

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
September 22, 2022

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, September 22, 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 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, 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

An Action Item is to be added under Finance and Facilities for an Award of Contract for a skid steer loader.

PUBLIC COMMENTS

None.

CONSENT AGENDA

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

Approval of Minutes - The minutes of the August 25, 2022 meeting

MIDDLE STATES PROCESS PRESENTATION

Dr. Chandra Gigliotti noted she is seeing an increase this semester in student use of the tutoring center and the library. She reported the Institutional Research and Assessment offices were restructured into one office rather than two. She said this is helping with sharing the workload and reflects the shift to institutional assessment. Mr. Chris Hall reported that he manages state and federal reporting and manages the Strategic Plan. Dr. Charles Lartey reported that he is the new Director of Assessment. His role is to be sure assessment is being used to determine how College resources are managed. He uses a continuous improvement agenda, where resources are allocated for the continued improvement of the institution. This applies to Standard 6 in the Middle States self-study. The College performs a self-study every eight years to show Middle States that we are worthy of accreditation. There are seven standards that must be achieved. Working groups are collecting data and documentation to show evidence that the standards are achieved. The presentation provided to the Board includes the standards, timeline, and how Board members may be involved in the self-study process. Middle States will be here for a site visit in the spring of 2024 to review the data and evidence collected in the self-study.

PRESIDENT'S REPORT

Dr. Coppersmith announced that Nursing students will be offering blood pressure tests on September 23. The Eastern Shore Higher Education Center will be celebrating the life of Susan Park and dedicating a resource library to her on September 23.

He reported that the final census numbers for Fall credit enrollment are in: FTE is up by 1.51% and unduplicated headcount is up by 3.28%. Non-credit programs are coming back as well, with a 93% increase in activity over the previous year.

The College has received approval of its third Upward Bound grant application, which will provide an additional \$277,000 (for a total of \$862,000) annually for five years to identify, support and successfully matriculate up to 180 students to college from Caroline, Kent and Talbot Counties.

Regarding the current FY23 budget, cost center managers have been asked to return 5-10% of their budgets, due to inflationary costs. A greater increase in enrollment had been expected when the budget was created. Other options are under consideration and will be shared with the Finance Committee at a special meeting on October 5. HEERF funding ends this May. The College drew down \$1.5 million last year, including lost revenues.

Dr. Coppersmith reported that the Foundation Board has installed new leadership and is in good hands, with Mr. Robbie Sheehan as new President and Ms. Linda Friday as Vice President. Ms. Amber McGinnis has finished production of a Foundation Board Member Handbook, and the Annual Report is soon headed to the printer.

Dr. David Harper announced an upcoming Harvest Horror event to be held two weekends in October. The corn maze Halloween experience combines the Ag program and the Theater program and its students, faculty and staff. Tickets are available at <https://harvesthorror.com>.

STUDENT GOVERNMENT ASSOCIATION REPORT

Mr. Mark Berry reported that he is recruiting for Student Government leadership positions in classrooms and at table events.

FINANCE AND FACILITIES

Dr. Armistead reported that the following items presented for action, except for the added item, were reviewed at the committee meeting held via Zoom on Wednesday, September 14, 2022 at 8:00 a.m. All members of the committee were present at the meeting except for Mr. Jafari.

Action Item

Purchase of Vessel for Marine Trades Program

Dr. Armistead said the College is requesting authorization to purchase a used 25-35 foot recreational boat for the Marine Trades program. The College has a robust program with demand. The boat will enhance the training students will get, and allow for a variety of other classes to be offered. Funding for this purchase is from the Maryland Rural Economic Fund. Mr. Garvey recommended reaching out to the Chesapeake Bay Maritime Museum for their help in securing a vessel.

On a **MOTION** by Dr. Armistead, seconded by Ms. Shorter and carried unanimously, the Board authorized the College to negotiate and purchase a used vessel for use in the Marine Trades program in an amount not to exceed \$60,000.

Action Item

Award of Contract for Video Streaming Equipment

Dr. Armistead said the College would use this equipment for a variety of uses to make class sessions, theater productions and other events such as Commencement more accessible for those who cannot attend in person. HEERF funding would be used to purchase this equipment. In the past, the College has had to contract out for streaming services. Mid-South Audio was the only firm to submit a bid. The equipment would be similar to what the Avalon Theater uses.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved the purchase of video streaming equipment from Mid-South Audio in an amount not to exceed \$54,385.93.

