

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**September 28, 2023**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, September 28, 2023 at 3:00 p.m. in the Dorchester Administration Building Board Room in Wye Mills, Maryland and via Zoom video conference. Chair, Mr. Reza Jafari called the meeting to order.

**ATTENDANCE**

Dr. Blenda Armistead, Ms. Mary Dennard-Turner, Ms. Victoria Jackson-Stanley, Mr. Milton Nagel, Mr. Reza Jafari, Mr. Bob Grace, Mr. Nash McMahan, and Mr. Mike Mulligan attended the meeting in person. Mr. Chris Garvey and Ms. Brenda Shorter attended the meeting by Zoom. Dr. Clifford Coppersmith and Ms. Latellya Stewart were also present.

**ADDITIONS/CHANGES TO THE AGENDA**

One addition will be added to the agenda, letter of intent discussion.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Grace and carried unanimously, the board approved the addition to the agenda.

**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 August 24, 2023 meeting.  
The minutes of the August 24, 2023 closed session meeting.

**PRESIDENT'S REPORT**

Dr. Coppersmith reported that interim CIO, Dr. David Rosenthal's last day with the College is this week. Dr. Coppersmith thanked Dr. Rosenthal for his support of the IT department, and the college wishes him well. Dr. Coppersmith also welcomed Mr. Michael Moore as the new CIO.

Dr. Coppersmith reported on the recent activities on campus. The athletic teams have been very active. The baseball and women's basketball teams volunteered at aid stations for the IRONMAN Maryland in Dorchester County. ShoreRivers bike riders were on campus for their annual bike ride. The Office of Diversity, Equity, and Inclusion helped sponsor a trip to Harlem, NY to participate in the African American Day Parade. Trio Upward Bound, the Queen Anne's Arts Council and the Chesapeake College Foundation also helped sponsor the trip. The Hispanic Latino Student Union hosted a "Get to Know Us" event featuring presentations about Guatemalan Americans, Mexican Americans and Puerto Ricans. Students also participated in constitution day.

### Prep for Middle States Site Visit

Dr. Coppersmith reported a mid-year board retreat is being planned for February 15<sup>th</sup>. This retreat will be in preparation of the Middle States visit. The Middle States team will be on campus from March 24<sup>th</sup> through March 27<sup>th</sup>. A pre-visit with the team chair is scheduled for October 6<sup>th</sup>. Mr. Jafari, Mr. McMahan and Mr. Milton will be in attendance.

### PowerPoint – Preparing for the Spring 2024 MSCHE Visit

Dr. Coppersmith presented the board with a PowerPoint presentation of a validation exercise. This is in preparation of the Middle States visit. The board and college must ask, is the college doing what we say we are doing. The board will be working on this in the coming months and will go over this exercise at the February 15<sup>th</sup> board retreat.

### **FINANCE AND FACILITIES**

Dr. Coppersmith reported on the background of the letters of Intent. All five counties were asked to provide letters of intent for the support of the new Queen Anne’s Tech Building. Dorchester County informed the College they could not fund this new building, however they are in support of the project. The state needs five letters of intent. The college can provide that letter of support to cover Dorchester County. The college could cover the cost of the local match. Mr. Jafari mentioned that Dr. Coppersmith has done a fantastic job going out into the counties talking about the building project. The counties have vocalized that they are in support of this project.

### **Action Item: Letter of Intent in Support of Queen Anne’s Tech Building Project**

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approves the college president and the board chair signing the fifth letter of intent in support of the Queen Anne’s Tech Building.

Mr. McMahan asked, where will the funds come from? Would the foundation help cover the costs? Further discussion is needed with the foundation. Mr. McMahan is in full support of the project. Ms. Linda Friday, Chair of the Chesapeake College Foundation, is also in full support of the project. Dorchester County’s share of the project is around \$3.7M. By law the college only needs three of the five counties to go forward with the project. The college currently has four out of the five counties. Dorchester County does support the project however they cannot financially support it. Mr. Nagel mentioned that blueprint will also have to be considered because this will impact the K-12 budgets. The public schools will also have building project costs. Mr. Jafari would like the board to be involved in every step of the process.

