

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**August 25, 2022**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, August 25, 2022 at 3:00 p.m. in room HPAC-127 at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland, and via Zoom video conference. Chair Bob Grace called the meeting to order.

**ATTENDANCE**

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

Approval of Minutes - The minutes of the June 9, 2022 meeting

Approval of Minutes - The minutes of the June 9, 2022 closed session meeting

**PRESIDENT'S REPORT**

Dr. Coppersmith reported that the fall semester has begun, the College is open, and masks are optional. Students are back on campus and athletes are practicing. Current enrollment shows a headcount increase of 3.8%, while FTE is down 1.1%.

He welcomed several new employees: Mr. Steve Dyott, Director of Facilities; Ms. Melanie Magness, Executive Director of Human Resources; Dr. Charles Lartey, Director of Assessment; and Mr. Salman Zafarullah, Director of Testing.

He reported that the College has raised more than \$1.3 million in individual and private Foundation funds toward a goal of \$3 million to be used to expand Advanced Manufacturing, Welding, and Marine Trades programs. Funding is also benefitting the CDL Truck Driving program, the Electrical and HVAC programs. A Wind Energy grant proposal has been approved for a mobile welding lab to take on the road to local schools and agencies. And the College is awaiting approval of a \$1.2 million Federal Earmark proposal. Plans are under way to renovate the Queen Anne's Tech building, with Ms. Miriam Collins heading up the project. The state may recommend a new building rather than renovating the existing one.

Efforts to address enrollment issues are under way. Under the leadership of Mr. Kamari Collins, the Upward Bound program has been grant funded to serve 60 students per county in two counties (Kent and Caroline). The College is now hiring staff to work directly with eligible high school students. Work has also begun to address completion. Under the leadership of Dr. Dave Harper, the Completion project

will review and adopt best practices that will assist in efforts to better serve and support students at the College.

### **STUDENT GOVERNMENT ASSOCIATION REPORT**

Mr. Mark Berry reported that the 2022-23 Student Government election process is under way, with applications due September 6. Candidates will campaign September 12-16; students will vote September 16-26; and results are expected to be announced on September 29.

### **FINANCE AND FACILITIES**

Dr. Armistead reported that the following items presented for action were reviewed at the committee meeting held via Zoom on Wednesday, August 17, 2022 at 8:00 a.m. All members of the committee were present at the meeting, except Mr. Jafari.

She noted that the College team was busy over the summer, as indicated by the action items below.

#### **Action Item**

##### **Award of Contract for Purchase of a 64-Passenger School Bus**

Dr. Armistead said the College is requesting authorization to purchase a used school bus for the CDL program, which is very popular. One of the current buses will no longer be eligible to use going forward. The bus purchased will meet the State of Maryland CDL school bus criteria.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board authorized the College to negotiate and purchase a used school bus that meets the CDL school bus criteria in an amount not to exceed \$50,000.

#### **Action Item**

##### **Award of Contract – USDA Grant Distance Learning Network Equipment**

Dr. Armistead said the College has been awarded a three-year USDA Distance Learning grant, which will work in partnership with local libraries. This purchase is under a cooperative agreement.

On a **MOTION** by Dr. Armistead, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the purchase of Distance Learning Network equipment from Carousel Industries in an amount not to exceed \$65,554.71.

#### **Action Item**

##### **Award of Contract for One-Year Lyris Contract**

Dr. Armistead said this request is to renew the annual contract with Lyris to negotiate database pricing on behalf of the Maryland Digital Library (MDL) consortium for electronic resources for the College's library.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously, the Board approved the award of a one-year contract to Lyris for electronic resources negotiation for database needs in FY23 in an amount not to exceed \$50,828.55.

**Action Item**

Expanded Spending Authority for Ed2Go/Cengage

Dr. Armistead said the College is requesting an expanded spending authority for the online class enrollments that use Ed2Go for Career Training programs. The College has been using this product for the past few years. The use for FY23 is not expected to be as high as previous years.

On a **MOTION** by Dr. Armistead, seconded by Mr. McMahan and carried unanimously, the Board approved the expanded spending authority for Ed2Go/Cengage in FY23 in an amount not to exceed \$75,000.

