

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
June 9, 2022

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, June 9, 2022 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.

ATTENDANCE

Mr. Chris Garvey, Mr. Bob Grace, Dr. Blenda Armistead, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Milton Nagel, Ms. Brenda Shorter, and Ms. Mary Dennard-Turner were present. Mr. Nash McMahan and Mr. Mike Mulligan were absent. Dr. Clifford Coppersmith and Ms. Kate Maxwell were also present.

ADDITIONS/CHANGES TO THE AGENDA

Mr. Garvey requested that a contract renewal for BellTechLogix be added to the agenda under the Finance and Facilities report.

PUBLIC COMMENTS

None.

CONSENT AGENDA

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

Approval of Minutes - The minutes of the April 27, 2022 meeting

Approval of Minutes - The minutes of the April 27, 2022 closed session meeting

PRESIDENT'S REPORT

Dr. Coppersmith shared a brief video and some statistics from the Commencement ceremony in May. He announced that recent grants awarded to the College include a five-year Upward Bound grant for Caroline and Kent Counties at \$575,000 per year; and a \$317,000 National Science Foundation grant to support the recruitment and completion of women in our Computer Science program. He thanked Mr. Kamari Collins, Ms. Lanka Elson, Ms. Michelle Hall, and Ms. Ismana Carney who contributed to these successful grant applications. We are still awaiting word on the Title III grant. Regarding enrollment, he reported that Fall enrollment for credit programs is currently up 5.8% over last year. Summer enrollment is down from last summer. Dr. Coppersmith said he is grateful to the Board and College employees for supporting the mission of the College. He thanked Ms. Susan Cianchetta for her distinguished level of service to the College and wished her well in her retirement.

FINANCE AND FACILITIES

Dr. Armistead reported that, with the exception of the added agenda item, the following items presented for action were reviewed at the committee meeting held via Zoom on Wednesday, June 1, 2022 at 8:00 a.m. All members of the committee were present at the meeting.

She noted that the committee met with Shore Rivers during the June 1 meeting. They proposed a phase 2 of their work on the Wye Mills campus grounds. Their proposal was discussed, but the committee did not feel it was appropriate to move forward at this time.

Action Item

Award of Contract for Applicant Tracking System

Dr. Armistead said this request is to award a three-year contract to NEOGOV for the HR applicant tracking system that would replace the current Hire Touch system, which will no longer be supported beyond 2022.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously, the Board approved the award of a three-contract to NEOGOV for applicant tracking and subscription services in an amount not to exceed \$100,955.

Action Item

Award of Contract – Learning Space Support Plan from CAE Healthcare

Dr. Armistead said this request is to continue the contract for a clinical simulation management platform and maintenance agreement.

On a **MOTION** by Dr. Armistead, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of a one-year support contract to CAE Healthcare for Learning Space Enterprise in an amount not to exceed \$25,000.

Action Item

Award of Contract for Website Design and Development Services

Dr. Armistead said this request is to award a contract for the College website design and development. Funding has been allocated from College fund balance for this project. An RFP selection committee reviewed proposals, interviewed five firms, and recommended Stamats Communications. Ms. Danielle Darling said the committee chose Stamats because they have the most community college experience and they received good references. They will also help with website governance and success going forward. Additional work will likely be required as the project moves forward.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract to Stamats Communications for website design and development services in an amount not to exceed \$340,000.

Action Item

Award of Contract for Manufacturing Training Center (MTC) Roof Replacement

Dr. Armistead said this project has been approved by MHEC and Maryland Department of General Services, using funds from the facilities renewal projects grant. Garland/DBS has been involved with roof projects at the College in the past. Garland would work with Apex Business Solutions on this project to install a 30-year roof. It was noted that this building would not likely come down if the College constructs a new Technology building. It would be the Queen Anne's Tech building that would be razed.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously, except for Mr. Garvey who recused himself, the Board approved the award of contract to Garland/DBS Inc. for the MTC roof replacement in an amount not to exceed \$528,802.

Action Item

Award of Contract for Learning Resource Center (LRC) Roof Replacement

Dr. Armistead said the College received approval for this capital project from Maryland Department of General Services. Garland would work with Nations Roof on this project to install a 30-year roof. Mr. Nagel noted that any difference in pricing is based on when contractors purchased materials.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously except for Mr. Garvey who recused himself, the Board approved the award of contract to Garland/DBS, Inc. for the LRC roof replacement in an amount not to exceed \$891,781.

Action Item

Award of Contract for Learning Resource Center (LRC) Chiller Replacement

Dr. Armistead said the College received approval, using an existing competitively bid contract, for this capital project from Maryland Department of General Services.

On a **MOTION** by Dr. Armistead, seconded by Ms. Jackson-Stanley and carried unanimously except for Mr. Garvey who recused himself, the Board approved the award of contract to TRANE Building Services for the demolition, removal, and replacement of the LRC chiller with a new 130-ton TRANE chiller in an amount not to exceed \$199,926.

Action Item

Award of Contract for Eastern Shore Higher Education Center (ESHEC) Roof Replacement

Dr. Armistead said the College received approval from MHEC to use funds in the ESHEC fund balance for this project. Garland would work with Raintree Services on this project to install a 30-year roof.

On a **MOTION** by Dr. Armistead, seconded by Ms. Shorter and carried unanimously except for Mr. Garvey who recused himself, the Board approved the award of contract to Garland/DBS Inc. for the ESHEC roof replacement in an amount not to exceed \$581,953.

