

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**November 16, 2023**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, November 16, 2023 at 2:00 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**

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. Ms. Brenda Shorter and Dr. Blenda Armistead attended the meeting by Zoom. Absent was Ms. Mary Dennard-Turner and Mr. Chris Garvey. Dr. Clifford Coppersmith and Ms. Latellya Stewart were also present.

**ADDITIONS/CHANGES TO THE AGENDA**

No Additions to the agenda.

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

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

- Approval of Minutes - The minutes of the September 28, 2023 meeting.  
The minutes of the September 28, 2023 closed session meeting.

**PRESIDENT'S REPORT**

Dr. Coppersmith reported FTE enrollment is up 9% from this time last year. This includes our dual enrollment students numbering over 628 this semester. Dr. Coppersmith and several trustees attended the ACCT conference in Las Vegas, NV. Mr. Jafari and Dr. Coppersmith also attended the NACCE conference in Nashville, TN. At this conference they learned about the importance of entrepreneurship and instructional development. Connections were made with potential donors including the leadership of the Ratcliff Foundation. The next conference will be held in Minnesota and Dr. Coppersmith would like to see members of the skilled trades faculty attend to learn how they can integrate entrepreneurship into their programs. Dr. Coppersmith recently met with county leaders from Kent County to include the Mayors of Chestertown and Rock Hall. The College hosted a meeting of the Upper Shore Manufacturers Consortium conducted by the WIB with over sixty industry and government leaders gathered to hear an update on the building project, the advanced manufacturing program and developments with the WIB funding which supports industrial training for incumbent workers and other programs.

Dr. Coppersmith participated in a panel discussion on workforce development and community colleges at the Federal Reserve Bank of Richmond's regional office in Baltimore. This topic was also presented at the ACCT conference in Las Vegas by Dr. Coppersmith, Ms. Laura Ullrich, Mr. Chris Hall, and Mr. Jafari. This new data survey, now involving the entire mid-Atlantic Region, promises to provide much more accurate and supportive data which we can use to demonstrate the value and efficacy of what we do to our local and state level policy makers. This activity will expand to a national audience and Chesapeake has played a central role in its success.

Ms. Amber McGinnis reported on the happenings in the foundation. The office hosted a 'Hot Stuff Bar' event encouraging students to give thanks to their donors. Several students wrote letters and recorded videos. Ms. McGinnis reported on the financial stats for 2022-2023 fiscal year. Seven new board members were welcomed on the foundation board. These members represent all five counties with various skill sets. The foundation has also obtained a new investment services provider. In 2023-2024 there will be an internal audit of the foundation reviewing all their funds. Ms. McGinnis has planned communications with targeted audiences. One of the audiences is the hard to award scholarship donors.

She has plans to meet with those donors to open the criteria to be able to award to more students. Over \$26,000 in non-credit scholarships have already been awarded to students. Ms. McGinnis welcomed and introduced the new grants specialist, Ms. Ann Shepard. Ms. McGinnis presented the board with the new Foundation Annual Report for FY23. Dr. Coppersmith thanked Ms. McGinnis for her hard work with the foundation.

Dr. Coppersmith mentioned that the 2023 Future Farmers of American (FFA) held an event on campus today in the ESHEC. This event was the second largest in the state and featured our very own Ms. Nicole Barth as the featured speaker. Mr. John Haas' play 'The Worse Choice' is a one act play that will be performed in the Cadby Theatre from November 17<sup>th</sup> through the 19<sup>th</sup>. Proceeds from the play will go to the foundation to support students.

#### **Student Government Association**

Mr. Josiah Comfort, SGA treasurer, reported that the SGA is continuing to research a universal free period. They have met and discussed this proposal with Dr. Harper. The Fall Fest that was held on November 2<sup>nd</sup> was well attended by students, faculty and staff. The SGA plan to have more events to encourage campus unity. Mr. Comfort thanked the board and staff for their time and guidance.

#### **FINANCE AND FACILITIES**

Mr. Nagel presented the finance and facilities report for Mr. Garvey.

