

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
December 14, 2022

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Wednesday, December 14, 2022 at 3:00 p.m. in the Dorchester Administration Building Boardroom at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland, and via Zoom video conference. Chair Mr. Bob Grace called the meeting to order.

ATTENDANCE

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

ADDITIONS/CHANGES TO THE AGENDA

None. Chris and Milton approved the agenda

PUBLIC COMMENTS

Ms. Deb Urry, thanked the board for their full support while she was the Executive Director of the Eastern Shore Higher Education Center. She will be retiring from the College. Mr. Bob Grace thanked Ms. Urry for her work at the college.

CONSENT AGENDA

On a **MOTION** by Mr. Reza Jafari, seconded by Mr. Milton Nagel and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes - The minutes of the November 17, 2022 meeting

Approval of Minutes - The minutes of the November 17, 2022 closed session meeting

PRESIDENT'S REPORT

Dr. Coppersmith reported on the progress of his FY2023 goals/objections:

The Student Success and Enrollment division has made significant progress in enrollment as we look at Spring 2023, with double digit increases in both headcount and FTE from this time last year. We are optimistic that increase will continue. The Upward Bound program is fully staffed with a director and support staff. Productive meetings are being held with all of our supported school districts. Dr. Coppersmith thanked Ms. Christle Foster and Mr. Mark Berry and their excellent efforts.

For the Skilled trades program, the state announcement on the status of the Maryland Rural Economic Grants is imminent. The governor's office is planning a public announcement very, very soon. Ms. Amber McGinnis is working on the expending and reporting processes involved with these grants totaling \$1.5 million. The Federal earmarks through the Senate Appropriations Committee totaling \$1.2 million are part of the federal budget which is currently under negotiation in the U.S. Congress. Efforts continue to

find and increase private support for these efforts to match previously made donations for the capital campaign have been paused due to the success of the public grants.

Dr. Wayne Rose has provided a three year strategic plan of the IT needs. This draft will be presented to the board at the January 26th mid-year retreat. We are currently working to finalize a chief information officer (CIO) job description which will be shared with the finance committee. The intent is to begin a search for a permanent Chief Information Officer the spring 2023 for an appointment on or before July 1, 2023.

The new Director of Development, Ms. Amber McGinnis is working to increase the foundation board membership that represent our counties and economic sectors. We will continue to support and sponsor joint activities between the trustees and the foundation board members. The Annual Internal Giving (AIG) campaign went very well this year also.

New leadership of CDL Program – The College has added two permanent full-time faculty for Welding and Marine Trades Technology to the skilled trades department. With the retirement of Mr. Bill Gilbert, the CDL truck driving program has new leadership in place. Dr. Dave Harper is continuing his efforts in developing leadership on the Workforce and Continuing Education side of his division.

The College is continuing its role in the post pandemic recovery. We are working close with the Workforce Investment Board's (WIB) new Executive Director, Mr. Dan Schneckenburger and also with the newly elected chair Mr. Dan Lessard. Dr. David Harper provided an update on the Blueprint/Kirwan, detailing the progress that was made in integrating the WIB with the Blueprint mandated shared responsibility for career advising for public school students with the college and our K-12 partners. In the next few months we will be updating and revising the MOU with the WIB.

The Completion Project is continuing. Dr. Harper and Mr. Collins, along with their staff, will continue to progress through the spring 2023 semester.

Our new Executive Director of HR, Ms. Melanie Magness, has made great progress. She has completed the orientation process with our former director and has led our HR department in supporting what has been one of the most extensive hiring seasons in the history of the college. They are also making progress with the transition from HireTouch to Neo-Gov, which is the new personnel applicant tracing system. We also hope of fill the position of an assistant director of HR soon.

Under the leadership of Dr. LaSella Hall, the former Diversity Committee will be integrated with the new DEI Committee. This committee will directly advise the President on these matters.

The Queen Anne's Technology Building is in its final stage of draft. Ms. Miriam Collins is working on the program statement documents which will be shared with the finance committee in January. This document is due to the state in February. With the change in due date, this allows us time to complete this draft. The college was also informed by Senator Benjamin Cardin's office that earmark funding would be available to possibly support this project for the next two years. As we share our progress with the county leaders, we are seeing strong support for this project.

Our accreditation continue to be successful as some key staff participated in the first in-person conference in Philadelphia, since COVID, last week. We continue to see great things our students are doing in the classrooms. Mr. Rob Thompson's theatre students had a great successful production of "Harvest of Horror". It's great to see this level of activity on campus from students and faculty. The Men's and Women's basketball teams have had a busy and successful season so far. Both teams are working hard both in and outside of the classroom under the leadership of their coaches, Mr. Andrew Sachs and Ms. Gwen Barnes.

Finally, Dr. Coppersmith would like to wish all members of the Board the best of the season, and thank them for their support and leadership with the Board.

STUDENT GOVERNMENT ASSOCIATION REPORT

Ms. Mikaela Seltzer reported to the board that the SGA is the voice for students to the administration. She currently serves as the acting president of SGA. Her current major is Liberal Arts & Science with a focus in agriculture. She has been busy over the past few months serving students, and attending POINT meetings. The POINT is the monthly meeting of the student organization presidents. The student organization fair is planned for January 25th and 26th from 10:00AM to 3PM. The SGA hosted the Town Hall Event on November 30th from 3:30PM to 5:00PM. Dr. Coppersmith attended, along with other college administrators. Student Advocacy Day is scheduled for early February, more details on the day's events are coming soon. The SGA leadership is continuing to recruit more students for next semester.

