

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**September 23, 2021**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, September 23, 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 Chris Garvey called the meeting to order. He reminded attendees of the proper protocols and decorum to follow during the meeting.

**ATTENDANCE**

Mr. Chris Garvey, Mr. Bob Grace, Dr. Blenda Armistead, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Nash McMahan, 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. Grace and seconded by Mr. McMahan, and carried unanimously, except for an abstention by Mr. Nagel (who was not at the August 26 meeting), the Board approved the following consent agenda item:

Approval of Minutes - The minutes of the August 26, 2021 meeting

**AGRICULTURE PROGRAM UPDATE**

Ms. Nicole Barth provided an overview of the College's agricultural program. She reported that enrollment is increasing, with 21 motivated and hard-working students currently enrolled. The program continues to change and grow as demands are expressed. The agriculture learning site includes a high tunnel and a greenhouse with a hydroponic system, which was built using Perkins grant funds. She noted that a greenhouse is actively heated; a high tunnel is passively heated. The next installation to the learning site will be a small vineyard. The focus of the program is on diversifying a farming operation and attracting new farmers. There is a need for a pre-fabricated building and supplies/equipment, and she has applied for a Perkins grant for those needs. She will be doing a dual enrollment course in the spring to connect with high school students. There is scholarship money available for students interested in the program. Mr. Garvey noted that living roofs are in demand now, as are the workers.

**PRESIDENT'S REPORT**

Dr. Coppersmith offered the following report:

**Fall 2021:** Chesapeake is in the fifth week of classes. Enrollment is down about 8% from last fall. Priority for the spring is to identify and reach out to missing students.

**COVID-19:** This remains a major concern as Human Resources and Student Services manage both positive cases and potential exposures with the help of a contact tracer. Masks are required indoors. The College continues to follow state and local guidelines. Vaccination for all employees and students is highly encouraged.

**Community Events:** The College recently hosted nearly 300 participants in the Shore Rivers Bike Rally, and it will host a regional Rotary International service project, Meals for Hope, on October 16. Mr. Jafari expressed appreciation from Rotary for this upcoming event to pack and distribute food for the community.

### **STUDENT GOVERNMENT ASSOCIATION REPORT**

Mr. Jermaine Johnson reported he is in the Professional Studies program. He said he believes the grievance process is flawed and unfair to students. Student Government meets each Monday at 11:00 a.m. Student organizations are being revitalized, including Chess Club, Pride Club, Athletics Club, and the High Voltage Video Game Club. Upcoming student events include Halloween Movie night on October 26, A Walk to End Alzheimer's on October 30, a canned food drive in November for the Maryland Food Bank, and Spirit Week November 15 to 18.

### **FINANCE AND FACILITIES**

Dr. Armistead reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, September 15, 2021 at 8:00 a.m. All members were present.

#### **Action Item**

##### **Request to Add Two Full-Time Non-Credit Trades Positions**

Dr. Armistead reported that the request is to add two new positions, geared toward serving the needs of the local industry.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously, the Board approved adding two non-credit full-time positions to support Computer Technology instruction and Marine & Mechanical Trades instruction.

#### **Action Item**

##### **Award of Contract for a CNC Plasma Cutter System**

Dr. Armistead said this is for a piece of equipment for the metal fabrication program. This is a piggyback bid.

On a **MOTION** by Dr. Armistead, seconded by Mr. Mulligan and carried unanimously the Board approved the award of contract to Amtek Company Inc. to purchase a Forrest Scientific HS Series Plasma Cutter 4x4 system in an amount not to exceed \$31,500.

#### **Action Item**

##### **Award of Contract for Athletic Team Transportation in FY2022**

Dr. Armistead said this is for athletic team transportation. Six bids were received. The recommendation is to select the lowest bidder, Atlantic Coast Charters.

On a **MOTION** by Dr. Armistead, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of contract for FY22 athletic team transportation to Atlantic Coast Charters in an amount not to exceed \$40,000. Changes to this contract may be necessary to accommodate schedule changes, playoff games, etc., as teams progress in their seasons.

Dr. Armistead reported that the committee also reviewed the status of the College budget and the Maintenance & Repair project status – all look good at this point. The FY23 budget priorities were also presented.

