken advantage of their digital advertising, geofencing, and email distribution capabilities. Since this was different than our previous advertising contracts with APG Media, we entered into a six-month contract to measure the effectiveness of our marketing efforts with the company. The campaign performed well, garnering clicks above the national average on the digital ad and email components. The additional \$13,800 for the next six months brings this contract to the bid threshold. These services are not something

that can be bid out as it is using APG Media's proprietary system and opt-in contact database. This is a six-month contract extension.

Trustee Webster made a motion to approve the sole source contract to APG Media for an additional six-month service in the amount of \$13,800. Trustee Cox seconded the motion. All were in favor.

Approval to Increase Funding for Center for Health Sciences

VP Comey presented the following information to the trustees: Due to volatile market conditions and COVID-induced supply chain cost increases and delays, the college requested that the State of Maryland approve a \$910,000 budget increase for this project. The State approved the increase and agreed to pay for \$683,000 (approximately 75%) of the increase. In addition, the college requested permission from the State to transfer \$305,881 from funds set aside for furniture and equipment (F&E) to the construction budget in order to have Scheibel coordinate the installation of the clinical simulation equipment with the electrical contractor and AV contractor to avoid installation conflicts between trades. The \$910,000 budget increase and \$305,881 fund transfer result in the need to increase the contract with Scheibel Construction.

Trustee Webster made a motion to approve the request to increase the not-to-exceed construction contract with Scheibel Construction from \$28,183,118 to \$29,316,944. And to authorize up to \$227,000 to be taken from the December 15, 2022 motion to use fund balance to partially fund the new contract amount. Trustee Lombardi seconded the motion. All were in favor.

Approval to Increase Funding for PE Building Renovation Project

Vice President Comey presented the following information to the trustees:

The PE Building was constructed in 1974. The current renovation is replacing HVAC units, upgrading mechanical systems, upgrading electrical service, and replacing the roof. As with most renovations unforeseen conditions, design issues, and new information have resulted in the need to modify the original scope of work through the Request for Information (RFI) and Change Orders (CO) process. The following CO's have been reviewed by the college's architect and engineering

firm and project management team for justification, cost, and duration and have been recommended for approval.

- Roof Insulation – original product not available due to supply chain issues \$8,691
 - Existing Ductwork – resolving conflicts discovered between new and old ductwork \$3,934
 - Asbestos – testing on old ductwork sealant and material \$ 747
 - Electric Switchgear – increase size of specified switchgear for future electric boiler \$15,056
 - HVAC Piping – hot water piping to new rooftop units, item not in original bid spec \$92,986
- Change Order Amount: \$121,414

Trustee Allen made a motion to approve the change orders for the PE project as presented for a total of \$121,414 and to approve the requested increases to the construction contract with Scheibel Construction from \$4,350,000 to \$4,471,414. Trustee Cox seconded the motion. All were in favor.

Board Chair’s Report

Board Chair Coates welcomed the College of Southern Maryland’s sixth president, Dr. Yolanda Wilson stating that she was off to a wonderful start and there was lots of excitement in the community and many are eager to meet her.

Board Chair Coates reminded the board to participate in the Board Self-Evaluation survey.

Board Chair Coates encouraged the trustees to attend the January 23rd MACC Trustee Leadership Conference.

President’s Report

President Wilson thanked the trustees for their participation in the Winter Retreat facilitated by ACCT facilitator Brad Ebersole. Stating that it was wonderful to get to know the trustees and their commitment to ensuring the college is successful.

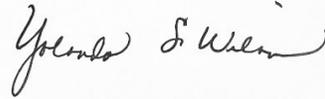
President Wilson shared her positive experience delivering the State of the College to the St. Mary’s County Board of Commissioners. She thanked the trustees for their support and attendance.

President Wilson shared that in future board meetings there will be a report on how the college is using the reserve funds approved at the December 15, 2022 meeting.

Respectfully submitted,



Shawn Coates, Board Chair



Yolanda Wilson, President