**Action Item**

Award of Contract for Athletic Team Transportation

Dr. Armistead said this request is to award a contract for professional coach buses and drivers for College athletic team travel. This is a safety/liability measure. The College conducted a bidding process.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract to Prince Limousine of Chestertown for athletic team travel in an amount not to exceed \$70,000. This is slightly higher than the bid amount, taking into consideration the possibility of extra travel in the post-season or changes to the travel schedule.

**Action Item**

Annual Contract Renewal with MDREN

Dr. Armistead said this request is to renew the annual contract with MDREN services for internet connectivity, video, and point-to-point access.

On a **MOTION** by Dr. Armistead, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the renewal of contract to MDREN for internet connectivity for FY23 in an amount not to exceed \$73,616.78.

**Action Item**

Award of Contract for Ticketing Software

Mr. Nagel said this request is for a three-year contract for ticketing software for events in the Todd Performing Arts Center (TPAC) and Cadby Theater. This is the same system used by the Avalon Theatre. Staff has put together an attendance estimate for upcoming events, which should exceed the cost for the software.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of contract for three years to Accesso Showare in an amount not to exceed \$30,000 over the three-year period.

**Action Item**

Award of Contract for Queen Anne's Technical Building Program Statement Consultant

Dr. Armistead said this request is for a consultant to assist with cost estimating and scheduling services for the proposed new Skilled Trades building. The College is working on the program statement that is due by the end of December. The College is recommending a sole source contract with Whiting-Turner

due to the unique and specialized experience they can provide for this project. The Board had previously approved \$50,000 for this service. Future portions of the project will be competitively bid. Mr. Garvey asked whether the College considered a bidding process for this particular project. Ms. Karen Smith said the College considered the timing and the specialty of the project, noting that Whiting-Turner is working on a similar project for Wor-Wic Community College. Mr. Nagel noted that from his own experience, Whiting-Turner has previously provided more accurate pricing for academic projects than some other firms. Mr. Garvey asked whether there is a design in place yet. Dr. Coppersmith said there is not, but there is an estimate of the space needed. Dr. Armistead indicated that this project has not been approved by the state yet. Dr. Coppersmith said there will be a lot of interest in bidding on this project if it does get approved.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously, except for Mr. Garvey who abstained, the Board approved the award of contract to Whiting-Turner for cost estimating and scheduling services in an amount not to exceed \$33,160.

#### **Action Item**

##### Award of Contract for Water-to-Water Unit in the Dorchester Administration Building

Dr. Armistead said this request is to award a contract to TRANE Building Services to replace a failed unit on the second floor of the Dorchester Administration building. TRANE has a competitively bid contract. The College has used TRANE in the past and has been very pleased with their work. Ms. Karen Smith noted that another unit in another building just failed today, so she and her staff are looking at all units to get a handle on future replacement costs.

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 TRANE Building Services for the installation and startup of a new water-to-water unit in the Dorchester Administration Building in an amount not to exceed \$38,293.

#### **Action Item**

##### Award of Contract for Cambridge Center Roof Restoration

Dr. Armistead said this project was approved by MHEC. The College is receiving funding for facilities renewal projects in FY23. The Cambridge Center roof was one of the projects identified for renewal. Garland went through the process of bidding, and Apex was the lowest bidder.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously, except for Mr. Garvey who recused himself, the Board approved authorizing Garland/DBS to contract with Apex Construction for the Cambridge Center roof restoration project in an amount not to exceed \$392,450.

#### **Action Item**

##### Award of Contract for Exam Soft Contract

Dr. Armistead said this is for a three-year contract with Exam Soft for clinical judgement exams services. This is a program used by the Nursing program. This contract was signed last year by a Nursing staff member who did not realize the contract needed Board approval.

On a **MOTION** by Dr. Armistead, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved a three-year contract (FY22-FY24) for Exam Soft Clinical Judgement Exams Comprehensive Solutions in an amount not to exceed \$27,000 over the three-year period.

Dr. Armistead reported that the committee also discussed Sodexo, which is in the final year of its contract; the audit that is currently in process; revenues and expenses for FY22; and IT and Facilities reports.

It was noted that via email in June the Board approved additional work to the CDL parking lot with an award of contract to David A. Bramble in an amount not to exceed \$23,000.

## **GOVERNANCE & HUMAN RESOURCES**

Mr. Mike Mulligan said the committee met via Zoom on Wednesday, August 17, 2022 at 9:30 a.m. All members of the committee were present at the meeting. Mr. Mulligan announced that a recent article in the Star-Democrat highlighted Mayor Victoria Jackson-Stanley and 11 other remarkable "SHEROES" who are celebrated in an outdoor mural in downtown Cambridge.

