

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**January 27, 2022**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, January 27, 2022 at 3:00 p.m. via Zoom video conference. Vice Chair Bob Grace called the meeting to order.

**ATTENDANCE**

Mr. Chris Garvey, Mr. Bob Grace, Dr. Blenda Armistead, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Nash McMahan, Mr. Mike Mulligan, Mr. Milton Nagel, Ms. Brenda Shorter, and Ms. Mary Dennard-Turner were present. None was absent. Dr. Clifford Coppersmith and Ms. Kate Maxwell were also present.

**ADDITIONS/CHANGES TO THE AGENDA**

None.

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. McMahan, and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes:

- a. December 15, 2021
- b. December 15, 2021 Closed Session

**RECOGNITION OF PASSING**

Ms. Deb Urry, Director of the Eastern Shore Higher Education Center, shared news of the passing of Ms. Sue Park, who worked at the Higher Education Center as an assistant faculty member in the Salisbury University School of Social Work. Ms. Park passed away on December 21, 2021 due to COVID. Ms. Urry said she listened and never judged, and she always advocated for the students. This is a terrible loss for Salisbury University and the Higher Education Center.

**PRESIDENT'S REPORT**

Dr. Coppersmith offered the following report:

**COVID:** The metrics remain stable, and the College supports the call for assistance to reduce the strain on the local health care system as they continue to manage the Omicron variant in the community.

**Spring Enrollment:** Students are back on campus in larger numbers. Masking and distancing safeguards are still in place. FTE is virtually flat with last spring, and the College will enter a recovery phase over the next six months in preparation for fall 2022 enrollment.

**FY23 Budget:** The College is awaiting legislative approval of the Governor's budget, which proposed \$1.3 million in new funding and additional funding for capital repairs and maintenance. At that time, the FY23 budget will be revised with a goal of addressing the results of the compensation study and boosting the across-the-board salary increases for employees.

**County Leadership meetings:** Dr. Coppersmith has reached out to local county leaders to set up quarterly meetings to work on issues of mutual concern and lead the efforts to recover from the COVID crisis in our region educationally, economically, and socially.

**Men's Basketball:** Dr. Coppersmith announced that the Chesapeake College Men's Basketball team is currently ranked #8 in the Division II NJCAA ranking. Go Skipjacks!

### **STUDENT GOVERNMENT ASSOCIATION REPORT**

Mr. Alex Turri reported that Student Government participated in New Student Orientation on January 19. New student events are being planned, including a pep rally. SGA will reconvene soon to plan for the spring semester.

### **FINANCE AND FACILITIES**

Dr. Armistead reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, January 19, 2022 at 8:00 a.m. The meeting had full attendance and a full agenda. She noted that the IT/AV project is near completion, thanks to IT staff and CampusWorks.

#### **Action Item**

##### **Award of Contract for HyFlex Classroom Equipment**

Dr. Armistead said this is a course delivery system that is popular due to the pandemic. It allows for more flexible classroom participation by students during class and asynchronously afterwards. A total of five rooms will be equipped with this system – three at Wye Mills and two at the Cambridge Center. If successful, the College may recommend augmenting more classrooms with this system in the future. This request falls under the MEEC cooperative agreement.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract for HyFlex classroom equipment to Carousel Industries in an amount not to exceed \$54,877.49.

#### **Action Item**

##### **Award of Contract for Laptop Purchases**

Dr. Armistead said this is a continuation of the ongoing technology refresh plan. This request is to purchase 34 laptop computers and 29 docking stations from Dell. The HEERF grant will fund this proposal.

On a **MOTION** by Dr. Armistead, seconded by Ms. Jackson-Stanley and carried unanimously the Board approved the award of contract to Dell for 34 laptop computers and 29 docking stations in an amount not to exceed \$49,526.83.

#### **Action Item**

##### **Approval of FY 2023 Operating Budget**

Dr. Armistead said Ms. Karen Smith led the Board through the FY2023 budget in the Board Workshop just prior to this meeting. Dr. Coppersmith did a great job explaining the College's fiscal challenges in his President's Message in the Budget Proposal. The Budget Proposal will be changing after the legislature approves the state budget. The College is asking for approval of the budget as it is currently presented, and then will come back to the Board after the College determines how the state increase will be spent. The College is requesting a 3% increase from counties, a 2% increase in tuition (\$3 per credit hour) and fees (\$2 per credit hour).

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved the following items in the FY2023 Operating Budget as presented.

**1 - FY 2022 Operating Budget by Function**

Instruction	\$12,359,622
Community Services	23,465
Academic Support	1,660,122
Student Services	2,303,190
Institutional Support	6,309,272
Plant Operations	2,292,780
Scholarship	<u>88,612</u>
Total Authorization	\$25,037,063

**Total Authorization \$25,037,063**  
**County Contribution \$6,728,512**

\*For Operating Budget Details refer to page 15 of Budget Proposal.

