

COLLEGE OF SOUTHERN MARYLAND

BOARD OF TRUSTEES

September 15, 2022

MINUTES

The Board of Trustees met on September 15, 2022 at 3:30 pm at the La Plata Campus in the BI building, Room 201. Board Chair Shawn Coates called the meeting to order at 3:30 pm. The following trustees were present: Jay Webster, Sonja Cox, Christy Lombardi, Cordelia Postell, Joe Gonzalez, Kee Abell, and Cathy Allen.

Chair Coates welcomed Cathy Allen to the Board of Trustees and congratulated Cordelia Postell on her reappointment to the board.

Introduction of Faculty or Staff

Provost Redmond introduced the following faculty members:

Assistant Professor Chris Ripley, Professional and Technical Studies

Assistant Professor Michael Coffey, History

Assistant Professor Everett Oliver, Biology/Chemistry

Associate Dean/Chair of Science, Andrew Piercy

Approval of July 25, July 27, and August 19 Minutes

Trustee Webster made a motion to approve the minutes of July 25, July 27, and August 19 minutes. Trustee Gonzalez seconded the motion.

Trustee Allen requested an edit to reflect an end of the service period of the Sole Source Contract for the FOX 5 Digital Advertising, to reflect the service period of 7/1/22 – 6/30/23 to the July 25, 2022 minutes.

Trustee Webster made a motion to approve the amended motion of July 25 minutes, and approval of July 27, and August 19 minutes. Trustee Gonzalez seconded the motion. All were in favor.

Approval of September 15, 2022 Agenda

Trustee Lombardi made a motion to approve the September 15, 2022 agenda. Trustee Abell seconded the motion. All were in favor.

Approval of Consent Agenda for September 15, 2022

Trustee Lombardi made a motion to approve the Consent Agenda for September 15, 2022. 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.

Quarterly Grants Report

Vice President Mills presented the quarterly grants report stating that \$1.7M has been awarded since July 2021 for FY2022 and a \$91,000 award for FY2023. There have been 13 awards for FY2022 and 2 awards for FY2023 to date.

Electric Fleet Pilot Year

Vice President Comey gave a presentation to the board that included the college's efforts to embrace environmental sustainability with an overview of the activities and projects that reduce our impact on the environment such as our status as a Bird Campus, a Bee Campus, Butterflies for a Better Bay participant, LEED-Certified Buildings, Water-filling stations, LED light fixtures, and a teleworking policy. He then focused his presentation on the goal to move the college's fleet vehicles to electric/hybrid vehicles. The college has 18 vehicles in the fleet. The proposal focused on four vehicles in the first year and included a projection through the year 2026 that would result in zero ownership and 18 lease agreements of electric/hybrid vehicles. The anticipated results of this movement include reduced fuel costs, reduced maintenance costs, lower cost of ownership, and a continued commitment to environmental sustainability.

Maryland Performance Accountability Report

Associate Vice President Erin Ebersole presented information the college will submit for their participation with the Performance Accountability Report Maryland Public Colleges and Universities. The report includes an update on performance on indicators in each "mission/mandate" area, progress toward meeting the goals applicable to community colleges in the State Plan for Postsecondary Education, a discussion of how well the campuses are serving their communities, complete set of trend data, and benchmarks for each indicator. Three reports are made up of six sections: student and institutional characteristics (not benchmarked), access, success, innovation, degree progress, and a narrative report.

Positive Key Findings include: 11 out of 14 benchmarks were met: percentage of students enrolled part-time decreased, first-time credit students with developmental education needs decreased, credit students receiving any financial aid increased, credit students receiving Pell grants increased, market share of recent, college-bound high school graduates increased, enrollment in continuing professional education leading to government or industry required certification or licensure annual course enrollments increased, percentage of nonwhite credit enrollment increased, percentage of nonwhite continuing education enrollment increased, percentage minorities of full-time faculty increased, Hispanic graduation-transfer rate after four years increased, annual unduplicated headcount in English for Speakers of Other Languages ESOL courses remains high (twice that of 2019), associate degrees and credit certificates increased, first-year GPA of 2.0 or above at transfer institution increased, NCLEX-RN pass rate increased, NCLEX-LPN pass rate increased, and the median annualized income three-years after graduation increased.