### **Action Item**

#### **FY 2023 Board of Trustees Goals**

Mr. Mulligan said these recommended goals were discussed at the Board Retreat in Chestertown as well as at the Governance & HR Committee meeting. These are virtually the same as last year's goals.

On a **MOTION** by Mr. Mulligan, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the FY 2023 Board of Trustees goals as presented.

### **Action Item**

#### **FY 2023 President's Goals**

Mr. Mulligan said Dr. Coppersmith drafted these goals for review and approval by the Board. There is some carry over from last year, but several are new goals for FY23.

On a **MOTION** by Mr. Mulligan, seconded by Mr. Jafari and carried unanimously, the Board approved the FY 2023 President's goals as presented.

### **Action Item**

#### **Revisions to Future Survey Questions for Board Self-Evaluation**

Mr. Mulligan said this follows up on the discussion from the Board Retreat about whether the number of questions could be reduced moving forward. The committee recommended cutting about half of the questions (those highlighted in yellow in the packet).

On a **MOTION** by Mr. Mulligan, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the revisions to the annual Board Self-Evaluation survey questions for FY 2023 as presented.

### **Action Item**

#### **Revisions to Future Survey Questions for President Evaluation**

Mr. Mulligan said similar logic was used to reduce the number of questions in this survey of the President. Those questions recommended for elimination (highlighted in yellow) were either expected

behavior or redundant. Mr. Grace and Mr. Nagel thanked the committee for condensing the evaluation. Ms. Jackson-Stanley thanked Mr. Mulligan for his leadership.

On a **MOTION** by Mr. Mulligan, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the revisions to the annual President Evaluation survey questions for FY 2023 as presented.

It was noted that in July the Board approved via email the revision to the Meetings and Travel policy, and they authorized the hiring of the new Executive Director of Human Resources, Ms. Melanie Magness.

### **PROGRAMS, PLANNING AND OUTREACH**

Mr. Jafari reported the PPO committee met via Zoom on Tuesday, August 16, 2022 at 8:00 a.m. All members were present.

#### **Action Item**

##### Cultural Diversity Report 2022

Mr. Chris Hall indicated that this report is to be approved by the Board before going to MHEC. This year the College reported on the initiatives with students, faculty, non-faculty staff, and administration regarding diversity, equity, and inclusion (DEI) and the related Strategic Plan goals.

On a **MOTION** by Mr. Jafari, seconded by Mr. Nagel and carried unanimously, the Board approved the Cultural Diversity Report FY 2022 as presented.

### **COLLEGE REPORTS**

#### Faculty Assembly

Mr. David Timms reported that Faculty Assembly met on August 17 and faculty voted to add an adjunct faculty rep to Faculty Assembly. Faculty in-service included sessions on the Completion project; notes were collected with important takeaways that faculty will take into consideration as they move forward with the project. He announced that Dr. Tammy Field was honored at Oxford University over the summer, where she presented on the importance of STEM in Education. He reported that a poverty simulation for Nursing and EMS students will be conducted September 7 and 8. This activity helps students understand the needs of the community and the problems some people face every day.

#### Staff Assembly (StARs)

Ms. Lyndy Galan, Executive Coordinator to the VP for Workforce & Academic Programs and a Staff Assembly rep, announced that the August Staff of the Month is Ms. Patricia Abrams. She reported that StARs is looking at the possibility of including all staff (full-time, part-time and temp) on Staff Assembly. Upcoming events being planned include reverse trick or treat, Thanksgiving lunch, and a holiday door decorating contest.

### **TRUSTEES REPORT**

Mr. Grace asked trustees to consider signing up for the ACCT conference if they have not done so yet. He thanked those who participated in the Board Retreat at Dixon Valve on August 3. The trustees agreed to participate in a mid-year retreat on January 25, prior to the January Board meeting. Mr. Grace announced that Dr. Coppersmith would be participating in the Horizons Dancing with the Stars event on November 12 at Brittlend Manor in Chestertown.

**ADJOURNMENT**

On a MOTION by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the meeting was adjourned at 4:16 p.m.

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Kate Maxwell, Assistant Secretary to the Board

APPROVED: \_\_\_\_\_ DATE: 9/22/2022  
Bob Grace, Chair