

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
December 13, 2023

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Wednesday, December 13, 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, Mr. Bob Grace, Mr. Reza Jafari, Mr. Mike Mulligan, and Mr. Milton Nagel attended the meeting in-person. Mr. Chris Garvey, Ms. Victoria Jackson-Stanley, and Mr. Nash McMahan attended the meeting by Zoom. Absent were Ms. Mary Dennard-Turner and Ms. Brenda Shorter. Dr. Clifford Coppersmith and Ms. Latellya Stewart were also present.

ADDITIONS/CHANGES TO THE AGENDA

The SGA report will be added to the agenda.

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the addition of the SGA report to the agenda.

PUBLIC COMMENTS

None.

CONSENT AGENDA

On a **MOTION** by Mr. Mulligan, seconded by Mr. Grace and carried unanimously, the Board approved the following consent agenda items:

- Approval of Minutes - The minutes of the November 16, 2023 meeting.
The minutes of the November 16, 2023 closed session meeting.

STUDENT GOVERNMENT ASSOCIATION REPORT

Ms. Cheyenne Roache, Director of Student Engagement and Development and advisor to SGA, reported on behalf of the SGA. The executive board are on their Winter Break. During the Fall semester, the SGA held a student organization fair, a fall fest, fire side chats, and attended the MCCADA Student Leadership Conference at Howard Community College. They have also created a funding initiative to aid programming for other student organizations through the Chesapeake College Foundation's Annual Internal Giving Campaign. SGA has worked towards the proposal for a universal free period. Meetings with college leadership were also held.

Ms. Roache thanked the board and college leadership for their support of the SGA. Mr. Jafari thanked the SGA for their support of the college.

PRESIDENT'S REPORT

Dr. Coppersmith reported this is his sixth holiday season at the College. He thanked everyone for their support. Dr. Coppersmith acknowledged the great efforts of our faculty and staff for supporting our students, and taking care of our college, both on campus and virtually, to support students in achieving their goals and objectives here at Chesapeake. Thanks to Dr. Solano, Mr. Miller, Mr. Crump and the CDL staff and students for their effect in making the college visible to the community in Dorchester County at the Christmas Parade.

Dr. Coppersmith acknowledged the accomplishments of our students and progress we have made in recovering from the impacts of the pandemic. With support of our support counties, private and public sector donors, the college has advanced the skilled trades and workforce programming. The college has strengthen initiatives such as the rebranding exercise and the creation of a new logo.

The Upward Bound program has returned to Chesapeake and has completed its first full successful year with over 151 students currently enrolled. This is thanks to Mr. Mark Berry and his dedicated staff. They have done excellent work in developing relationships with the high schools, and with parents and students. Over the summer the college hosted 108 students from the three grant funded counties (Caroline, Kent and Talbot) for a full week of special courses, financial literacy, tutoring and field experiences. These courses will prepare the students to attend the college or university of their choice upon high school graduation.

Fall semester enrollment had a 9% increase in credit FTE and over 10% in headcount. Dual enrollment currently composes about 30% of the college's enrollment. In the budget proposal that will be presented to the Board in January, the college is looking at a 4.5% increase in FTE for spring 2024 and a 16% increase in headcount. Students are returning to campus since the pandemic. There are still challenges in reaching adult students, first generation students, and working adults. The college is seeing a decrease in enrollment in the non-credit workforce programs. The college is continuing to develop these programs and develop funding resources to support their enrollment. Dr. Harper has made significant progress with the non-credit leadership team. This leadership team is the most accomplished and experienced cadre of full-time faculty, instructors and leadership arrayed to develop, and promote and execute instruction and programs across the breadth of skilled trades in the history of the College.

The College continues to reinforce and strengthen the work of transfer education in the liberal arts and sciences and in our work online where over 50% of students are completing coursework.