Action Item

Award of Contract for Water to Water Units in the Eastern Shore Higher Education Center (ESHEC)

Dr. Armistead said this request uses funding from the ESHEC fund balance. This is part of the building's HVAC system.

On a **MOTION** by Dr. Armistead, seconded by Ms. Jackson-Stanley and carried unanimously except for Mr. Garvey who recused himself, the Board approved the award of contract to TRANE Building Services for the installation and startup of four new water to water units in the ESHEC in an amount not to exceed \$186,233.

Action Item

Award of Contract for Palo Alto Network Firewall System Purchase

Dr. Armistead said this request is for a network firewall, to provide extra security to the College network and to help mitigate ransomware risks.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract to ePlus for network firewall system technology in amount not to exceed \$83,125.

Action Item

Contract Renewal to BellTechLogix for Microsoft Product Licenses

Dr. Armistead indicated that this request was reviewed via email. The contract would renew Microsoft licensing for FY 2023. BellTechLogix is an approved reseller of Microsoft product licenses.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously, the Board approved the contract renewal to BellTechLogix for Microsoft product licenses in amount not to exceed \$36,612.70.

Ms. Karen Smith recognized Mr. Paul Renshaw and thanked him for his service to the College over the past seven years. He is retiring as Facilities Director at the end of June 2022.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley said the committee met via Zoom on Wednesday, June 1, 2022 at 9:30 a.m.

Action Item

Candidates for Board of Trustees Chair and Vice Chair

Ms. Jackson-Stanley said a slate of candidates was presented at the April Board meeting. No other nominations were received from the floor. The committee recommends Mr. Bob Grace as Chair and Mr. Reza Jafari as Vice Chair for FY 2023.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead and carried unanimously, the Board approved the selection of Mr. Bob Grace as Chair and Mr. Reza Jafari as Vice Chair of the Board of Trustees for FY 2023.

Action Item

HR Actions, Reclassifications, Reorganization Policy Revision

Ms. Susan Cianchetta said this revision came out of the Compensation Study and was a recommendation from Evergreen Solutions. It provides more equitable, consistent, and competitive salaries for staff who transfer or are reorganized into new positions within the College.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the Board approved the revisions to the HR Actions, Reclassifications, Reorganization policy as presented.

Action Item

Compensation Policy Revision

Ms. Cianchetta said this revision coincides with the HR Action policy revisions and provides clarity about how changing positions mid-year impacts salary increases for those employees.

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

Action Item

FY 2023 Board Meeting Schedule

Ms. Jackson-Stanley said this is the schedule for FY23 Board of Trustees meetings. Future meetings will be in person, with a Zoom option as needed. Dr. Coppersmith reported that improvements have been made to the equipment in the Board Room to facilitate a better hybrid meeting experience.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead and carried unanimously, the Board approved the FY 2023 Board meeting schedule as presented.

Action Item

FY 2023 Board Committee Meeting Schedule

Ms. Jackson-Stanley said this is the schedule for FY23 Board Committee meetings, which will continue as Zoom only.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the Board approved the FY 2023 Board Committee meeting schedule as presented.

PROGRAMS, PLANNING AND OUTREACH

Mr. Jafari reported the PPO committee met via Zoom on Tuesday, May 31, 2022 at 8:00 a.m. All members were present. No action items were presented, but two information items were shared.

Information Item

Update on the PACE Program

Dr. David Harper reported that the PACE program serves hundreds of seniors and others in professional enrichment programs. Some of the programs include Community Interpreter Training and Spanish in the Workplace. The College will work hard to grow these offerings such as non-credit certifications in Information Technology, though it is often difficult to find faculty to teach them.

Information Item

Student Success & Enrollment

Mr. Kamari Collins shared his excitement about the recent grants received. He also shared a summary of the May 5 Spring Fest event organized by Mr. Mark Berry. Staff were able to assist students with various needs during the event.

COLLEGE REPORTS

Faculty Assembly

Mr. David Timms reported that summer classes begin on June 13. He reported that at the May 20 Faculty Assembly meeting, the faculty voted to give adjunct faculty representation on Faculty Assembly by adding one adjunct faculty representative.

Staff Assembly (StARs)

Ms. Danielle Thomas, Staff Assembly Chair, reported that two Non-Exempt and two Exempt representatives have been selected to fill seats on Staff Assembly for FY23. These new StARS members begin serving on July 1. She reported that a Dessert Happy Hour was held on June 7 and 8 and a Staff Assembly meeting was held on June 9.

Student Government

No report.

TRUSTEES REPORT

The Summer Board Retreat will be held on Wednesday, August 3 at 9:00 a.m. at Dixon Valve in Chestertown, followed by lunch. Directions will be sent, and an agenda is coming soon.

Survey links will be sent to the trustees on June 9 for the President’s Evaluation and Board Self-Evaluation for FY22, with a deadline of June 30 for completion of both surveys. Results will be compiled by IR and presented at the summer retreat.

A reception for the Board of Trustees and Foundation Board members will be held immediately following the Board meeting under the tent in the quad.

Mr. Garvey said it has truly been an honor to serve as Chair of the Board. Mr. Jafari expressed his appreciation and gratitude for his leadership.

CLOSED SESSION

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead 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. Dennard-Turner, seconded by Ms. Shorter and carried unanimously, the Board adjourned closed session at 4:32 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees reappointed two full-time temporary faculty members, appointed an interim associate workforce dean and approved the President’s FY23 compensation.

ADJOURNMENT

On a **MOTION** by Mr. Grace, seconded by Ms. Shorter and carried unanimously, the meeting was adjourned at 4:32 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 8/25/2022
Chris Garvey, Chair