

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**November 17, 2022**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, November 17, 2022 at 3:00 p.m. in the Todd Performing Arts Center at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland, and via Zoom video conference. Chair Bob Grace called the meeting to order.

**ATTENDANCE**

Mr. Bob Grace, Dr. Blenda Armistead, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Nash McMahan, Mr. Mike Mulligan, and Ms. Mary Dennard-Turner were present. Absent were Mr. Chris Garvey, Mr. Milton Nagel, and Ms. Brenda Shorter. Dr. Clifford Coppersmith and Ms. Latellya Stewart were also present.

**ADDITIONS/CHANGES TO THE AGENDA**

None.

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

On a **MOTION** by Mr. Reza Jafari, seconded by Ms. Victoria Jackson-Stanley and carried unanimously, the Board approved the following consent agenda item:

Approval of Minutes - The minutes of the September 22, 2022 meeting

Approval of Minutes - The minutes of September 22, 2022 closed session meeting

**PRESIDENT'S REPORT**

Mr. Bob Grace read the obituary of Ms. Donna Pletzer who recently passed away. She was a long time dedicated employee of the college. She had been with the college for more than 30 years. A moment of silence was held for Ms. Pletzer.

Dr. Coppersmith reported he and several trustees attended the ACCT Leadership Conference: "Improving the Lives of Entire Families". The conference was held in New York City, NY on October 26<sup>th</sup> - 29<sup>th</sup>. Dr. Coppersmith and Ms. Smith met with the five county managers. Dr. Coppersmith expressed his gratefulness for the support of our county managers. All counties have a tentative date set to meet in the Spring. The College and Foundation audits are immaculate, thanks to Ms. Smith's leadership. They received high recommendation for the handling of HERF funds.

Dr. Coppersmith spoke of mission moments. Mr. Robby Sheehan is an alum of Chesapeake College. He started here with Dr. Midcap as his mentor. He later went on Salisbury University to received his Bachelor's degree and then to University of Pennsylvania for his Masters. Currently working at BBSI, as the Area Manager. He wanted to attend an Ivy League college but decided to start here at Chesapeake.

A nursing graduate of Chesapeake, Ms. Alexa Blazejak attended the Presidents Circle event that was hosted by the Advancement office. She is currently a medical surgery nurse at the University of Maryland Shore Medical Center at Easton. At the event, she met Mr. John DeLuca, as she was in the CNA program, the program that Mr. DeLuca funded. Ms. Lareese Jackson was a peer mentor and a work-study student for TRIO while attending Chesapeake. She is currently now a full time employee here at the College for the TRIO program as the administrative associate. She came to Chesapeake and overcame many personal barriers. She wanted to return to help other students like herself. Ms. Da'Chell attended the Chesapeake Forum that was hosted by Ms. Linda Earls and Chesapeake Forum. Ms. Haines is the mother of four, while taking classes here at the College four days a week. She was also working two jobs and was able to be on the Dean's List.

Dr. Coppersmith announced he participated in the 2022 Dance with the Stars at Kent and Queen Anne's. It was a great event and the college was well represented with several trustees attending. We may possibly sponsor a table at next year's event.

### **STUDENT GOVERNMENT ASSOCIATION REPORT**

Ms. Mikayla Seltzer reported she is a first year student here at the college and is the acting president for SGA. She is a Liberal Arts & Sciences major with a focus in agriculture. The purpose of SGA is to advocate for students and be the voice for students to the administration. The SGA advisors are Dr. LaSalla Hall and Ms. Allie Silver. She will be attend the monthly POINT meeting on Monday. This is a meeting of student organization presidents. There will be a student organization fair on January 25<sup>th</sup> and 26<sup>th</sup> from 10:00AM – 3:00PM. The SGA hosted a town hall with light refreshments and they raffled off two Samsung tablets. Some of the topics of discussion at the town hall were: the Involvement of Hispanic and Latino students, a shadow day for nursing students, more events to meet people, finding ways to announce events more effectively, and SGA scholarships.

### **FINANCE AND FACILITIES**

Dr. Armistead reported that the following items presented for action, were reviewed at the committee meeting held via Zoom on Wednesday, November 9, 2022 at 8:00 a.m.

All members of the committee were present at the meeting except for Mr. Nash McMahan.

#### **Action Item**

#### **Program Approval – Voluntary Retirement Incentive Program FY23**

The College would like to offer a voluntary Retirement Incentive Program in coordination with our FY2024 budget planning process. The program was offered several years ago. Faculty and staff who meet either of the two criteria by December 31, 2023 will be eligible. The criteria are faculty and staff must be at least 65 years of age, with at least 15 years of service with the College, or any age with at least 15 years of service to the College, provided that the employee's age and years of service together total at least 90 ("Rule of 90"). The cost of this program would come the fund balance to cover the necessary fiscal year expense.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved the FY23 Voluntary Retirement Incentive Program.

