

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

MARCH 24, 2022

MINUTES

The Board of Trustees met on March 24, 2022 at 3:30 p.m. via Zoom and in-person on the Leonardtown Campus, C Building, Room 216. Board Chair Jay Webster called the meeting to order at 3:30 p.m. The following trustees were present: Shawn Coates, Dr. Roache, Cordelia Postell, Christy Lombardi, Jose Gonzalez, Kenneth Abell. Trustee Jones and Trustee Cox were absent.

Chair Webster announced that at the conclusion of the open meeting agenda items this meeting will move into closed session under General Provisions Art. 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 February 24, 2022 Minutes

Dr. Roache made a motion to approve the February 24, 2022 minutes. Trustee Abell seconded the motion. All were in favor.

Approval of March 24, 2022 Agenda

Trustee Postell made a motion to approve the March 24, 2022 agenda. Trustee Lombardi seconded the motion. All were in favor.

Student Government Association

Jennifer Van Cory, Erika Fisher, Student Life Coordinators, along with Michelle Ruble, Dean of Student Life and Athletics introduced Student Life Officers who presented on the activities and experiences offered to students. The presentation highlighted students who successfully completed the Senator Thomas Mike V. Miller Leadership Academy, participated in various community service and team building experiences such as Farming for Hunger, the launch and growth of the Hawk Food Pantries and mobile Hawk Feeder program, Virtual Student Advocacy Day, welcoming back students with the Return of the Hawks events, Spring Fling, Fall Fest, and Party with the President virtual activities during the pandemic, Diversity engagements, Social Justice Days. The Student Government Association (SGA) legacy gift is their year long commitment of distributing \$7,760 SGA funds for scholarships, textbooks, supplies, college store certificates, and technology.

The board thanked the Student Government presenters and were very impressed and delighted in all of the accomplishments, activities, and the creativity of reaching and engaging students during the pandemic.

Hawk Go! Presentation

Professor Shaneeza Kazim presented on the development and status of the Hawk Go! Program. The program is a series of learning management system embedded assignments that extend the new-student orientation into classes. This allows students and professors to talk about strategies for academic success with the goal to reduce the number of drops, withdrawals, and FX grades by 5% in Fall 2021 Term 1. The presentation covered the early screening process, the celebration of the faculty led volunteer group, and the outcomes. 180 instructors were trained, over 2500 students participated and all sections of 19 predetermined courses across eight disciplines. Early indicators show declines in drop and failing rates. When disaggregated by gender there was an increase in the pass and retention rates of male students.

The board thanked Professor Kazim on an informative and impressive presentation and appreciates the efforts and work that faculty and staff gave to ensure students are supported to reach their goals.

March Financial Report

Interim VP Mills presented the March 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 a five-year average comparison, capital project fund, and the grant activities report.

Human Resources and Benefits Update

VP Patenaude introduced Zack Pace, Senior Vice President for CBIZ, who presented on the July 2022 Group Benefits Renewal contract. The presentation included a recap of the July 2021 decisions then moved onto the July 2022 renewal key points and recommendations and year cost projections.

During the presentation the discussion of a time-sensitive stop loss premium rate was discussed. VP Patenaude and Zack Pace made a recommendation to accept the early SunLife offer and stay at \$125 Individual Stop Loss Level which limited the premium increase to 8% or \$50, 000 over the 20221-2022 plan year that is available with an early lock-in decision by 3/30/22.

Trustee Abell made a motion to accept the early lock-in decision with SunLife as presented. Trustee Postell seconded the motion. All were in favor.

Academic and Student Affairs Update

Trustee Postell introduced Provost Redmond who presented on program changes and requested curriculum and instruction approvals. The presentation included changing the Business AS with Business Analyst concentration outcomes to align with industry needs; Computer Engineering AS, Electrical Engineering AS, and Engineering AS changes to update the program description and outcomes to align with career and transfer opportunities; the deletion and addition of specific courses to the Engineering Technology AAS with Electronics area of concentration, Electronics Technology Certificate and Engineering Technology Certificate; the following offerings were

requested for suspension due to low enrollment – Robotics area of concentration in the Engineering Technology AAS, Robotics Technology Certificate, and Robotics Technology LOR.

Trustee Gonzalez inquired about suspension of programs and was assured that these programs could be revived if interest increases. Trustee Abell commented on the forward-looking changes. Both thanked the Provost for his presentation and thoughtfulness.

Trustee Abell made a motion to approve the program changes and requested curriculum and instruction approvals. Trustee Lombardi seconded the motion. All were in favor.

