The Friday Report is entering a new era!

Starting July 6, The Friday Report will become a new interactive website where all staff and faculty are invited to share news about what’s happening in their offices or departments. Submit anytime at www.hawk.csmd.edu/fr/

Why the change?

Once a one-page printed document, The Friday Report has grown into a multi-page PDF that requires increasingly more time and effort that can be directed toward other projects to support enrollment and retention.

This new format will deliver information more effectively and efficiently. Key to this will be each department and office taking the responsibility of communicating their own news with the rest of the college. We hope that a new format will make The Friday Report more timely and more interactive.

What is changing?

● All employees will continue to receive an Everyone E-mail each Friday with a digest of articles submitted to The Friday Report that week.
● NEW: All employees will receive an Everyone E-mail each Thursday that provides a digest of the news releases distributed that week through the CSM Online Newsroom. These articles will no longer be included in The Friday Report.
● NEW: Employees will submit articles to The Friday Report using the online form at www.hawk.csmd.edu/fr/index.php/submit. E-mails will not be accepted.
● NEW: Employees can easily search The Friday Report and its archives on The Friday Report website. Archives from June 29, 2018 and older are available as PDFs at www.hawk.csmd.edu/publications&photos/FridayReport/archive/.

New Features

● COMMENTING: All employees are welcome to comment on posts. Notifications that comments have been posted will go to the original article author. Please remember when posting that you are signed in with your my.CSMD account and your comments are viewable to all CSM employees.
● CALENDAR: Post your internal CSM community events.
● HAWKS HANGOUT: Post shout-outs for the CSM community to share, congratulate fellow employees, or express sympathy regarding personal life events.

How do I submit an article?

All CSM faculty and staff are invited to submit notices, calendar listings, articles, or new training information using the online submission form at www.hawk.csmd.edu/fr/. Articles can be submitted at any time. To be included in the Friday e-mail notification, articles are due no later than Thursday at 2 p.m.

When submitting article requests, please remember to use the CSM Writing Style Guide at www.hawk.csmd.edu/mar/doc/styleguide.pdf. This includes the standards used in all CSM materials to reference college campuses, buildings, titles for employees, dates, times, etc. Please note that flyers or other forms of published matter are not appropriate submissions. Please be sure to submit your request in an article format.

For more information and FAQs, visit www.hawk.csmd.edu/fr/index.php/help-and-faqs/.
The four campuses at CSM have always featured beautiful landscaping—carefully tended flowers, shrubs, and other greenery. As a newly certified affiliate of the Bee Campus USA Program, however, CSM is being more intentional about what makes up that landscaping.

It’s all about creating a pollinator-friendly environment, said Biology Professor Paul Billeter, who instigated the college’s effort to participate in the Bee Campus program. The college wants to foster habitat that encourages pollinator diversity and abundance—bees, butterflies, and other helpful insects, as well as birds and bats.

To replenish this kind of habitat in the region, native species like bee balm and butterfly weed are being planted at the La Plata Campus. Golden Alexanders and lyre leaf sage are planned for the Leonardtown Campus this fall. New plantings are still being researched at the Regional Hughesville Campus, and the Prince Frederick Campus now features the largest new variety, including bee balm, lemon balm, calendula, black-eyed Susan, spirea, tansy, sweet Williams, carpet roses, dianthus, coreopsis, oregano, fall asters, tall phlox, oak leaf hydrangea, geranium, candy tuft, sedums, French lavender, and milkweed.

The college community got on board very quickly with the idea of supporting pollinators, led largely by the Biological and Physical Sciences Division and the Environmental Sustainability Committee, which is headed by Vice President of Financial and Administrative Services Tony Jernigan.

At the end of 2017, Billeter was researching insects to update a zoology lecture and found the Bee Campus USA website. Billeter approached Biological and Physical Sciences Chair Jean Russ and Division of Academic Affairs Vice President Dr. Eileen Abel about the idea of participating in the program, and they agreed. Billeter then contacted Sam Droge, one of Maryland’s most active bee researchers and a member of Bee Campus Advisory Board. He was in Chile doing research, but he contacted Billeter the first week of January. CSM formed a committee of faculty, staff, administrators, and students that devised a plan and applied for membership. In early April, Washington College in Chestertown and CSM’s four campuses were the first Maryland colleges to join Bee Campus USA.