FINANCE AND FACILITIES

Mr. Milton Nagel reported that the following items presented for action, were reviewed at the committee meeting held via Zoom on Wednesday, December 7, 2022 at 8:00 a.m.

Action Item

Purchase of two Crew Cabs Commercial Trucks

With the purchase of two used crew cab trucks, this would allow students to be trained for class B driver's license. This would also help expand the CDL program.

On a **MOTION** by Mr. Milton Nagel, seconded by Mr. Chris Garvey and carried unanimously, the Board authorize the college to negotiate and purchase two used CDL crew cab commercial trucks that meet the criteria of the CDL Program (as stated above) in an amount not to exceed \$120,000, as that is the amount budgeted.

Action Item

Carpet Replacement in Common Areas of 1st and 2nd Floor Dorchester Building

On a **MOTION** by Mr. Milton Nagel, seconded by Mr. Nash McMahan and carried unanimously, the Board approved the award of contract for the Dorchester Administration carpet replacement in the amount not to exceed \$52,810 to Engineered Floors Commercial Division of Dalton, Georgia.

Action Item

Request to Combine M&R facilities Storage Building Budget and TPAC Building Budget

On a **MOTION** by Mr. Milton Nagel, seconded by Mr. Reza Jafari and carried unanimously, the Board approved combining the two M&R storage building budgets into one budget for the facilities storage building. The combined budget will be \$190,000.

Auxiliary Enterprise Annual Fund Balance Transfers

On a **MOTION** by Mr. Milton Nagel, seconded by Ms. Victoria Jackson-Stanley and carried unanimously, the Board approved the following FY2023 Auxiliary Fund Balance Transfers totaling \$134,193: Transfer \$121,506 from the Child Care Auxiliary to the Athletic sub fund and Transfer \$12,687 from the Bookstore Auxiliary to the Athletics sub fund.

GOVERNANCE & HUMAN RESOURCES

Action Item

2023-2024 Academic Calendar

With one correction, commencement date is Wednesday, May 24, 2024.

On a **MOTION** by Mr. Mike Mulligan, seconded by Mr. Chris Garvey and carried unanimously, the Board approved 2023-2024 Academic Calendar with correction.

Action Item

2023-2024 Administrative Calendar

On a **MOTION** by Mr. Mike Mulligan, seconded by Mr. Milton Nagel and carried unanimously, the Board approved the 2023-3024 Administrative Calendar.

Action Item

Retirement Plans

On a **MOTION** by Mr. Mike Mulligan, seconded by Ms. Victoria Jackson-Stanley and carried unanimously, the Board approved Retirement Plans and Service Recognition Award revisions.

Action Item

Student Code of Conduct

On a **MOTION** by Mr. Mike Mulligan, seconded by Ms. Brenda Shorter and carried unanimously, the Board approved Student Code of Conduct revisions.

PROGRAMS, PLANNING AND OUTREACH

The PPO Committee meet on December 6, 2022 with all members present.

Action Item

Program Addition: CT 779 Welding/Metal Fabrication Technologies and Program Terminations: AAS 620 & CT 622 Legal Studies

On a **MOTION** by Ms. Brenda Shorter, seconded by Ms. Mary Dennard-Turner and carried unanimously, the Board approved the addition of CT 779 and terminate AAS 620 & CT 622.

COLLEGE REPORTS

Faculty Assembly

Mr. David Timms, Faculty Assembly Chair, reported the semester ended on Friday, and they are ready for the break. He also wished everyone a wonderful break and holiday.

Staff Assembly (StARs)

Ms. Jessica Kilby, the Staff Assembly rep, reported the StARs held their annual Door Decoration contest from November 28th – December 5th. Winners of the contest were: first place the WIB Office (pizza party), second place the HR Office (cookie platter) and third place the Financial Aid office (candy basket). Upcoming events planned are a super bowl party in February and a dessert happy hour in June.

TRUSTEES REPORT

Mr. Bob Grace reported he enjoyed the tour of the renovated public safety office space. Ms. Rhonda Thomas will be presenting at a future board meeting. As a reminder the February board meeting will be held at the Cambridge Center, in Cambridge, MD. The MACC 2023 Legislative Conference will be held on January 23, 2023 this year. If you plan to attend please let Ms. Latellya Stewart know.

CLOSED SESSION

On a **MOTION** by Ms. Victoria Jackson-Stanley, seconded by Mr. Chris Garvey 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. Victoria Jackson-Stanley, seconded by Ms. Brenda Shorter and carried unanimously, the Board adjourned closed session at 4:15 p.m.


ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees discussed a sabbatical leave request.

ADJOURNMENT

On a **MOTION** by Ms. Victoria Jackson-Stanley, seconded by Ms. Brenda Shorter and carried unanimously, the meeting was adjourned at 4:15 p.m.

ved January 26, 2023


Latellya Stewart, Assistant Secretary to the Board

APPROVED: 

Bob Grace, Chair

DATE: 1/26/23