

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**August 24, 2023**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, August 24, 2023 at 3:00 p.m. in the Dorchester Administration Building Board Room in Wye Mills, Maryland and via Zoom video conference. Chair, Mr. Reza Jafari called the meeting to order.

**ATTENDANCE**

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

**ADDITIONS/CHANGES TO THE AGENDA**

There were no additions/changes to the agenda.

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

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

- Approval of Minutes - The minutes of the May 22, closed session meeting.
- The minutes of the June 8, 2023 meeting.
- The minutes of the June 8, 2023 closed session meeting.

**PRESIDENT'S REPORT**

Dr. Coppersmith thanked Ms. Danielle Darling, Ms. Marcie Molloy, Dr. Dave Harper, Mr. Chris Hall, Ms. Karen Smith and Dr. Kamari Collins for their support and input of this message. It was wonderful to see students back on campus interacting with faculty and staff in various activities.

Dr. Coppersmith thanked leadership, faculty, and staff who made important office changes to welcome our first Upward Bound Scholars program. The college welcomed over 108 enrolled high school students from three area high schools. Students were on campus five days a week engaging in class work, financial literacy, educational activities, and field trips. Transportation was provided by school buses from their home communities to the college. The cost was provided by the Upward Bound/Trio program. Dr. Coppersmith thanked Mr. Mark Berry and his entire staff for their incredibly hard and productive work.

A slide show presentation was presented to the board on the Upward Bound program. The college is very grateful for the leadership of Dr. Kamari Collins, Ms. Christle Foster, and Mr. Mark Berry, along with the many staff and part time faculty who has gotten this program off to a successful start.

Fall enrollment had an increase of 7.9% in FTE over last Fall, and 10% headcount over last Fall. 33% of the college's enrollment are high school dual enrolled students. 46% of Fall enrollment are continuing and returning students, with 18% first time freshmen.

Dr. Coppersmith stated this healthy recovery is the result of a team effort from all employees including part-time and full-time faculty and staff. This also includes advising, financial aid, business office, public safety, IT, custodial and maintenance staff. Each department has contributed to providing a safe and welcoming environment which makes this college an attractive place to work and supportive learning environment – including online and on campus – for students.

The college is now seeing the full arrival of Blueprint. Beginning in the Fall, school districts will cover the costs of tuition, fees, and books for both credit and non-credit students.

The Fall to Spring retention rates have reached 76%, the highest in five years. This shows that students are comfortable taking classes again. Data shows that our students are retuning and they are succeeding. The Performance Accountability Report shows that 86.3% of career program graduates are employed within one year after graduation. The report also shows that three years after graduation students have a median income that is more than 200% higher than prior to finishing their programs. Transfer students are also succeeding. 90% of Chesapeake students who transfer to a four year college have a 2.0 or better GPA.

Excellent progress is being made as the college is the epicenter of mid-shore workforce development. This summer the college has completed a multi-year buildout of our Skilled Trades team. The five areas of Marine Trades, Welding & Fabrication, Construction Technology, Transportation, and Advanced Manufacturing all have full-time leadership in place. It is now time to market these opportunities and fill the classrooms.

#### MIDDLE STATES VISIT

Dr. Coppersmith reported the self-study draft was sent out to the college community. The site visit by the site team review leader, Dr. Mark McCormick will be visiting the campus on October 6, 2023. At that time Dr. McCormick will meet with and interview both individuals and groups as part of his preparation for the full site team visit, which is scheduled for March 24<sup>th</sup> to March 27<sup>th</sup>. The trustees will be involved in the process. Over the coming months, employees and members of the board will be preparing for the site visit.

#### STRATEGIC PLAN

Dr. Coppersmith reported that since his arrival in the summer of 2018 the groundwork was laid for a new strategic plan. The college employed a facilitator with Campus Labs. The college is in its 5<sup>th</sup> year of the current strategic plan. Many themes of the current plan will continue and the college will be composing the next plan as we are completing the Middle States process. Dr. Coppersmith's vision is to have the next five-year plan completed and in place by March 2024. The new plan will be composed and developed by the College Council with representation and participation by members of the student body, members of the Board of Trustees, and citizens from the local community.

Mr. Chris Hall began the process with a presentation of an Environmental Scan and SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis to the College Council meeting held on August 11<sup>th</sup>. There will be a clear connection to our Middle States Accreditation standards into the new strategic plan.

### BRANDING OF THE COLLEGE

Last week the college announced a major milestone with the unveiling of the new Chesapeake College brand. The college kicked off the public launch of the new logo. Ms. Danielle Darling and the marketing team worked very hard this summer, finalizing, designing, planning orders and managing internal and external implementation schedules. The board was presented with items bearing the new logo including new business cards. The new branding will extend to the digital realm and the marketing team will be seeking feedback on the new website which is targeted to launch on January 1, 2024.

Ms. Jackson-Stanley thanked Dr. Coppersmith and commended him for his success over the last six years. Mr. Nagel commented he is proud of everyone and of the new branding.

### FINANCE AND FACILITIES

Mr. Garvey reported that the Finance and Facilities committee met on Aug. 16<sup>th</sup> and thanked everyone for their continued support.

#### Award of Contract – Lyrasis FY2024 Contract

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board award the FY2024 contract to Lyrasis for \$57,104.76. This contract covers the core databases needed during FY2024 by Chesapeake College's students, faculty and staff.

#### Award of Contract – Ed2Go Award of Contract FY2024 and FY2025

Dr. Armistead mentioned that she was pleased to see the quarterly data that was provided in the packet. Ms. Smith mentioned that the costs are not incurred unless students are enrolled in the program.