“The immediate reason for the college’s involvement is that reversing long-term human impacts and restoring degraded local ecosystems is important to us,” said Billeter. "On a different scale, two of the major requirements of participation in the program are planting pollinator-friendly gardens and educating the public. Gardening is the No. 1 hobby in the USA, and CSM is an important center of education in Southern Maryland."

"Imperiled pollinators are responsible for the reproduction of ninety-percent of the world’s wild plant and tree species,” said Bee Campus USA director Phyllis Stiles. “CSM is a stellar example of the influence educational institutions can have on their students and the broader community. Their talented faculty, staff and students offer an invaluable resource for Southern Maryland residents in seeking ways to manage ornamental landscapes in more wildlife-friendly ways.”

CSM’s Bee Campus USA plan includes the planting of native, pollinator-friendly plants, and a least-toxic integrated pest management plan, along with ideas for awareness events and student service-learning projects enhancing pollinator habitats.

The college’s planting blitz is being made possible, in part, by $1,000 provided by the college. Community partnerships have also assisted in this new focus, and the college community has been tapping those with green thumbs for assistance.

For instance, at the Prince Frederick Campus, milkweed was grown from seed in the lab by Assistant Professor Lori Crocker’s students. “Lori and her students also helped to plant the original garden,” said Student Success Coordinator Laura Robins. “A small assortment of wildflowers are [being incorporated in the campus’] landscaping, too, grown by the ladies in the front office — Office Manager Benita Sneade, Administrative Office Assistant Carol Ward, and Administrative Office Assistant Marcia Kent. Vicki Geneva of the Calvert Garden Club donated several plants, and the general garden club donated some bee balm. Building and Grounds Technician Steve Kegley has tirelessly dug holes, dug up ivy, assembled a garden tool kit, set up a hose and sprinkler, and tends the garden almost every day.”

For additional funding, “we are applying for grants from several sources, and the CSM Foundation is accepting contributions designated for CSM Bee Campus USA and also accepting contributions of plants and gardening supplies that can be considered in-kind contributions,” Billeter said.

In the spirit of CSM’s efforts to be as bee-friendly as possible, CSM Art Professor George Bedell is creating bee habitats that are designed to also be outdoor campus sculptures.

For information about the Bee Campus USA program and application process, visit http://www.beecityusa.org/application-campus.html.

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MD Judiciary (Department Of Juvenile And Family Services)

Amount of Request: $30,000
Funding Period: July 1,2018 – June 30, 2019
Project Title: Charles County Community Mediation Center

Funds will be used to continue to build out a new practice started in 2017. Community Mediation is an initiative of Charles County Community Mediation Center. The main purpose of the Center is to provide education on conflict resolution and no-cost mediation and facilitation to the residents of Charles County.

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Grant Update
Save the Date | 27th Annual CSM Foundation Golf Classic Scheduled for August 9

Get your clubs ready for a great day of fun on the links—all for a great cause! Join the CSM Foundation and Grand Tournament Sponsor, Marrick Homes, at our 27th Annual Golf Classic. This year is a milestone for CSM as we celebrate the 60th anniversary of the college.

Our tournament is a signature event raising more than $1 million for our students and programs. This year’s tournament proceeds will support scholarships for CSM credit and workforce development students, as well as CSM Athletics programs. Back again this year are Sip and Swing and Alumni Row components presented by the CSM Alumni and Friends Connection!

We hope that we can count on your support. Register today as a sponsor or golfer and help make an IMPACT in our community and in the lives of our students. Faculty and staff can golf at a discounted rate of $125.

The deadline for sponsorships and registration is July 28. Visit https://foundation.csmd.edu/news-events/golf-classic for complete details and to register today.

REMEMBER TO MARK YOUR CALENDARS!

2018 ALL-COLLEGE CONVOCATION

August 17, 2018 | 8 a.m. - 11:30 a.m. | FY18 Employee Recognition and Awards + More

All CSM campus administrative offices and services will be closed until 12:30 p.m. on Friday, August 17, to allow all staff and full-time faculty an opportunity to celebrate team efforts and learn about the college’s strategic focus for the upcoming year. Supervisors and units should plan ahead for being out of the office for this mandatory event.