Challenging key findings include: credit and continuing education unduplicated headcount decreased, market-share of first-time, full-time freshman decreased, market-share of part-time undergraduates decreased, fall-to-fall retention for all students decreased, fall-to-fall retention for Pell grant recipients decreased, successful-persister rate after four years decreased for college-ready students, developmental completers, all students in cohort, White only, Black/African American only, Hispanic/Latino. Graduation-transfer rate after four years decreased for college-ready, developmental completers, all students in cohort, Black-African American only, and graduate transfers within one year decreased.

The Maryland Higher Education Commission will consolidate all 16 community college reports into one report and share in January 2023.

Motion to approve the Maryland Performance Accountability Report

Trustee Cox made a motion to approve the Maryland Performance Accountability Report as presented. Trustee Abell seconded the motion. All were in favor.

Audit Committee Report

Trustee Lombardi shared that the committee reviewed the FY22 Audit Report, received an IT update that resulted in the college receiving a security scorecard A category rating, which ranks at or above industry benchmarks, and they reviewed the audit dates and agenda for FY23.

Trustee Lombardi then invited consultants from CliftonLarsonAllen (CLA) to present the Financial Audit Report.

Financial Audit Report

CLA reported on the Audit of the Financial Statements with the following review of Opinion (Post SAS134):

We have audited the accompanying financial statements of the business-type activities, the discretely presented component unit, and the aggregate remaining fund information of the College of Southern Maryland (the College), as of and for the year

ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, the discretely presented component unit, and the aggregate remaining fund information of the College, as of June 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Trustee Lombardi made a motion to approve the Audit Report as presented. Trustee Abell seconded the motion. All were in favor.

Human Resources and Benefits Committee Report

Trustee Cox shared that the committee reviewed the Workers' Compensation Insurance renewal, reviewed the charter and had no changes recommended, and discussed future topic and agenda items.

Workers' Compensation Insurance

Trustee Cox presented that the college obtained two proposals for the period from October 1, 2022 to September 30, 2023. It is recommended that the board move for the approval of the proposal offered by Travelers Property Casualty Company for workers' compensation insurance for the period from October 1, 2022 to September 30, 2023 in the amount of \$92, 544.00 subject to audit.

Trustee Gonzalez made a motion to approve the Workers Compensation Insurance Renewal with Travelers Property Casualty Company as presented. Trustee Webster seconded the motion. All were in favor.

Approval of Professor Emeritus

President Murphy representing herself and the Faculty Senate Executive Board requested that the board approve Professor Emeritus status to Carolin McManus, a dearly beloved professor who passed away unexpectedly and whose loss is deeply felt by faculty, students, staff, and community members.

Her presentation to the board provided the following background and context:

On August 17, 1992, Professor Carolin McManus began teaching English at Charles County Community College in the trailer at Great Mills. During her 30-year tenure with us, she created a Cultural Studies program and launched Travel Study taking numerous trips with students to Puerto Rico and Belize. She was recognized by her peers at CSM, receiving the Faculty

Excellence Award, and nationally by the American Association of Community College Trustees as the 2006 Northeast Regional Faculty member.

Her career and her entire life were filled with passion, a passion which fueled student learning both inside and outside the classroom. Her classes were lively, and out of class she organized drives to send gift boxes to members of the military serving abroad.

She also became an admired shipwreck diver, exploring the downed submarines near Piney Point and in the Chesapeake Bay with the Institute of Maritime History. Carolin had joined the Battle of the Atlantic Research and Expedition Group (BAREG) in 2020 where she was a significant contributor to maritime history through her underwater archeology.

We lost Carolin McManus on July 27, 2022 in a diving accident while performing underwater archeology work for BAREG on the sunken SS PLM 27 off the coast of Newfoundland, and the entire college grieves her loss.

Professor McManus excelled as a teacher and mentor, as a colleague and friend, and mostly as an example of how to live. This request, to award Professor Emeritus status posthumously, is the first in

the history of the College of Southern Maryland, yet given that Professor McManus' contributions to the college was never short of meritorious, it seems fitting.

Letters of support from the former Faculty Senate President, Dr. Sarah Merranko, and our longest serving faculty member, Professor Paul Billeter, are included in this packet; further, on August 17, 2022, the entire faculty voted unanimously to support that Professor Carolin McManus be awarded Professor Emeritus posthumously.

I concur with the faculty and recommend without reservation that the Board of Trustee approve the request to grant Professor Emeritus status to Professor Carolin McManus.

Trustee Abell made a motion to approve Professor Emeritus status to Professor Carolin McManus. Trustee Lombardi seconded the motion. All were in favor.

