

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**March 26, 2020**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, March 26, 2020 at 3:00 p.m. via Zoom video conference. Chair Nash McMahan called the meeting to order.

**ATTENDANCE**

Mr. Nash McMahan, Mr. Chris Garvey, Dr. Blenda Armistead, Mr. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Mike Mulligan, Mr. Milton Nagel, and Ms. Brenda Shorter were present. Ms. Mary Dennard-Turner 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 Ms. Shorter and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes - The minutes of the February 27, 2020 meeting

Approval of Minutes - The minutes of the February 27, 2020 closed session meeting

**PRESIDENT'S REPORT**

Dr. Clifford Coppersmith provided a COVID-19 update:

Actions taken over the past month:

- Campus closed to the general public; open only for essential services and to essential employees (soft close).
- Employees given a work-from-home order through April 10 and likely to be extended until at least April 24.
- Spring Break for students extended by one week.
- Instruction transitioned to online/distance learning. Students will not return to campus this semester but will complete the semester online.
- May 20 Commencement cancelled, but a virtual Commencement is being developed.
- Crisis Management Team meets virtually via Zoom each weekday morning.
- Coordinating the donation of three operating ventilators to the local health system.
- Facilitating the call for students in health sciences to volunteer for the State Medical Reserve Corps.

- Regional COVID-19 testing is being conducted on campus by Queen Anne’s County Department of Health, with college Public Safety officers providing security.
- FY20 financial resources are available through the end of June to maintain fiscal operations.
- Awaiting word from the state and counties on the FY21 budget.

Mr. McMahan thanked Dr. Coppersmith and his team for having done a tremendous job to respond quickly to this crisis. Dr. Coppersmith thanked college employees for their assistance.

## **FINANCE AND FACILITIES**

Mr. Nagel reported that the items presented for action today were vetted at the committee meeting held on Thursday, March 12, 2020 at 8:00 a.m. The Committee received a thorough update from IT and Public Safety. He said the college is doing a superb job and providing a lot of information.

### **Action Item**

#### **Award of Contracts for State-Funded IT/AV Project**

Mr. Greg Wanner said the college is submitting a capital project to the state. If approved, the state would cover 75% of the cost, with the college covering the other 25%. This request is a four-phase project, which includes fiber and Cat 6 wiring, wired networking, wireless networking and security cameras (building interiors). Limited cameras on campus put the college at risk. The camera system would connect all cameras on campus and allow the Public Safety officers to have better visuals of what’s happening inside each building on campus. The college’s current wireless network is the #1 complaint from students. The total project cost is \$915,560 (see summary). The wired portion of the project would be through Dell, and the wireless portion would be through e-Plus (installation and equipment). After approval by the Board, this request goes to the Board of Public Works for approval. The intent is to get these four phases completed over the summer when students are not on campus. Then, a proposed fifth phase - exterior security cameras – could be done at a later time when students are on campus, since it is exterior work.

Mr. Garvey expressed concern about insurance/precautions regarding COVID-19, not wanting the subcontractors to put anyone at risk during installation. Ms. Tina Jones said it would be at least June until the project could get started. She hopes the current emergency would be over before we get started. Mr. Wanner said all vendors except Blue Star Technologies do have insurance for COVID. He will follow up with BlueStar.

Dr. Armistead asked whether allocating almost \$250,000 from the fund balance for this project is practical in this current environment. Ms. Jones said the college has \$9 million in its fund balance. The college expects full CADE funding from the state and flat funding from the counties. She believes the college is in a good financial position to handle this. Dr. Coppersmith said he is still watching and waiting to see the impact of COVID, but this is a vital project. Ms. Jones noted that all pieces of this project are subject to state funding. If approved, the project would need to be completed by June 1, 2021, and the fiber piece must be done first.

On a **MOTION** by Mr. Mulligan, seconded by Ms. Shorter and carried unanimously, except for Mr. Jafari, who recused himself from the wireless ePlus project, the Board approved all phases of the project.

## **GOVERNANCE & HUMAN RESOURCES**

Ms. Jackson-Stanley reported the committee met on Wednesday, March 11, 2020 at 9:30 a.m.

### **Action Item**

#### **Converting 9-month Writing Specialist to 12-month Position**

Ms. Jackson-Stanley said there is a need for this year-round Academic Support Specialist position for student support and campus projects.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the Board approved converting this position to 12 months.

## **PROGRAMS, PLANNING AND OUTREACH**

Mr. Garvey reported the committee met on March 9, 2020 at 8:00 a.m.

#### **2020-2024 Diversity Plan**

Mr. Vinnie Maruggi reported that the college submits an annual Cultural Diversity Report in August. In June the Diversity Plan is submitted for review prior to developing the report. It is developed in conjunction with the college's Diversity Committee and the Strategic Plan. It mirrors three of the KPIs from the Strategic Plan. Some data measures continue from the previous year's plan and some are new. The end of year report will be available in August.

Mr. Garvey reported that it was announced at the PPO meeting that Ms. Devon White was hired as Assistant Director at the Cambridge Center.

## **TRUSTEES REPORT**

Mr. McMahan reported that all upcoming meetings will be held via Zoom.

## **CLOSED SESSION**

On a **MOTION** by Mr. Garvey, seconded by Mr. Jafari 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. Grace, seconded by Ms. Jackson-Stanley and carried unanimously, the Board adjourned closed session at 4:26 p.m.

## **ACTION FROM CLOSED SESSION**

In closed session, the Board of Trustees approved faculty promotions and faculty contract renewals. The Board of Trustees re-affirmed their votes on the Emergency Pay & Sick Leave policy and the COVID-19 Support policy.

## **ADJOURNMENT**

On a MOTION by Mr. Nagel, seconded by Mr. Grace and carried unanimously, the meeting was adjourned at 4:27p.m.

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Kate Maxwell, Assistant Secretary to the Board

APPROVED: \_\_\_\_\_ DATE: 4-30-20

Nash McMahan, Chair