LA PLATA CAMPUS SERVICE PROJECT

August 24 and 25, 2018 | Backpacks for Charles County School Kids (in partnership with the Children’s Aid Society)

CSM is excited to partner, once again, with the Children’s Aid Society of Charles County to stuff approximately 1,500 backpacks and serve as the distribution site to help students and their families prepare for the upcoming school year.

For complete details and to sign up for a volunteer time slot, go to https://my.csmd.edu/hawk/convocation/.

Price Increase on Pepsi Products

Beginning July 1, 2018, per our contract, Pepsi will be initiating a $0.25 price increase on the following items:

- Carbonated Soft Drinks and Aquafina $1.75
- Starbucks Frappuccino $3.25
- Gatorade $2.00
- Kickstart $2.00

If you have any questions, please contact Marcy Gannon, ext. 7560.

Come See what the Regional Hughesville Campus Has to Offer

The college’s Regional Hughesville Campus will hold an open house, July 28, 10 a.m. - 2 p.m. in the CT Building, where visitors can tour the facility and learn more about the college’s trades programs and credit programs, in addition to information about financial aid, transportation programs, business and technology programs, and health sciences programs. The event is free and open to the public.
## Faculty/Staff Updates

### New Hires:
- **Mark Powers**
  - Public Safety Officer
  - Public Safety and Preparedness
  - June 25, 2018, ext: 7888

### Departure:
- **Ryan Satterfield**
  - Administrative Specialist - MDE
  - Maryland Center for Environmental Training
  - June 29, 2018

### Retirements:
- **Patrick Allen**
  - Chair, Professor
  - Social Sciences and Public Services
  - June 22, 2018

- **Janice Bonham**
  - Professor
  - Health Sciences
  - June 15, 2018

- **Bonnie Harrison**
  - Professor
  - Business and Technology, Prince Frederick Campus
  - June 15, 2018

- **Mary Gutowski**
  - Lead Advisor/Assessor for NEDP Program, part-time
  - Adult and Community Education, Prince Frederick Campus
  - July 1, 2018

- **Joel Kinison**
  - Instructional Technology Coordinator
  - Distance Learning and Faculty Development
  - July 1, 2018

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### Pre-Age 65 Retiree Health Benefits Change
On May 24, 2018, the CSM Board of Trustees voted to allow employees eligible for pre-65 retirement medical benefits, and hired prior to October 1, 2015 with less than 25 years of service, to pay 30 percent of the monthly premium instead of the monthly premium based on the previous schedule of years between July 1, 2018 and July 2, 2020.

The HRD policy has been updated to reflect this change: https://www.csmd.edu/Assets/Faculty-and-Staff/AdminManual/HR-4070%20Health%20Plan%20and%20Other%20Employee%20Insurance%20Programs%20FINAL%206-2018.doc

Contact Pam Starkey in Human Resources at pams@csmd.edu or at ext. 7895 if you have any questions.

### Tuition Reimbursement Deadline for Fall 2018 Semester
July 16 is the deadline for submitting your tuition reimbursement request form for the upcoming FY19 Fall 2018 Semester.

Eligible employees are those covered by the college’s retirement system. Tuition reimbursement is for credit courses not offered or available at CSM.

It is awarded upon the successful completion of pre-approved courses at approved institutions and is contingent upon the availability of funds.

Audited and non-credit courses, as well as books and fees, do not qualify for reimbursement. The maximum allowed credits per fiscal year are 12 graduate credits and 15 undergraduate credits.

Visit HRD’s intranet page for a copy of the tuition reimbursement request form.

For more information, refer to policy HR 4160 in the Administrative Manual, or contact Pam Starkey in Human Resources at pams@csmd.edu or at ext. 7895.

### Do You Participate in CSM’s Medical Benefits Plan?
Effective July 1, 2018, the college’s pharmacy benefit services will continue to be provided by CVS/Caremark. However, the administration will be handled by RxBenefits, Inc. instead of CareFirst Administrators. Due to this change, new ID cards have been issued separately by CVS/Caremark.

Please make sure to provide this new pharmacy ID card to your pharmacist. For additional information, please reference the Welcome Letter and Summary of Benefits.

New ID cards were also being sent by Carefirst and should be presented to your providers, beginning on July 1, 2018.