Middle States Accreditation and Strategic Plan – The Self Study draft is currently in the final stages of completion and is being formatted for final production. It is a strong statement on how we meet or exceed the seven standards for reaccreditation. The site visit is scheduled for March 24 – 27, 2024. The board will be spending time together in February preparing for the visit. A board retreat is being scheduled to coincide with the regular board meeting. The site team has been identified and will have a diverse group of leaders and staff from Pennsylvania, New York and Puerto Rico. The strategic plan is being developed and the College Council has been tasked as the representative body of campus with providing the foundation for this effort with the capable facilitation of Dr. Charles Lartey and Dr. Chandra Gigliotti. A very rough draft will be shared with our college constituents including the Board of Trustees for their input and general comments. Our business and industry partners will be surveyed as we round out discovery efforts. It is anticipated in March-April timeframe, the general consultation and related composition will be near a final draft. Input and recommendation received from the Middle States Accreditation Team should be ready for implementation in the Fall. Work will be done with the

PPO Committee throughout the process to make sure the Board's input has been provided in the drafting and final review of the plan.

Dr. Coppersmith again thanked the faculty, staff, and students for their commitment to the college. Also thanks to all the board members for their dedication of their time.

Mr. Nagel commented that it is great that Chesapeake participated in the Dorchester County Christmas Parade. The college should look into participating in at least one parade within each of the five county region.

FINANCE AND FACILITIES REPORT

Mr. Garvey presented the following action items of the board to approve.

Action Item: Award of Contract - Atlantic Coast Athletic Charters Transportation Contract Increase

On a **MOTION** by Mr. Garvey, seconded by Mr. McMahan and carried unanimously, the Board approved an updated not to exceed spending authority with Atlantic Coast Charters of \$100,000 for Athletic team travel for FY2024.

Action Item: Auxiliary Enterprise Annual Fund Balance Transfer

On a **MOTION** by Mr. Garvey, seconded by Dr. Armistead and carried unanimously, the Board approved the FY2024 Auxiliary Fund Balance Transfer totaling \$54,416 from the Bookstore Auxiliary to the Event Management sub fund.

GOVERNANCE & HUMAN RESOURCES REPORT

Ms. Jackson-Stanley presented the following action items for the board to approve.

Action Item: 2024-2025 DRAFT Academic Calendar

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Mulligan, and carried unanimously the board approved the 2024-2025 DRAFT Academic Calendar.

Action Item: 2024-2025 DRAFT Administrative Calendar

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Mulligan, and carried unanimously the board approved the 2024-2025 DRAFT Administrative Calendar.

PROGRAMS, PLANNING AND OUTREACH

Mr. Grace reported the PPO Committee met on December 5th and there were no action items. However, Mr. Hall presented the KPI's that are being monitored. Mr. Hall asked if there is a need to change the KPI's. Mr. Hall will evaluate the plan before the next year. An update on the Workforce MLT program was provided to the committee.

COLLEGE REPORTS

Faculty Assembly

Mr. David Timms, Faculty Assembly Chair, wished everyone a happy holiday. The Faculty are preparing for the end of the semester. The faculty met to elect a union representative and they selected AFT/AAUP. This will need to be reported to the state labor board.

Staff Assembly (StARs)

Dr. Charles Lartey, the Staff Assembly representative, reported the StARs are reviewing their bylaws. There has been some organizational changes with the exempt and non-exempt employees now meeting together. The staff assembly hope to improve effectiveness, clarify ambiguities, and address issues of staff empowerment. The annual Holiday Door decorating contest was recently held. The next upcoming events for the staff are the employee super bowl party and bowling.

TRUSTEES REPORT

Mr. Jafari expressed gratitude to Dr. Coppersmith, staff, faculty and students for all their work this year, it has been a challenging year. 2024 will be the year to tighten budgets according to the MACo conference. The governor's budget will not be an across the board cut, the cuts will be very focused with \$480M being devoted to housing.

CLOSED SESSION

On a **MOTION** by Mr. Grace, 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 Mr. Nagel, seconded by Mr. Mulligan and carried unanimously, the Board adjourned closed session at 4:44 p.m.

ACTION FROM CLOSED SESSION


In closed session, the Board of Trustees discussed personnel matters.

ADJOURNMENT

On a **MOTION** by Mr. Mulligan seconded by Mr. Nagel and carried unanimously, the meeting was adjourned at 4:44 p.m.



Latellya Stewart, Staff Associate to the Board

APPROVED: 

Reza Jafari, Chair

DATE: Jan 25/24