**Action Item**

Award of Contract for Employee Benefits Broker RFP

The College advertised an RFP for an Employee Benefits Brokerage Consulting Services, seven firms attended, eleven bids were submitted and three firms were selected for interviews.

The Broker of Record letter to PSA Insurance and Financial Services for a base period of five years beginning January 1, 2023 with two annual options to renew at a cost not to exceed \$70,485 per year during the option period.

On a **MOTION** by Dr. Armistead, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of contract to PSA Insurance and Financial Services of Hunt Valley, Maryland in an amount not to exceed \$334,350 for 2023-2027.

**Action Item**

Award of Contract for TRANE – Caroline Water to Water Replacement

The water to water units that supplies service to the second floor of the Caroline Center building has failed and needs to be replaced. These units across campus has had multiple compressor and control issues over the past few years. Parts have become obsolete, due to their age and new technologies now available.

On a **MOTION** by Dr. Armistead, seconded by Mr. Mulligan and carried unanimously, the Board approved the award of contract for the installation and startup for anew water to water unit in the Caroline building to Trane Building Services in the amount not to exceed \$46,493.00.

PKS Audit Presentation

Ms. Ashley Stern and Mr. Ryan Taylor presented the audit report the board. The college received an unmodified opinion, which is the highest level opinion a CPA can give. In the management letter there was one recommendation – Reevaluate the college’s fixed asset capitalization policy and consider increasing the capitalization threshold related to capital assets.

Ms. Stern thanked the board and staff for their assistance provided throughout the audit. Thanks to Ms. Karen Smith, Ms. Tracy Brinckerhoff and Dr. Cliff Coppersmith for handling everything with a smile. Mr. Bob Grace also thanked everyone for their help with the audit.

**GOVERNANCE & HUMAN RESOURCES**

**Action Item**

Bylaws

Bylaws were amended from the last meeting to change for contacts approvals from current level of \$25,000 to \$50,000.

On a **MOTION** by Mr. Mulligan, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the amendments to the Board of Trustees Bylaws as presented.

## **PROGRAMS, PLANNING AND OUTREACH**

### **Action Item**

#### **Program Termination AAS 650**

Dr. Dave Harper reported that Academic Programs & Curriculum Committee and Faculty Assembly both voted to terminate the AAS 650 Hotel and Resort Management program due to low enrollment for the last five years. The College continues to provide hospitality programming and industry support through collaboration with Queen Anne's County for CTE culinary offerings, non-credit hospitality programming, and updated "themed entertainment".

On a **MOTION** by Mr. Mulligan, seconded by Dr. Armistead and carried unanimously, the Board approved the termination of the AAS 650 Hotel Resort Management program.

## **COLLEGE REPORTS**

### **Faculty Assembly**

Mr. David Timms, Faculty Assembly Chair, reported that faculty are looking forward to next week for the holiday break. A recent luncheon was held with retired Professionals, at the Bridging the Generational Gap Lunch. Our welding students constructed two eight feet lion frames for the use in floral design by Intrigue Designs.

### **Staff Assembly (StARs)**

Ms. Sharon Dove, the Staff Assembly rep, reported they hosted a Thanksgiving lunch for all faculty and staff. One hundred and forty four staff and faculty were served, which included both full-time and part-time employees. Their next meeting will be in January.

## **TRUSTEES REPORT**

Mr. Bob Grace reported he went on the tour of the Public Safety building. Mr. Grace also thanked those who went to ACCT Conference. He also thanked all who gave their time during the year.

## **CLOSED SESSION**

On a **MOTION** by Mr. Reza Jafari, seconded by Mr. Nash McMahan and carried unanimously, the Board entered into a closed session in accordance with Md. Code, General Provisions Article § 3-305(b)(1), to discuss a personnel matter.

## **OUT OF CLOSED SESSION**

On a **MOTION** by Mr. Mulligan, seconded by Mr. Jafari and carried unanimously, the Board adjourned closed session at 4:32 p.m.

## **ACTION FROM CLOSED SESSION**

In closed session, the Board of Trustees discussed an employee contract.

## **ADJOURNMENT**

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Mulligan and carried unanimously, the meeting was adjourned at 4:33 p.m.

Approved December 12, 2022

[Redacted Signature]

Latellya Stéwart, Acting Assistant Secretary to the Board

[Redacted Signature]

APPROVED:

Bob Grace, Chair

DATE: 12/14/22