

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**April 22, 2021**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, April 22, 2021 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 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, Ms. Brenda Shorter, and Ms. Mary Dennard-Turner were present. None were 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 Ms. Jackson-Stanley, seconded by Dr. Armistead and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes - The minutes of the March 25, 2021 meeting

Approval of Minutes - The minutes of the March 25, 2021 closed session meeting

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved the following consent agenda item:

Conferring of Degrees/Certificates - The list of 2021 Graduation Candidates as presented, subject to change, up to the day of Commencement.

**PRESIDENT'S REPORT**

Dr. Coppersmith offered the following report:

**Pride of the Peake:** As of April 22, the event has raised \$27,600, with more donations coming in. Dr. Armistead noted the marketing to promote the event has been fantastic. Kudos to Ms. Danielle Darling and her staff and Ms. Michelle Hall for their work on this fundraising event to benefit Chesapeake's students.

**Legislative Update:** The 2021 MACC Legislative Committee End of Session Report was shared with trustees. The report highlights the key legislation affecting community colleges, including collective bargaining, state aid to community colleges, a CADE funding revision, universal FAFSA filing, and Promise eligibility.

**Diversity, Equity, and Inclusion:** Mr. David Harper reported that four teams of 45 people have met three times with their respective work team. Other professional development opportunities included a session with Eastern Shore Network for Change, which provided a history of Cambridge and key barriers over the years. Other meetings include work team chair meetings to keep the process moving forward.

Before concluding their work for the semester, the work teams will provide a list of barriers to faculty, staff and students, as well as a list of solutions for breaking down barriers for the years to come. Mr. Jafari thanked Mr. Harper, Mr. Kamari Collins, and Dr. Coppersmith for their DEI work, noting the process, engagement, and involvement have been top notch.

## **FINANCE AND FACILITIES**

Mr. Nagel reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, April 14, 2021 at 8:00 a.m. All committee members were in attendance.

### **Action Item**

#### **Award of Contract for one LAPSIM ST Training System**

Mr. Nagel said this request is to award a contract for a virtual system that will allow students to complete requirements needed to graduate. The funds are coming from the federal COVID monies. Clinical site hours are still taking place as needed.

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the award of contract to Surgical Science, Inc. for one LAPSIM ST Training System in an amount not to exceed \$54,100.

### **Action Item**

#### **Award of Contract for 60-Month Copier Lease**

Mr. Nagel reported this is for the award of a 60-month copier lease. The current lease expires on June 30, 2021. This new lease reduces the cost to the College, and the vendor is providing expanded services. Four vendors submitted proposals, but only Centric was interviewed. They had the best price and had local references.

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board approved the award of contract to Centric Business Systems for the College-wide 60-month copier lease in an amount not to exceed \$64,500 annually.

### **Action Item**

#### **Authorization to Purchase one CDL Truck and CDL Trailer**

Mr. Nagel said this is a result of a new grant program, and funding is available to purchase this truck and trailer. Mr. Garvey asked whether \$65,000 is enough? Ms. Karen Smith said that is the amount written into the grant, and the CDL program believes it is enough to purchase an equivalent to what they currently use.

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board authorized the College to negotiate and purchase one used truck and trailer that meets the CDL Used Truck criteria in an amount not to exceed \$65,000.

### **Action Item**

#### **Food Services Contract Extension Request**

Mr. Nagel reported that Sodexo has requested a one-year extension of their current contract, as well as a waiver of commissions until September 2021, when students return and food services return full-time.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved a one-year extension of the College's food services contract with Sodexo Management Inc. through June 30, 2023, and the Board approved waiving the Sodexo commissions normally due to the College until September 30, 2021.

**Action Item**

Dell Hardware Purchases

Mr. Nagel said this is for a refresh of Dell hardware (laptops and desktops) that need to be replaced due to age. The funding for this project is in the current fiscal year IT budget.

On a **MOTION** by Mr. Nagel, seconded by Mr. Grace and carried unanimously, the Board approved the purchase from Dell for laptop and desktop computer technology in an amount not to exceed \$89,605.75.

**Action Item**

Award of Contract for Compensation and Job Classification Study

Mr. Nagel said this for the compensation study that was tabled last year. The College reached back out to the vendor that was selected last year, Evergreen Solutions, and they have agreed to hold the price originally agreed upon. This is a good time to move this project forward. It will be added to the FY22 budget.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract for the Job Classification and Compensation Study to Evergreen Solutions, LLC in an amount not to exceed \$38,500.

**Action Item**

Award of Contract for Gym Floor Repair

Mr. Nagel said this is for the HPAC gym that experienced water damage in the summer of 2018. Insurance funds will cover some of the project, but there may be repairs beyond that, unknown until the vendor begins to remove the existing floor. There are funds available in the M&R budget to cover the funds needed for the repairs.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of contract to repair the gym floor to Miller Flooring Company, Inc. in an amount not to exceed \$69,550. If, during the repair, the contractor uncovers damage that requires the replacement of the entire gym floor, the Board authorizes the College to contract with Miller Flooring, Inc. in an amount not to exceed \$216,000. The Board of Trustees approves, if needed, the transfer of available Maintenance & Repair budget funds to cover the cost of this project.

**Information Item**

Budget Update

Ms. Karen Smith said the budget committee met this week to discuss the additional CADE funding expected in FY22 – \$895,000. The College is focusing on one-time items and items that had been taken out of the budget previously, such as salary increases for faculty and staff. A revised FY22 budget will be brought back to the Board in June. Dr. Coppersmith noted that support counties have been made aware

that salary increases are a priority for the College. Much of the state funding increase will be saved in future years to cover collective bargaining costs.