A roll call was conducted with a unanimous vote from the board of their full support.

### **Action Item: Award of Contract – Amtek- Fanuc CERT Cart**

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approves the purchase from Amtek, Company, Inc. for a FANUC Cert Cart with iRVision package and two project based educational modules for a cost not to exceed \$52,486.

**Action Item: Website Redesign and M&R Budget Transfer**

On a **MOTION** by Mr. Garvey, seconded by Dr. Armistead and carried unanimously, the Board approves the transfer of \$200,000 from the Website Development and Design M&R project to the Rebranding M&R Project to facilitate implementation of the new brand.

**Informational Item: Time to Care Act**

Mr. Garvey presented information to the board on the Time to Care Act. The act requires any employer in the state of Maryland to provide their employees with up to twelve weeks of job-protected paid leave to care for themselves or certain family members. This act will go into effect January 1, 2026. This is a state based program similar to FMLA. Employers have three options: default into the state's administered Time to Care Act, self-administer a program, or contract with an insurer. The college is ready to sign the letter and memorandum of understanding to join the Time to Care Act Insurance Collaborative.

**Student Government Association**

Ms. Seltzer, president of SGA, reported that SGA has resumed their weekly meetings and are moving forward with plans and initiatives for the year. The SGA welcomed their new treasurer, Mr. Josiah Comfort. The SGA is partnering with the Office of Student Engagement to begin planning a Fall fest. This fest will give students the much needed break before finals. Discussions are continuing for a universal free period. This would be a time in the middle of the day with no scheduled classes. The SGA will be meeting with Dr. Harper to further discuss this possibility. Members of SGA are also preparing for the middle states visit on October 6<sup>th</sup>.

**GOVERNANCE & HUMAN RESOURCES**

**Action Item: College Committee Policy**

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead, and carried unanimously the board approves the College Committee Policy.

**Action Item: Marketing and College Relations Policy**

Dr. Armistead questioned the statement in the policy regarding making comments to the press. Ms. Darling answered that this prevents individuals from talking to the press without the marketing department's knowledge. Ms. Darling will revise the policy's wording and bring back to the board for approval.

**Action Item: Review of President's Goal's for FY2024**

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Mulligan and carried unanimously, the Board approves the President's Goals for FY2024.

**PROGRAMS, PLANNING AND OUTREACH**

**2023 Performance Accountability Report**

Mr. Chris Hall presented the board with the 2023 Performance Accountability Report. Mr. Hall will send the SWOT Analysis out to the board.

**COLLEGE REPORTS**

Faculty Assembly

Mr. David Timms, Faculty Assembly Chair, reported the Faculty Assembly will be meeting on Oct. 6<sup>th</sup>.

Staff Assembly (StARs)

Ms. Lyndy Galan, the Staff Assembly representative, reported the vacancy on StARs has been filled, however another vacancy has become open. Ms. Sarah Deluca and Ms. Jo-Ann Adams were the staff members of the month. The next upcoming event is a reverse trick or treat.

**TRUSTEES REPORT**

Mr. Jafari mentioned that continuous conversations are ongoing for the new building project with the board. Ms. Jackson-Stanley thanked Dr. Coppersmith and the board for their words of comfort during the passing of her mother.

**CLOSED SESSION**

On a **MOTION** by Mr. Nagel, 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 Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board adjourned closed session at 5:15 p.m.

**ACTION FROM CLOSED SESSION**

In closed session, the Board of Trustees discussed the board's self-evaluation, the president's contract and the board's FY2024 goals and objectives

**ADJOURNMENT**

On a **MOTION** by Mr. Nagel seconded by Dr. Armistead and carried unanimously, the meeting was adjourned at 5:15 p.m.

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Latellya Stewart, Assistant Secretary to the Board

APPROVED: \_\_\_\_\_ DATE: 11/16/23  
Reza Jafari, Chair