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approves the spending authority for Ed2go/Cengage of \$125,000 for FY2024 and \$125,000 for FY2025.

#### Award of Contract – Document Imaging Solution FY2024-FY2026

Dr. Armistead thanked the Vice Presidents for including information in the packet that she asked for.

On a **MOTION** by Mr. Garvey, seconded by Dr. Armistead and carried unanimously, the Board approves the award of contract to Hyland for the On Board Document Management implementation and licensing described in this memorandum at a cost not to exceed \$254,400 for Year 1-3.

#### Award of Contract – MDREN FY2024 Contract

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approves the annual contract renewal for the continuation of the following MDREN services, internet, video and point to point access at a cost of \$76,905.39.

#### Award of Contract – Athletic Team Transportation FY2024 Contract

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approves the award of contract for the athletic team transportation for FY2024 to Atlantic Coast Charters of Linthicum, Maryland in an amount not to exceed \$75,000. Changes to this contract as proposed in the RFP may be necessary to accommodate schedule changes, playoff games, etc. as the college progresses into the teams' respective seasons.

#### Revised Auxiliary Budget for FY24

On a **MOTION** by Mr. Garvey, seconded by Dr. Armistead and carried unanimously, the Board approves the FY2024 Revised Auxiliary Services Budget dated 8/24/2023.

Ms. Smith explained that the college auxiliary funds are stand-alone budgets to include athletics, food services, book store, theatre, eastern shore higher education center, SGA, and events management. These budgets have various funding sources. Some auxiliaries had to shut down during COVID and the college will have to find way to continue to fund these budgets. Auxiliary funds are presented in the budget book as separate accounts and are not included in the operating budget.

#### Queen Anne's Tech New Building Discussion

Mr. Garvey thanked Ms. Smith and her team, including Mr. Steve Dyott and Ms. Miriam Collins for the information provided to the board.

The state is interested in promoting new programs in the skilled trade's area. The college has applied for grants for these projects. The Queen Anne's Technical building will need to be demolished and a new building built. The state is behind this new building and is second on the list of state projects from MACC. Dr. Coppersmith will present the concept of this new building to the counties.

The question to the counties is, what do they want the college to do? The state will cover 75% of the cost and the other 25% will come from local and private funds. The college will need letters of intent from each of the five support counties, with their support for the project. This will then go to the state for funding. If approved the design phase will begin next year. The college has three options, to renovate the current building, keep the current building as is, or build a new building.

Mr. Nagel questioned if the letters of intent obligate the counties financially. The letters of intent do not obligate the counties financially. Funding for a new building can come from donor funds and state grants.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously, the Board approves to solicit the five supporting counties to provide letters of intent.

According to COMAR the college will need approvals from three of the five support counties to move forward with the new building project. However, Dr. Coppersmith would like to have the support of all five support counties before moving forward with the project. All the trustees agreed to work with Dr. Coppersmith and attend county meetings as needed. The letters of intent are due to the state by September 28<sup>th</sup>.

Mr. Garvey left the meeting at 4:00.

#### SGA

Ms. Seltzer reported the SGA will be meeting in September and working on initiatives from last year. They will be holding more fireside chats to continue to bolster SGA enrollment. Ms. Seltzer thanked the board for their continued support.

Mr. Jafari thanked Ms. Seltzer for her and the SGA's continued support of the college and board.

### **GOVERNANCE & HUMAN RESOURCES**

Ms. Jackson-Stanley reported the Governance & Human Resources Committee did not meet but voted by email on the following action items.

#### **Action Item:**

##### Religious Accommodations Policy

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Dennard-Turner, and carried unanimously the board approves the Religious accommodations policy as presented.

#### **Action Item:**

##### FY2024 Revised Board Committee Meeting Schedule

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead and carried unanimously, the Board approves the Revised FY2024 Board Committee Meeting Schedule.

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

Ms. Shorter did not have a report from the Programs, Planning, and Outreach Committee.

### **COLLEGE REPORTS**

#### Faculty Assembly

Mr. David Timms, Faculty Assembly Chair, reported the faculty assembly met last week. Faculty committees met to work on charges. The next meeting will be held on October 6<sup>th</sup>.

#### Staff Assembly (StARs)

Ms. Leia Wefelmeyer, the Staff Assembly representative, reported staff member of the month is Jonathan Krause. The current Chair of STARS will be leaving the college and they are holding nominations to replace the Chair position.

### **TRUSTEES REPORT**

Mr. Jafari thanked the past and future chairs of the board for all their support in his transition to the Chair of the board. Mr. Jafari thanked all for their support with all the new projects and events happening around the college campus.

Mr. Nagel commented that Mr. Jafari is an ACCT candidate for the ACCT regional director. Mr. Nagel thanked Mr. Jafari for representing the college well.

### **CLOSED SESSION**

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Nagel and carried unanimously, the Board entered into a closed session in accordance with Md. Code, General Provisions Article § 3-305(b)(1), to discuss personnel matters.

**OUT OF CLOSED SESSION**

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Nagel and carried unanimously, the Board adjourned closed session at 4:34 p.m.



**ACTION FROM CLOSED SESSION**

In closed session, the Board of Trustees approved the appointment of Mr. Michael Moore as the new CIO.

**ADJOURNMENT**

On a **MOTION** by Ms. Jackson-Stanley seconded by Mr. Nagel and carried unanimously, the meeting was adjourned at 4:34 p.m.

  
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Latellya Stewart, Assistant Secretary to the Board

APPROVED:  DATE: 10/20/23  
  
Reza Jafari, Vice Chair