### **GOVERNANCE & HUMAN RESOURCES**

Ms. Jackson-Stanley said the committee met via Zoom on Wednesday, September 15, 2021 at 9:30 a.m.

**Action Item**

FY 2022 Board of Trustees Goals

Ms. Jackson-Stanley said these recommended goals were discussed at the Board retreat and at the last meeting. Since then, one goal has been added: participate in a joint meeting of the Foundation and Board of Trustees, which will be held at least once per year.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead and carried unanimously, the Board approved the FY2022 Board of Trustees Goals as presented.

**Action Item**

FY 2022 President's Goals

Ms. Jackson-Stanley said there were two issues that changed since the last meeting: the names of employees were removed, indicating position titles only; and a new goal regarding the Technology division was added.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Jafari and carried unanimously, the Board approved the FY2022 President's Goals as presented.

**PROGRAMS, PLANNING AND OUTREACH**

Mr. Jafari reported a meeting of the Programs, Planning and Outreach Committee was held on Tuesday, September 14, 2021 at 8:00 a.m. via Zoom. All members were in attendance.

**Action Item**

2021 Performance Accountability Report

Mr. Jafari said Mr. Chris Hall provided a full review of this report at the PPO meeting. Mr. Hall said the report is required to be submitted to MHEC annually. There were a few changes to the metrics from last year. Progress has been identified as well as four-year data trends. This year the College was asked to report on its biggest COVID-19 challenges. New measures include Adult Education student achievement, and graduate transfers.

On a **MOTION** by Mr. Jafari, seconded by Dr. Armistead and carried unanimously, the Board approved the 2021 Performance Accountability Report for submission to MHEC.

**Information Item**

Student Success and Enrollment Management Update

Mr. Kamari Collins reported that Chesapeake's fall enrollment is not down as much as many other Maryland community colleges. His staff have been working to make students aware that their services are available online and in person. They have held information sessions for students, as well as Dual Enrollment parent sessions. They made phone calls to returning students to assist with bringing them back; 59 students were brought back with those phone calls. They also received valuable feedback of why some students are not returning. Welcome packets to new students were mailed out. New Student Orientation was held virtually and in person. Students were offered Captain Jack Student Engagement Cards, Welcome Week giveaways, and ice cream. Mr. Collins said he is now planning for recruitment and retention efforts for the spring and summer. He distributed a "Within Reach" guide that is targeted at adult students. In an effort to assist students with mental health support, the College is partnering with For All Seasons to offer support on campus. He noted that he has not received much pushback from students over the College's mask mandate; his staff worked with one

student to move all of his classes online. There has been some concern raised by parents about moving classes online during a temporary quarantine period.

**COLLEGE REPORTS**

Faculty Assembly

Mr. Nevin Crouse reported the faculty are working on their committee structure. They are completing an FTE Roster Report to have better student success, which is wrapped in with a federal report that is required. Regarding concern about vaccine mandates, faculty leadership is looking at whether faculty and/or student should be vaccinated.

Staff Assembly (StARs)

Ms. Jessica Kilby, Registration Specialist and Staff Assembly rep, reported that staff are currently reviewing policy revisions and working on plans for a Thanksgiving lunch.

**TRUSTEES REPORT**

Mr. Garvey asked trustees who access Board documents through MyCampus to please contact Ms. Kate Maxwell for the multi-factor authentication (MFA) process.

Regarding the Foundation Capital Campaign, Mr. Garvey said the Campaign Committee is proposing a reallocation of the \$3 million goal, with \$1.65 million to equipment training programs; \$1.1 million to modernize the Workforce training spaces; and \$250,000 for scholarships, since funding is now expected to come into the Workforce Investment Board to cover those scholarship needs over the next five years.

**CLOSED SESSION**

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter 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 Mr. Nagel, seconded by Mr. Grace and carried unanimously, the Board adjourned closed session at 4:37 p.m.

**ACTION FROM CLOSED SESSION**

In closed session, the Board of Trustees discussed a personnel matter.

**ADJOURNMENT**

On a MOTION by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the meeting was adjourned at 4:38 p.m.

\_\_\_\_\_  
Kate Maxwell, Assistant Secretary to the Board

APPROVED: \_\_\_\_\_ DATE: 11/18/21  
*Chris Garvey*  
Chris Garvey, Chair