Contact Pam Starkey in Human Resources at pams@csmd.edu or at ext. 7895.

If you have any questions, please contact Pam Starkey, ext. 7895, Mary Johnson, ext. 4713, or Ivan Smith, ext. 7724, in Human Resources/Payroll Services.
SPOTLIGHT ON TRAINING

Upcoming Technical Training

Registration is available through Employee Online Services. Visit [http://info.csmd.edu/Training/technical](http://info.csmd.edu/Training/technical), the Technical Training home page, and watch a tutorial which tells you all about how you can manage your registrations, search for classes, review course descriptions, and view your schedule and training transcript. Additional training information is also available via the web site. Contact Wendy Cleary (ext. 7610, wendye@csmd.edu) with questions.

Summer online course sections are open for registration; course work should be completed by August 15.

IMT-1075 GroupWise Rules – July 11, 9 a.m. – 12 p.m., ST129**

CROA Talk – July 16, 2 – 3 p.m., ST145
If you are a student and had already completed requirements for a certificate, but didn't know it, wouldn't it be a nice surprise to find that out? And, have that added to your credentials? Looks great on a resume, right? What if there was an easy way for CSM to identify these 'completers'? Well there is!! Come to the next CROA Talk session to learn how con ed and credit developed CROA reports can be used to quickly identify these students. No more sorting through several sources to verify completion, or running individual degree audit reports to evaluate each student. Staff from credit and con ed will explain the tedious process used to identify completers prior to using CROA reports. We'll also take a look at these reports and what they provide. Perhaps you have a manual process in your area that CROA can eliminate? Join us for this mid-summer look at how CROA might be able to help you. Please add this CROA Talk to your calendar (no registration required). Afternoon treats will be provided! Remote participation via Zoom available (Meeting ID: 810 664 620).

IMT-1035 Technology Services Overview – July 18, 2:30 – 4 p.m., ST129**
IMT-1171 CSM Phone & Voicemail Basics – July 25, 2 – 4:30 p.m., ST129**

** Remote attendance via Zoom available.

Colleague UI5 Resource Page Available! A resource page has been created on the Technical Training web site to assist in the transition as you begin using UI5. This page provides links to Ellucian developed resources, a tour and our Colleague accounts. Take a look [http://info.csmd.edu/Training/technical/ui5.html](http://info.csmd.edu/Training/technical/ui5.html).

Fiscal Year Closing Reminders

It is time for our fiscal year-end closing. The Financial and Administrative Services closing procedures will be completed after the June 30th financial ledgers have been closed. In preparation of the fiscal year-end closing, it is extremely important that everyone adheres to the deadlines. These deadlines ensure that the college receives its goods and services by the year-end closing, and allows DFS to efficiently close the fiscal year on time. As a reminder for upcoming deadlines, DFS will post information in The Friday Report. For a more detailed description, please refer to the memorandum sent from the Budget Office on March 22, 2018.

UPCOMING DEADLINE(S)

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Your attention, cooperation and patience in accomplishing the many tasks to achieve a successful closing of CSM’s fiscal year 2018 are sincerely appreciated. If you have questions, please contact ext. 4712.
Chautauqua 2018: Seeking Justice

“Justice cannot be for one side alone, but must be for both.”
- Eleanor Roosevelt

With these words, Eleanor Roosevelt asked a complicated question: “what is justice?” Throughout 2018, Maryland Humanities is engaging with this challenging notion. For our 24th season, we celebrate the contributions to the search for justice by bringing three historical activists to life on the Chautauqua stage.

Chautauqua 2018 honors a continuing search for justice with three characters: Frederick Douglass, an abolitionist and orator; Eleanor Roosevelt, a first lady and human rights advocate; and Thurgood Marshall, a civil rights activist and first African American Supreme Court Justice.

All performances will begin at 6:45 p.m. and will be held in the Fine Arts Center Theatre. All performances are free.

Frederick Douglass: Tuesday, July 10, 2018
Eleanor Roosevelt: Wednesday, July 11, 2018
Thurgood Marshall: Thursday, July 12, 2018

Chautauqua is presented by Maryland Humanities in partnership with College of Southern Maryland with support from Old Line Bank.

For information on Chautauqua, visit www.mdhumanities.org/programs/chautauqua/