Action Item

Request to Increase Board Contract Approval Amount

Dr. Armistead said the College is requesting an increase to the contract amount requiring Board approval – from \$25,000 to \$50,000. This would reduce the number of bids that would have to come to the Board for approval. Ms. Karen Smith and her team have researched the levels that other community colleges use for approval. Chesapeake College is one of only three colleges at the \$25,000 level. Following approval of this request, the Governance & HR Committee would draft the necessary change to the Board Bylaws. That request and wording would be submitted to the full Board at least 10 days prior to the November Board meeting.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously, the Board approved the request to increase the contract amount requiring Board approval to \$50,000 and moving this to the Governance & HR Committee to change the Board Bylaws.

Action Item

Award of Contract for a Skid Steer Loader

Dr. Armistead said this is a request to purchase a skid steer loader and snow pusher for use on campus to clear snow. This would be purchased via a national competitive bid. Mr. Nagel suggested that users receive training, as this is a big piece of equipment. Mr. Steve Dyott noted that he is familiar with the equipment, and Carter Equipment has offered to provide training. Mr. McMahan recommended adding a set of forks attachment to this request, which would allow it to also be used as a forklift.

On a **MOTION** by Dr. Armistead, seconded by Ms. Shorter and carried unanimously, the Board approved the purchase of a 2022 249D3 Caterpillar skid steer loader, a snow pusher, and a set of forks from Carter Equipment in an amount not to exceed \$70,670.

It was noted that updates on IT, the budget and facilities were also provided at the Finance & Facilities meeting.

GOVERNANCE & HUMAN RESOURCES

Ms. Victoria Jackson-Stanley reported the committee met via Zoom on Wednesday, September 14, 2022 at 9:30 a.m. All members of the committee were present at the meeting except for Mr. Mulligan.

Information Item

Board of Trustees Bylaws Revision

Ms. Jackson-Stanley said this request to change the Bylaws is a result of the Action Item above. Based on amendment procedures, the Board must receive the recommended changes at least 10 days in advance of a vote. So, this vote is scheduled for the November meeting.

Information Item

Advanced Manufacturing/Digital Fabrication Program Coordinator

Ms. Jackson-Stanley said this is a grant-funded position for the first two years, but would then need to be incorporated into the operating budget in year three. It does not need approval from the Board at this time. The Rural Economic Development Fund is the grant funding to be used for this position.

PROGRAMS, PLANNING AND OUTREACH

Ms. Shorter reported the PPO committee met via Zoom on Tuesday, September 13, 2022 at 8:00 a.m. All members were present at the meeting except for Mr. Jafari.

Action Item

2022 Performance Accountability Report

Ms. Shorter indicated that this report is to be approved by the Board before going to MHEC. It gives a great overview including the mission of the College, the counties served by the college, student population, three goals of state higher education and how the college meets them. The report shares College community outreach and its impact. It allows a way to compare Chesapeake College to other Maryland community colleges. Mr. Chris Hall reported that we continue to serve a larger percentage of minority students than the demographic level. He noted that 80% of program graduates are employed within one year. Dr. Armistead asked Mr. Hall to provide an update to the Board on how Chesapeake College compares to the other community colleges when that data becomes available.

On a **MOTION** by Ms. Shorter, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the 2022 Performance Accountability Report as presented.

COLLEGE REPORTS

Faculty Assembly

Mr. John Haas, Associate Professor of History and Vice Chair of Faculty Assembly, reported the College is in week five of the fall semester. Classes are up and running, and committee work has begun for the year. He noted that it is good to see students on campus. The next Academic Council meeting will be held on October 7.

Staff Assembly (StARs)

Ms. Heather Kraus, Accounting Manager and a Staff Assembly rep, announced that the September Staff of the Month is Ms. Jessica Kilby. She reported that StARs is planning several upcoming events including reverse trick or treat. They are also looking at opportunities to include non-benefited employees into staff events.

TRUSTEES REPORT

Mr. Grace reminded the trustees that setting up their travel to and from the ACCT conference in New York City is their responsibility. Amtrak is the recommended method of travel. Please be sure to save all receipts for reimbursement after returning from the conference. Dr. Coppersmith and Mr. Jafari are driving up on Monday, October 24. Mr. Nagel said he is taking the train and leaving from Newark, DE, on October 26 at 12:30 p.m. and returning at 3:04 p.m. on October 29.

Mr. Jafari announced that the College has won a complimentary ACCT Board Retreat, which is expected to be scheduled for Board members next summer. The College only has to pay the cost of travel for the ACCT presenter.

CLOSED SESSION

On a **MOTION** by Ms. Jackson-Stanley, 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. Jafari and carried unanimously, the Board adjourned closed session at 4:27 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees discussed the President's compensation package.

ADJOURNMENT

On a MOTION by Mr. Nagel, seconded by Mr. Mulligan and carried unanimously, the meeting was adjourned at 4:28 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 11/17/22
Bob Grace, Chair