

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

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Wednesday, April 27, 2022 at 3:00 p.m. in the Board Room at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland, and via Zoom video conference. Chair Chris Garvey 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 Mr. Jafari, seconded by Mr. McMahan, and carried unanimously, the Board approved the following consent agenda items:

- Approval of Minutes:
  - March 24, 2022
  - March 24, 2022 Closed Session
- Conferring of Degrees/Certificates - The list of 2022 Graduation Candidates as presented, subject to change, up to the day of Commencement.

**PRESIDENT'S REPORT**

Dr. Coppersmith reported the following:

**Commencement** – The 2022 ceremony will be held in the TPAC at 2:00 p.m. on May 25, with Major General (ret) Linda Singh serving as commencement speaker. A Harrison Award winner has been selected and will be recognized at Commencement. The Trustees Reception will begin at noon in the Board Room.

**FY23 Budget** – Dr. Coppersmith and Ms. Karen Smith have attended two of five county budget hearings, with the others scheduled throughout May. The five-county budget meeting will be held at the College on May 5.

**Quarterly County Leadership Meetings** – Dr. Coppersmith has begun the second round of quarterly meetings with county representatives. This round of meetings includes a campus tour of Skilled Trades and Workforce Programs labs.

**Public Safety Department** – Renovations are continuing for the new Public Safety Department in the old Childcare Center. Most of the construction is complete, with technology and related media equipment wiring and installation still to be done. The space being exited by Public Safety in the MTC will be renovated for Advanced Manufacturing and Skilled Trades programming.

**Athletics** – The Athletic programs continue their string of successes. The Women’s Softball team is 21 and 6 and currently tied for first place in Maryland and second place in the region. The Men’s Baseball team is currently 20-11-1 and currently fourth place in the state and second place in the region. Congratulations to Mr. Frank Szymanski, his coaches and athletes for their sterling efforts.

**Facilities** – Dr. Coppersmith thanked the maintenance staff for keeping the buildings and grounds especially beautiful this time of year. It makes Chesapeake College a welcoming place for students, employees, and visitors.

**Open House** – On April 26, the College hosted its first in-person Open House since last August. More than 70 prospective students, 100 family members, and 60 faculty and staff participated. This is just one of many initiatives to boost enrollment.

**June 9 Board/Foundation Reception** – A joint reception will be held after the June 9 Board of Trustees meeting to welcome Ms. Amber McGinnis at the Executive Director of the Foundation and Director of Development.

**ACCT** – Arrangements are under way for those trustees who are planning to attend the ACCT Leadership Congress in New York City in October. Dr. Coppersmith thanked the trustees for their leadership and support.

### **STUDENT GOVERNMENT ASSOCIATION REPORT**

Mr. Alex Turri reported that the Student Government election process is being delayed until the fall semester. The Upcycling Challenge was just completed. The Beautiful Planet and Sapling Giveaway events will be taking place in conjunction with Arbor Day. Student Government has cancelled its previously scheduled pep rally.

### **FINANCE AND FACILITIES**

Mr. Nagel reported that the items presented were reviewed at the committee meeting held via Zoom on Wednesday, April 20, 2022 at 8:00 a.m. Dr. Armistead was not able to attend the meeting. Several items were informational and were included in the supplemental portion of the Board packet. A presentation was given by Ms. Bernadette Hunton regarding FMLA changes. Recommended FMLA policy changes will be submitted at a future meeting.

#### **Action Item**

##### **FY2023 Revised Budget**

Mr. Nagel reported that the legislature approved the Governor’s budget, which provides the college with an additional \$1.3 million for FY23. Ms. Karen Smith reported the additional proposed expenses are grouped into four categories: Enrollment Growth/Retention & Student Success; Academic Programs; Human Resources; and Other Mandatory Increases. This includes full funding of the Compensation Study recommendations. The College plans to do a compensation study every two years so that salaries do not fall behind again.

On a **MOTION** by Mr. Nagel, seconded by Mr. Grace and carried unanimously, the Board approved the revised FY2023 budget proposal as presented.

#### **Information Item**

##### **Emergency Procurement for TPAC Safety Concerns**

Mr. Nagel said this emergency procurement is for rigging equipment on the Performing Arts stage that needs to be repaired due to safety concerns. Immediate action was taken so that the Commencement ceremony could still take place in the TPAC. The total cost for this project is \$46,910.