Provost Redmond requested that the board approve the faculty sabbatical request of Mary Beth Klinger. Professor Klinger proposes to research and write a 15-chapter book that defines faculty teaching in various modalities – Hybrid, Hy-Flex, Online, and Face-to-Face post pandemic. The book seeks to provide answers to what the new landscape of education looks like for educators and students.

Trustee Postell made a motion to accept the faculty sabbatical request of Professor Mary Beth Klinger as presented. Dr. Roache seconded the motion. All were in favor.

Audit Committee Update

Interim Vice President Judith Mills and Trustee Gonzalez presented the Audit Committee Report. A presentation on the proposal to provide professional external audit services was made by Clifton Larson Allen, LLP of 1966 Greenspring Drive, Suite 300, Timonium, MD 21093. The proposal is for three fiscal years, beginning June 30, 2022. The proposal submitted has a fixed annual cost of the following: Fiscal 2022 \$91,350; Fiscal 2023 \$93,030; and Fiscal 2024 \$94,710 with to optional years of Fiscal 2025 \$96,360 and Fiscal 2026 \$98,070.

Trustee Gonzalez made a motion to approve the proposal presented by Clifton Larson Allen, LLP of 1966 Greenspring Drive, Suite 300, Timonium, MD 21093 with annual cost Fiscal 2022 \$91,350; Fiscal 2023 \$93,030; and Fiscal 2024 \$94,710 with to optional years of Fiscal 2025 \$96,360 and Fiscal 2026 \$98,070, as presented. Trustee Lombardi seconded the motion. All were in favor.

Policy Discussion

VP Patenaude presented the following board manual policies for discussion: FIS.812 Audit; FIS.813 Auditor Independence; FIS.829 Accounts Receivable and Collection Policy; FIS.826 Internal Audit Controls; FIS.822 Acceptance of Donations- Endowment draft.

The board approved the policies to move forward as an action item at the April board meeting.

President’s Announcements

Dr. Murphy presented the FY 2022 CSM Priorities March update which aligned with the 2021-2024 Institutional Plan. The president explained how all four goals have made progress and continue to advance the mission and direction set by the board of trustees.

Goal 1: Improve Student Progress and Completion

Action	Status
Complete last year of initial Achieving the Dream engagement	Wrapping up Year 3. Last coaches visit May 18-19. Year 4 will have narrower focus.
Revisit St. Mary’s County Early College Academy	No progress with St. Mary’s county Public Schools. Charles County partnership finalized

Goal 2: Ensure Equity in All Programs and Services

Action	Status
Implement \$15.00 minimum wage for all non-exempt employees	Now the standard.
Redesign admissions process	Part HT building redesign. Marketing, Admissions, and Recruitment is finalizing goals for Strategic Enrollment Management Plan.

Goal 3: Build and Sustain the Regional Workforce Pipeline

Action	Status
Add more noncredit to credit stackable credentials to our instructional inventory	In process. Some digital badges developed.
Facilitate Southern Maryland’s designation as a Work Ready Community	Kicked off this summer. # employers in Calvert, 6 employers in Charles, and 4 employers in St. Mary’s have signed on. CSM has also signed on as an employer.

Goal 4: Foster and Sustain a High-Performing Employee Culture

Action	Status
Develop and require communications training for all college leadership director and above	No progress since December. Division of Learning & Student Equity and Success have launched dean training program. PC needs to identify next group to go through similar program.
Revise Human Resources Polices in the Administrative Manual for currency	5 more policies are in the review process. Stale policies have been removed. Recommendations are forthcoming from workgroups on grievance policy.

Other Goal:

Action	Status
Engage Calvert, Charles, and St. Mary’s governments in discussions leading to Memoranda of Understanding for predictable increases to their Maintenance of Effort.	Budget meetings with Calvert and Charles Counties indicate philosophical understanding of the formula. St. Mary’s conversations happen in their budget work sessions.

Board Chair Announcements

Chair Webster reminded the board to check their calendars and to attend any accreditation information sessions.

Chair Webster congratulated Trustee Lombardi on receiving a reappointment to this board from the Governor.

Trustee Lombardi made a motion to adjourn the open session and move into closed session as announced at the beginning of the meeting. Dr. Roache seconded the motion. All were in favor. The meeting adjourned at 5:25 pm.

Respectfully submitted,

Handwritten signature of Jay Webster in cursive script.

Jay Webster, Board Chair

Handwritten signature of Maureen Murphy in cursive script.

Maureen Murphy, President