**2 - FY 2023 Maintenance and Repair Fund**

Annual Project Plan	\$905,000
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**Total Authorization \$905,000**  
**County Contribution \$397,800**  
**Capital Improvement Fee \$92,200**  
**Transfer from Unrestricted fund \$415,000**

\*For Maintenance and Repair annual plan details refer to page 16.

**3 - FY 2023 Auxiliary Services Operating Budget**

\*For Auxiliary Services annual plan details refer to page 17.

**Total Authorization \$931,779**

**4 - FY 2023 Tuition and Fees Schedule**

\*For Tuition and Fee Schedule refer to page 18.

**5 - FY 2023 Course Specific Fees**

\*For Course Specific Fee details refer to page 19 and 20.

**6 – Capital Project – Learning Resource Center Chiller and Roof Replacement**

\*For Capital Funds overview refer to page 22.

**Total Authorization \$1,203,369**  
**County Contribution \$0**

**Transfer from Unrestricted Fund for Local Match \$300,842**

**7 – New Positions**

\*For New Positions overview refer to page 21.

**GOVERNANCE & HUMAN RESOURCES**

Ms. Jackson-Stanley said the committee met via Zoom on Wednesday, January 19, 2022 at 9:30 a.m.

**Action Item**

Telework Policy

Ms. Jackson-Stanley said this is a timely policy. Dr. Coppersmith said there is a legal requirement for the College to have a telework policy in place. Human Resources staff and the College’s attorney have created this policy, and it has been vetted by College governance groups. Regarding home internet service for remote workers, Ms. Susan Cianchetta said it is not affordable for the College to pay for it, and the internet is not used just for work. Other colleges are not paying for it. Regarding remote site functionality, Ms. Cianchetta said employees who apply for telework would complete a worksite checklist. Mr. Mulligan noted that telework is a

courtesy, not an entitlement. These requests will be handled on a case-by-case basis; the needs of students and the College come first. Ms. Jackson-Stanley thanked Ms. Cianchetta and her staff for drafting this policy.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Mulligan and carried unanimously, the Board approved the Telework policy as presented.

### **PROGRAMS, PLANNING AND OUTREACH**

Mr. Jafari reported the January meeting of the Programs, Planning and Outreach Committee was not held due to a lack of agenda items. He asked that Mr. David Harper report on one information item that was presented to the committee via email.

#### **Information Item**

##### **Workforce & Academic Programs Report**

Mr. David Harper reported the spring semester began on January 26, with 55% of classes face-to-face and 45% of classes online. Regarding workforce programming, two grant submissions are in development: a Ratcliffe grant and a \$500,000 grant request in partnership with Erin Roth and the Department of Labor to support Crystal Steel's offshore wind project. Mr. Harper announced that a Marine Trades instructor, Mr. Bill Heller, has been hired. The next Program Advisory Committee dinner meeting is scheduled for April 28 at 5:30 in the Caroline Center. Regarding mental health services for students working from home, Mr. Harper said the College has a partnership with For All Seasons for referrals to all students. Mr. Kamari Collins said a counselor is on campus one day a week and offers telehealth visits at other times, regardless of whether the student is on or off campus.

### **COLLEGE REPORTS**

#### **Faculty Assembly**

Mr. Nevin Crouse reported that via a Maryland Public Information request, faculty pay data has been received for review to ensure gender pay equity. He said that both faculty and students are happy to have more face-to-face classes this semester. Face masks are a challenge among students. Classrooms are being used that allow for distancing. The KN95 masks provided by the College are a nice benefit. He thanked College staff for getting employees and students what is needed to stay safe.

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

Mr. Mark Berry, Director of Student Engagement & Development and Staff Assembly rep, reported that StARs has one Exempt position to be filled, due to an employee resignation. The next event will be a Super Bowl lunch on February 10, with donations being collected for the Corner of Care. A Staff Assembly meeting was held on January 27, with Mr. Chris Hall providing a summary of the Employee Climate Survey and Dr. Coppersmith providing a variety of updates.

### **TRUSTEES REPORT**

Mr. Grace thanked everyone for their dedication and support of Chesapeake College students.

Providing an update on the IT/AV project, Ms. Loretta Early shared before and after photos of the 1,400+ cables in network closets in campus buildings. The onsite work was completed in four days. Punch list items were completed in time for the spring semester. She thanked everyone for their support completing this project, which supports the mission and enhances the student experience. Dr. Coppersmith said he is very pleased with the work on this project, and he thanked the IT staff and the others who participated in completing the project. He said Ms. Early did a great job getting this project to completion.

**ADJOURNMENT**

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the meeting was adjourned at 3:53p.m.

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Kate Maxwell, Assistant Secretary to the Board

APPROVED: \_\_\_\_\_  
Bob Grace, Vice Chair

DATE: 2/24/2022