#### **PKS Audit Presentation**

Ms. Ashley Stern presented the financial statements to the full board. Full financial audit reports were given to the board members. The college received an unmodified opinion which is the highest rating a CPA can give. This speaks very highly of the staff as not many institutions get this high of an opinion. There was no noncompliance, the audit of the federal funds the college receives had an unmodified opinion. They also looked at two federal programs, TRIO and Upward Bound, and found no findings. This is thanks to Dr. Collins, Ms. Foster and their team for managing those programs.

On a **MOTION** by, Mr. Nagel, seconded by Mr. Grace and carried unanimously, the board accepted the FY2023 Financial Statements.

**Action Item: Award of Contract – Dorchester Administration Building Flooring Replacement**

On a **MOTION** by Mr. Nagel, seconded by Mr. McMahan and carried unanimously, the Board approved the award of contract for the Dorchester first and second floor carpet Flooring Replacement in the amount not to exceed \$85,210 to Engineered Floors Commercial Division of Dalton, Georgia.

**Action Item: Award of Contract – Dorchester Administration Building Second Floor Interior Space Renovations**

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of contract for the Dorchester second floor interior space renovations to Total Contracting of Lanham, Maryland in the amount not to exceed \$51,664.80.

**GOVERNANCE & HUMAN RESOURCES**

Ms. Jackson-Stanley presented the following actions items for the board to approve.

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

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Mulligan, and carried unanimously the board approved the Marketing Relations Policy.

**Action Item: Freedom of Speech and Peaceable Assembly Policy**

This policy will be in place just in case anything happens on our campus. This policy has been vetted by our legal counsel. Policies like this are in place at other colleges. Mr. Mulligan recommends implementing this policy today and modifying as needed.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Mulligan, and carried unanimously the board approved the Freedom of Speech and Peaceable Assembly Policy.

**Action Item: FY2024 Board Goals and Objectives**

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

**PROGRAMS, PLANNING AND OUTREACH**

There was no Programs, Planning and Outreach report.

**COLLEGE REPORTS**

**Faculty Assembly**

Mr. David Timms, Faculty Assembly Chair, reported that Mr. John Haas' play 'The Worse Choice' will be performed in the Cadby Theatre on November 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup>. The STEM festival was held on November 4<sup>th</sup>. The faculty continue to work on committee work. The faculty are also reviewing their bylaws and planning trainings for committee chairs.

Staff Assembly (StARs)

Ms. Cindy Hardin, the Staff Assembly representative, reported staff members of the month for November are Mr. Jerry LaLone and Ms. Kelly Brimmer. The STARs next event is the Holiday Door Decoration contest.

TRUSTEES REPORT

Mr. Jafari reported on the ACCT conference. Those attended shared some of the highlights from the sessions they attended. Ms. Jackson-Stanley attended sessions on Engagement of Non-Traditional Students, Student Success Imperative and Federal Focus. Ms. Shorter attended sessions on FAFSA Completion, Integrating Adult Education and Thriving Students, and Thriving Communities. Mr. Mulligan attended sessions on NJCAA Athletics, Skills Based Hiring, and Sustaining a Long Term CEO. Our very own Mr. Chris Hall along with Ms. Laura Ullrich presented the session Redefining Success: Collaboration on the Federal Reserve Bank of Richmond's Survey on Community College Outcomes.

CLOSED SESSION

On a **MOTION** by Mr. Mulligan, seconded by Ms. Jackson Stanley 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. Mulligan, seconded by Ms. Jackson-Stanley and carried unanimously, the Board adjourned closed session at 5:00 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees discussed the president's contract and approved the faculty appointment of Dr. Nora Ortega.

ADJOURNMENT

On a **MOTION** by Mr. Mulligan seconded by Ms. Jackson-Stanley and carried unanimously, the meeting was adjourned at 5:00 p.m.



Latellya Stewart, Staff Associate to the Board

APPROVED: 

Reza Jafari, Chair

DATE: 12/13/23