Approval of Proclamations

President Murphy asked the Board of Trustees to approve a proclamation for former Trustee Samuel L. Jones stating:

WHEREAS, Samuel L. Jones, served on the College of Southern Maryland Board of Trustees from 2013 until April, 2022; and

WHEREAS, Samuel L. Jones served on several subcommittees of the Board of Trustees, including as Chair of the Audit Committee; and a member of both the Academic and Student Affairs, and Nominating Committee; and

WHEREAS, Samuel L. Jones provided insight, intelligence, and humor at all encounters,

RESOLVED, that the College of Southern Maryland Board of Trustees mourns the loss of Samuel L. Jones, and thanks him posthumously for his service,

RESOLVED, that a copy of this resolution be placed in the minutes of the September 15, 2022 College of Southern Maryland Board of Trustees.

Trustee Webster made a motion to approve the Proclamation of Samuel L. Jones. Trustee Gonzalez seconded the motion. All were in favor.

President Murphy asked the Board of Trustees to approve the proclamation for former Trustee Dr. John w. Roache stating:

WHEREAS, Dr. John W. Roache, served on the College of Southern Maryland Board of Trustees from 2013 until April, 2022; and

WHEREAS, Dr. John W. Roache served on several subcommittees of the Board of Trustees, including as Chair of the Human Resources and Benefits Committee; and a member of both the Academic and Student Affairs, and Nominating Committee; and

WHEREAS, Dr. John W. Roache was a relentless advocate for the College of Southern Maryland in St. Mary’s County, reminding often the county Commissioners of the importance of the College,

RESOLVED, that the College of Southern Maryland Board of Trustees lauds, Dr. John W. Roache for his service, and

RESOLVED, that a copy of this resolution be placed in the minutes of the September 15, 2022 College of Southern Maryland Board of Trustees.

Trustee Allen made a motion to approve the Proclamation of Dr. John W. Roache. Trustee Cox seconded the motion. All were in favor.

President’s Report

President Murphy provided an update on the FY 2023 CSM Priorities:

From Institutional Strategic Plan 2021-2024: Goal 1:

Improve Student Progress and Completion

Action	Status
Launch Year 4 of Achieving the Dream	Initiated. Co-chairs appointed.
Expand Early College programs	Discussions are underway in Charles regarding expansion and St. Mary’s for reengagement. Calvert superintendent has just arrived.

Goal 2: Ensure Equity in All Programs and Services

Action	Status
Support programming work of the Distinguished Professor of Equity in Education	Launched at Convocation and Faculty Opening Session
Support Equity and Inclusion Council work on deterring bias in software	Governance councils are planning initial meetings.

Goal 3: Build and Sustain the Regional Workforce Pipeline

Action	Status
Scale the Work-based Learning pilot	Goal this year is 15 employers with 40-50 placements. 15 interested students to date.
Continue work to support Southern Maryland's designation as a Work Ready Community	

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

Action	Status
Continue review and revision process for the Administrative Manual	About 7 policies will be sent to the College-Wide Council for review
Conduct compensation review for staff and administrators and faculty	RFP is being released for staff/administrator reviews
Assess and retool Human Resources Department	In process

Other Goals:

Action	Status
Implement face-to-face advocacy strategy in concert with Board of Trustees	Legislative Breakfast scheduled for November 30
Finalize budget for counties in advance of arrival of new president	Budget development calendar set
Prepare State of the College in a manner to accommodate the new president	Not yet begun
Prepare transitional documents for new president	In process
Shepherd the Middle States Self-Study process	In process

Board Chair's Report

Chair Coates thanked the trustees for their service and reminded them of their committee assignments for FY23.

Chair Coates provided a board update on the status of the presidential transition. Sharing that Phases one and two have been successfully completed and we have entered into Phase three which is the selection and evaluation of candidates. The search committee is currently engaged in activities to determine semi-finalists to be interviewed, once that has happened, the committee will then recommend final candidates to the Board of Trustees in October.

Chair Coates also encouraged trustees to check Board Docs for calendar appointments and board resources and to be mindful of opportunities to represent the college at

public events.

Trustee Allen made a motion to adjourn the meeting. Trustee Webster seconded the motion. All were in favor. The meeting adjourned at 4:53 pm.

Respectfully submitted,



Shawn Coates
Board Chair



Maureen Murphy, PhD
President