**Information Item**

Emergency Procurement for Transformer Replacement

Mr. Nagel said this is an emergency procurement for a transformer that started to fail and needed to be replaced immediately, before a catastrophic failure and loss of power. The transformer feeds three main buildings on campus. The total cost for this transformer replacement is \$74,194.

**Information Item**

Blueprint for Maryland's Future

Mr. Nagel said this handout in the Board packet provides a summary of the impact to the five counties, as well as the five major focus areas of the Blueprint. It is a multi-year rollout, and there will be implications for the College as well as for the counties. This will be a topic at the next Board Retreat.

**GOVERNANCE & HUMAN RESOURCES**

Ms. Jackson-Stanley said the committee met via Zoom on Wednesday, April 20, 2022 at 9:30 a.m. She reported that one action item would be addressed in closed session.

Slate of Candidates for Chair and Vice Chair

Ms. Jackson-Stanley reported that the candidates for FY23 are Mr. Grace as Chair, and Mr. Jafari as Vice Chair. A vote will take place at the June 9 meeting. She asked if there were any other candidates who should be considered, and none were offered.

**PROGRAMS, PLANNING AND OUTREACH**

Mr. Jafari reported that the action items to be presented were reviewed by the committee at a meeting held via Zoom on Tuesday, April 19, 2022 at 8:00 a.m. The meeting had full participation of the committee members.

**Information Item**

Self-Study Design

Mr. Jafari said this document is part of the Middle States Commission self-study. There is a Zoom meeting for Board members scheduled on May 3 at 10:15 a.m. with the Middle States liaison, Dr. Haq. Mr. Kamari Collins thanked the trustees for their participation. Dr. Coppersmith said that one of the strengths of the College is its Board of Trustees. There is a tri-chair group – Mr. Kamari Collins, Dr. Juliet Smith, and Mr. Chris Hall – leading the self-study process.

**Information Item**

Business Information Center

Mr. Jafari said this initiative is part of the capital campaign. Dr. David Harper reported that the College encourages economic development efforts and cooperation with local businesses. As the College expands its workforce development, partnerships with local businesses would also need to be expanded. This concept is in the very early phase, with design and planning under way.

**COLLEGE REPORTS**

Faculty Assembly

Mr. Nevin Crouse reported that at the April 1 Faculty Assembly meeting, faculty opened a lively discussion on adjunct faculty. Also discussed were the needs of adult students. The student population used to be mainly traditional, but it isn't now. Faculty are looking at ways to bring in more students and addressing issues such as food insecurity. Mr. Crouse and Dr. Herb Ziegler discussed dual enrollment and completion with Mr. Kamari Collins, looking for ways to more effectively keep those students until completion.

Staff Assembly (StARs)

Ms. Jo-Ann Adams, Business & Registration Associate at the Cambridge Center and Staff Assembly rep, reported that Staff Assembly selected her as the Staff Member of the Month for April. She announced that Staff Assembly would host a dessert happy hour on June 7 and 8. Staff Assembly is working to fill four StARs vacancies in FY23 – two exempt and two non-exempt.

**TRUSTEES REPORT**

Mr. Garvey asked trustees to complete the Code of Ethics form and submit it to Ms. Kate Maxwell. He reminded trustees that their Maryland State Ethics Financial Disclosure for 2021 is due by April 30. Mr. Garvey noted that Dr. Coppersmith received a letter of support regarding the Nursing Program at Chesapeake College. Dr. Coppersmith said a number of our graduates worked so well with our community member during a hospital visit. It was a great acknowledgement of our program. Mr. Garvey congratulated Dr. David Harper on successfully defending his doctoral dissertation. Trustees were reminded of the MACC Trustees Leadership Conference and Gubernatorial Forum on April 28 at Anne Arundel Community College.

**CLOSED SESSION**

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley 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 Ms. Jackson-Stanley, seconded by Mr. Nagel and carried unanimously, the Board adjourned closed session at 4:02 p.m.

**ACTION FROM CLOSED SESSION**

In closed session, the Board of Trustees approved administrator contract renewals for FY 2023.

**ADJOURNMENT**

On a **MOTION** by Mr. Nagel, seconded by Mr. McMahan and carried unanimously, the meeting was adjourned at 4:02 p.m.

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Kate Maxwell, Assistant Secretary to the Board

APPROVED: \_\_\_\_\_ DATE: 6/9/2022  
Chris Garvey, Chair