

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

June 15, 2023

MINUTES

The Board of Trustees met on June 15, 2023, at 3:30 pm at the Prince Frederick Campus, A Building, Room 119. Board Chair Coates called the meeting to order at 3:33 pm. The following trustees were present: Sonja Cox, Christy Lombardi, Cordelia Postell, Jose Gonzalez, Jay Webster, Pamela Cousins and Kee Abell. Cathy Allen was absent.

Approval of May 18, 2023, Minutes

Trustee Webster made a motion to approve the minutes of May 18, 2023. Trustee Cousins seconded the motion. All were in favor.

Approval of Agenda for June 15, 2023

Trustee Abell made a motion to approve the agenda of June 15, 2023, as presented. Trustee Lombardi 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.

Brand Refresh Report

Associate Vice President McMillon provided an update on the brand concepts that the Hatcher Group is working on for the college. Stating The three visual brand concepts will be based on the data collected from a survey, one-on-one interviews, and focus groups with key CSM stakeholders. The

insights gathered from these discussions will be shared during a future presentation to provide a framework that is inclusive of a variety of perspectives.

Foundation Report

Executive Director Clute provided an overview of the status and activities of the Foundation. The presentation included a 10-year view of net assets, FY 23 highlights, a 10-year view of contributions, the top 25 donors, disbursements including scholarships and programming, new initiatives for FY 23 and future events.

Compensation Study Report

Vice President Patenaude introduced Evergreen Solutions who presented on the compensation study. The presentation included current system findings, market methodology, survey results, and recommendations to include implementation options, determining the best fit, and the final recommendation.

Trustee Gonzalez made a motion to approve the recommendation to increase all salary grades by 5%. Trustee Cox seconded the motion. All were in favor.

Trustee Lombardi made a motion to approve the recommendation to adjust the salary grade assignments of identified positions to align with the external market and ensure that internal equity is balanced within the college. Trustee Abell seconded the motion. All were in favor.

Trustee Abell made a motion to approve the recommendation to adopt the discounted compa-ratio model for determining the placement of employees in the new salary ranges effective July 1, 2023. Trustee Cousins seconded the motion. All were in favor.

Student Resource Center Renovation and Construction, La Plata Campus

Vice President Comey introduced the vision of the Student Resource Center (the renovated Health Technology Building) will serve as a “one stop” destination to ensure effective coordination of student services for new students, current students, and visitors. The Center will connect students to the services and staff who will support them through each step of the enrollment process.

Creating a “one stop” space will facilitate the College’s ability to make personal connections for students early in the enrollment process. Connecting students to these resources as they begin, and throughout their enrollment, will enhance the College’s ability to emphasize persistence/retention and support the College’s Strategic Plan.

Stating the current Facilities Master plan envisions converting the recently vacated Health Technology Building into a contemporary Student Resource Center which will provide students and visitors with a one-stop student services center. The new Center will house Admissions, Advising, Career Services, Student Affairs, Counseling, and Testing. Over the past year and a half, the College has been working with RRMM Architects to turn this vision into a design. The construction drawings and specifications were put out to bid this Spring. While several general contractors expressed an interest, Scheibel Construction was the only company that submitted a bid on the project.

Trustee Postell made a motion to approve a base contract with Scheibel Construction for \$6,109,000 for the renovation and construction of the Student Resource Center on the La Plata Campus. Trustee Cox seconded the motion. All were in favor.

Trustee Abell made a motion to approve change orders for Scheibel Construction of up to \$295,645 for a total of up to \$6,404,645 for the construction and renovation costs associated with the Student Resource Center project. Trustee Postell seconded the motion. All were in favor.

Student Resource Center Architect Construction Administration Services, La Plata Campus

Vice President Comey presented that over the past year and a half, the College has been working with RRMM Architects to turn this vision into a design. As we enter the construction phase the college recommends contract RRMM to provide construction administration services for the project. RRMM would: observe all work to ensure compliance with contract documents, review and approve shop drawings and submittals, prepare supplementary drawings, review, and recommend payments for the contractor, make bi-weekly visits to the construction site, and provide a variety of other services. The Board previously approved an A/E design contract of \$374,019.04 for RRMM. As the firm who designed the renovation, RRMM is best suited to carry out these additional services.

Trustee Webster made a motion to approve a contract with RRMM Architects for \$126,219 for construction administration services for the Student Resource Center Project. Trustee Cousins seconded the motion. All were in favor.

Center for Transportation Lease

Vice President Comey presented that the college has leased a parcel of land on Radio Station Road in La Plata from the County Commissioners of Charles County for several decades. This 25-acre parcel is mostly unbuildable. The college has a classroom/office trailer and a large driving range on the site. The location is predominately used for commercial truck driver training and motorcycle training classes. In a recent review of leases, Charles County staff discovered that they were missing a fully ratified copy of CSM's lease for this parcel. Charles County contacted the college last Fall to discuss the property and to propose a new lease agreement. The new agreement is in keeping with other property leases the County has in place. It maintains the \$1.00 a year payment but shrinks the lease area from the full 25-acre parcel to just the 8.5 acres the College is actively using. The County has shared that it plans to build a maintenance/storage facility on part of the remaining property.