## **GOVERNANCE & HUMAN RESOURCES**

Ms. Jackson-Stanley said the committee met via Zoom on Wednesday, April 14, 2021 at 9:30 a.m.

### **Action Item**

#### **Nominations for Board Chair and Vice Chair**

Dr. Coppersmith reported that for FY22, the committee is nominating Mr. Chris Garvey as Chair for one year, and Mr. Bob Grace as Vice Chair. Then next year, FY23, Mr. Grace as Chair and Mr. Reza Jafari as Vice Chair.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Jafari and carried unanimously, the Board approved the nominations as presented.

### **Action Item**

#### **Confidentiality Policy**

Ms. Jackson-Stanley said this policy formalizes the process, per the recommendation of the College attorney, that has been and is currently in place. This policy will be added to the Faculty Staff Manual.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Mulligan and carried unanimously, the Board approved the Confidentiality Policy as presented.

### **Action Item**

#### **Staff Interim Appointment Policy Revision**

Ms. Jackson-Stanley said this policy revision changes the minimum number of days covering an interim assignment from 90 to 60 days before the employee is compensated for this additional work.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the Board approved the revised Staff Interim Appointment policy as presented.

## **PROGRAMS, PLANNING AND OUTREACH**

Mr. Garvey reported the PPO committee met via Zoom on Tuesday, April 13, 2021 at 8:00 a.m.

### **Action Item**

#### **Program Termination – LOR 648 – Hospitality Management Letter of Recognition**

Mr. Garvey said this is a recommendation from Mr. Jason Mullen and Mr. Tom Ellis to terminate this program. They are working with Queen Anne's County and Mr. Adam Tolley to create a better Hospitality Management program.

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved the termination of LOR 648.

### **Information Item**

#### **Institute for Adult Learning (IAL) Program Termination**

Mr. Harper explained that this is informational for now. Terminating this program would allow the College to focus on more mission focused areas of the College. There are many other programs in the community to support similar programs to seniors. Some programs will still be provided to nursing homes. With classes such as ballroom dancing and personal interest, the IAL program does not generate any income for the College. It is seen as a community service, so a program termination will have to be communicated carefully. Mr. Jafari noted that there are other enrichment opportunities in the community. Mr. Garvey indicated that a copy of the IAL Bylaws was included in the Board packet. This will be brought back for a vote at the June meeting.

## **COLLEGE REPORTS**

### **Faculty Assembly**

Mr. Nevin Crouse reported faculty are spending more time with students via Zoom, which they expect to continue beyond COVID. Focus is currently on testing and project grading. Dr. Herb Ziegler is working on faculty committee assignments, which will be finalized in May. Mr. Crouse noted that many faculty are involved in the College's DEI efforts.

### **Staff Assembly (StARs)**

Ms. Sharon Dove, Accounting Specialist and Staff Assembly Chair, reported Staff Assembly held a Baby Photo Contest and a video trivia event with staff and faculty. At the Staff Assembly meeting on April 8, Dr. Coppersmith provided a legislative update and Dr. Matt Hatkoff gave a COVID update. StARs is soliciting nominations for three Non-Exempt and two Exempt representatives for FY22.

### **Student Government**

Mr. James Cockey reported the Student Government Association held a virtual cooking class on April 1 to prepare a healthy cheesesteak, with great attendance at this event. All participants of the April 5-19 5K will receive recognition for participating. The SGA election process has concluded. Candidates for President, Vice President and Events Coordinator will be announced soon. Mr. Cockey reported this is his last meeting representing SGA. He thanked the Board for their support over the past year. He is headed to the University of Maryland in the fall. Several other SGA members are moving on, including Mr. Jackson Donovan, who is headed to Arizona for military training. Mr. Jafari encouraged Mr. Cockey to stay connected to Chesapeake.

## **TRUSTEES REPORT**

Mr. McMahan reminded trustees to complete their Code of Ethics forms and return them to Ms. Maxwell. He also reminded them that the deadline for State Ethics Financial Disclosure online reporting for 2020 is April 30.

Mr. Garvey asked trustees to please reach out to their state elected officials to get to know them and thank them for their service. Ms. Shorter said she received six pages of material from Delegate Steve Arentz. Ms. Jackson-Stanley said that with the legislative session over, they have a little more time now before they start getting ready for the next election. It is very important for the College and trustees to have friends in Annapolis. Dr. Coppersmith indicated that the College does have good relations with local delegates.

Ms. Michelle Hall provided a Commencement update. Two ceremonies will be held on May 26 at 10:30 and 3:00. Trustees will meet in the Board Room for a light reception before each ceremony and for lunch between the ceremonies. About half the usual number of students are expected, with 65 students

at the morning ceremony, and 57 students at the afternoon ceremony. Ten graduates from 2020 will also be participating.

**CLOSED SESSION**

On a **MOTION** by Mr. Nagel, seconded by Mr. Grace 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. Garvey, seconded by Ms. Shorter and carried unanimously, the Board adjourned closed session at 4:40 p.m.

**ACTION FROM CLOSED SESSION**

In closed session, the Board of Trustees approved administrator contract renewals and re-affirmed approval to hire a faculty member.

**ADJOURNMENT**

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the meeting was adjourned at 4:41 p.m.

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Kate Maxwell, Assistant Secretary to the Board

APPROVED: \_\_\_\_\_ DATE: 6/10/21  
Nash McMahan, Chair