Trustee Lombardi made a motion to approve the lease of 8.5 acres of land located at 5825 Radio Station Road, La Plata, MD from the County Commissioners of Charles County, Maryland for a period of twenty years at a rate of one dollar annually. Trustee Abell seconded the motion. All were in favor.

Executive Coaching

Associate Vice President Flowers-Fields presented that in keeping with Goal #4 in the College of Southern Maryland's (CSM) Institutional Strategic Plan to foster and sustain a high-performing employee culture, the Organizational Development and Learning Institute (ODLI) at CSM has established the Leadership Enhancement Academy (LEA) for current and aspiring leaders.

Further stating, that turnover and succession planning remain a concern for all organizations. Optimizing performance and establishing worker satisfaction are two key objectives of our

Leadership Enhancement Academy initiative. Creating and implementing an effective leadership enhancement program for our employees is essential to our growth and success as an institution. An effective leadership enhancement program not only increases current leadership competency but provides a more visible, systematic way of identifying internal candidates for succession. A robust and dynamic executive coaching program is a critical facet to these efforts. Further explaining the RFP process, the bids, and the recommendation to use a 3-year SkillCycle contract to provide administrative support and collaboration with CSM’s ODLI team.

Trustee Lombardi made a motion to approve a contract with SkillCycle for a 3-year project: 1 year plus 2 optional years for \$242,190. Trustee Postell seconded the motion. All were in favor.

Faculty Promotion Recommendations

Provost Redmond made the following recommendations for faculty promotion:

Faculty Member	Current Rank	Proposed Rank	School
William Johnson	Instructor	Assistant Professor	School of Science and Health
Jeffrey Hunt	Instructor	Assistant Professor	School of Professional and Technical Studies
Judith Moore	Instructor	Assistant Professor	School of Professional and Technical Studies
Rachael Bateman	Assistant Professor	Associate Professor	School of Science and Health
John Delabrer	Assistant Professor	Associate Professor	School of Professional and Technical Studies
Christopher Gransberry	Assistant Professor	Associate Professor	School of Science and Health
Dawn Leukhardt	Assistant Professor	Associate Professor	School of Science and Health
Petita Rentz	Assistant Professor	Associate Professor	School of Science and Health
Ann Stine	Assistant Professor	Associate Professor	School of Professional and Technical Studies
Brian Warnecke	Assistant Professor	Associate Professor	School of Professional and Technical Studies
Byron Brezina	Associate Professor	Professor	School of Professional and Technical Studies
Candi Hume	Associate Professor	Professor	School of Science and Health
Ronda Jacobs	Associate Professor	Professor	School of Professional and Technical Studies

Trustee Postell made a motion to approve the promotion of the faculty to the requested rank as presented. Trustee Abell seconded the motion. All were in favor.

Faculty Emeritus Recommendations

Provost Redmond made the following recommendations for faculty emeritus:

Faculty Member	Discipline	School
Dr. Christine Arnold Lourie	History	School of Liberal Arts
Dr. Maria Bryant	Sociology	School of Liberal Arts
Professor Michelle Simpson	Communications	School of Liberal Arts

Trustee Postell made a motion to approve emeritus status and all the privileges of the emeritus status to the three retired faculty presented today. Trustee Cox seconded the motion. All were in favor.

Bylaw Revision

Trustee Cox made a motion to approve the edits to Article V: Board Meetings and Procedures of the Board Manual as presented. Trustee Abell seconded the motion. All were in favor.

President’s Report

President Wilson thanked all the presenters for this evening’s board meeting.

President Wilson thanked Vice President and Provost Redmond for his recommendations of faculty for promotion and emeritus.

President Wilson shared that Dr. Jacqueline Madry-Taylor will be the interim Vice President for the Division of Learning beginning July 1, 2023, and will remain while the college searches for its next Vice President for the Division of Learning.

President Wilson shared that the college has sent a Request for Proposals to higher education search firms for two Vice President positions: Division of Learning and People, Equity, and Culture.

President Wilson shared that the college would enter a fifth year with Achieving the Dream.

President Wilson shared that the Belk Center will visit in September to engage with stakeholders. President Wilson shared that the college is entering into its third year of the current Strategic Plan and concurrently will begin the process of sunsetting the plan while preparing for the strategic planning process for 2025.

Board Chair's Report

Board Chair Coates asked everyone present to join him for a moment of silence to acknowledge the loss of loved ones of our former president and a trustee.

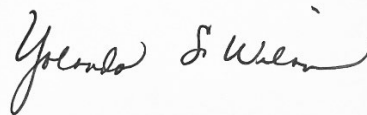
Board Chair Coates thanked everyone for an amazing year highlighting activities including Covid-19, the Presidential Search, the presidential transition stating that this is the best board in the country, and he is honored to serve.

Board Chair Coates reminded all the trustees to consider attending the Association of Community College Trustees Conference in October.

Respectfully submitted,



Shawn Coates, Board Chair



Yolanda Wilson, President