

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
August 22, 2024

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, August 22, 2024 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, Mr. Reza Jafari, Mr. Milton Nagel, Ms. Erica Osterhout and Ms. Brenda Shorter attended the meeting in-person. Mr. Chris Garvey and Mr. Nash McMahan attended the meeting by Zoom. Absent was Ms. Shelly Gross-Wade. Dr. Clifford Coppersmith and Ms. Latellya Stewart were also present.

ADDITIONS/CHANGES TO THE AGENDA

There were no additions 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 June 6, 2024 meeting.
- The minutes of the June 6, 2024 closed session meeting.

PRESIDENT'S REPORT

Dr. Coppersmith presented the board with his State of the College presentation. Highlights from his presentation include the reaffirmation of our accreditation with the Middle States Higher Education Commission. This is the first time the College was without some statement regarding the need for improvement or a condition that required follow up. The College has updated our strategic plan for 2025-2029, "Transforming Lives, Empowering Futures". Dr. Coppersmith talked about the role our students played in the past year in bringing the campus back to life. Enrollment is up for the fall 2024 semester and as of August 22nd there were 728 dual enrollment students.

Dr. Coppersmith announced Mr. Brent Fuchs appointment is with the governor's office. Mr. Fuchs will represent Caroline County.

FINANCE AND FACILITIES REPORT

Mr. Garvey presented the following action items to the board for approval.

Action Item: Award of Contract – For All Seasons – Mental Health and Wellness Services

On a **MOTION** by Mr. Garvey, seconded by Mr. Nagel and carried unanimously, the Board approved the award of contract to For All Seasons of Easton, Maryland to provide expanded mental health and wellness services to students and training to Chesapeake College staff and faculty in an amount not to exceed \$70,000.

Action Item: Award of Contract – Athletic Team Transportation FY2025

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved the award of contract for the athletic team transportation for FY2025 to Blanchard Charter of Severn, Maryland in an amount not to exceed \$100,000. Changes to this contract as proposed in the RFP may be necessary to accommodate schedule changes, playoff games, etc. as the college progresses into the teams' respective seasons.

Action Item: Award of Contract - NUTANIX HARDWARE AND SOFTWARE UPGRADE

On a **MOTION** by Mr. Garvey, seconded by Ms. Dennard-Turner and carried unanimously, the Board approved the purchase of four Nutanix G9 servers, associated software, and support extension for existing hardware from ePlus Technology, Inc. at a cost not to exceed \$220,310.86.

Action Item: Award of Contract - Todd Performing Arts Center (TPAC) - House Lighting and Controls

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved the award of - contract for construction of Phase One House Lighting and Controls to RIFE International, LLC of Bethesda, Maryland in the amount not to exceed \$342,800.

Action Item: Award of Contract - Campus Concrete Sidewalk Replacement

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved awarding a contract to Image Asphalt Contracting of Pasadena, Maryland in an amount not to exceed \$136,740 for Phase 1 and Phase 2 of the Concrete Sidewalk Replacement project.

The Board of Trustees approve the budget transfer from the Sound Attenuation project to the Concrete Sidewalk Replacement Project in the amount of \$29,841.

Mr. Garvey recused himself from the vote.

The sound project was paid completely by the state. The project is complete, and those funds are no longer needed.

Action Item: Award of Contract - Parking Lot Sealing, Striping and Curb Painting

On a **MOTION** by Ms. Osterhout, seconded by Dr. Armistead and carried unanimously, the Board approved the award of contract to Atlantic Southern Asphalt and Sealcoating of Sunrise, Florida in the amount of \$82,870 for parking lot sealing, striping and curb painting on the Wye Mills campus.

Mr. Garvey recused himself from the vote.

Mr. Nagel thanked Mr. Dyott and his staff, as this project will extend the life of the parking lots.

Action Item: Recommendation for Transfer of Maintenance and Repair Funds for Queen Anne's Technical Building HVAC Repairs

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the transfer of funds from the Sound Attenuation project to the HVAC repairs Queen Anne Technical building project in the amount not to exceed \$49,941.00.

Mr. Garvey recused himself from the vote.

Mr. Garvey thanked the committee members for their time and effort they put into reviewing these contracts.

GOVERNANCE & HUMAN RESOURCES REPORT

Ms. Dennard-Turner presented the following action items to the board for approval.

Action Item: Acceptable Use Policy

On a **MOTION** by Ms. Dennard-Turner and seconded by Ms. Shorter and carried unanimously, the Board approved the Acceptable Use Policy.

Action Item: Artificial Intelligence Policy

On a **MOTION** by Ms. Dennard-Turner and seconded by Ms. Osterhout and carried unanimously, the Board approved the Artificial Intelligence Policy.

Mr. Hansen explained this is an open Artificial Intelligence policy. The policy will be an evolving policy and each department will determine the use. However, there will be guidelines for its use.

Action Item: Cybersecurity Training Policy

On a **MOTION** by Ms. Dennard-Turner and seconded by Dr. Armistead and carried unanimously, the Board approved the Cybersecurity Training Policy.

All employees are being trained through KnowBe4. It is everyone's responsibility to keep the college safe from cyber-attacks.

Action Item: Title IX Policy

On a **MOTION** by Ms. Dennard-Turner and seconded by Dr. Armistead and carried unanimously, the board accepted the Title IX Policy.

There were mandatory regulatory changes that went into effect August 1st. The board will be trained on the policy at the next board meeting.

PROGRAMS, PLANNING AND OUTREACH

Dr. Osborne-Elliott presented the board the Student Code of Conduct Campus Training and Orientation.

ASCA National Affiliation, Purpose and outcome, campus constituent focus group representation, recommendation from ASCA training and staff feedback. Work and training will continue with core values and goals.

COLLEGE REPORTS

Staff Assembly (StARs)

Ms. Hardin, the Staff Assembly Chair, reported the staff representatives have revised their Staff Member of the Month nomination form. They are moving forward on new initiatives. A staff survey was sent out and the results were shared at Staff Assembly today. The staff representatives will also pilot a year-end report.

Faculty Assembly

Mr. Crouse, Faculty Assembly Chair, reported the faculty assembly met this week. The faculty committees also met. Changes in the objectives to the strategic plan are topics among the committee work. The committees are creating their own charges. Work in the classroom continues as the college is serving younger students through dual enrollment. How can the college better meet the needs of these students? The faculty are working on ways to better serve our younger students and help them to succeed.

TRUSTEES REPORT

Mr. Jafari, chair of the board, reported trustees should complete their Conflict of Interest forms and return them to Ms. Stewart. The Board Retreat was held on August 8th. The ACCT Leadership Congress will be held on October 23 – 25, 2024 in Seattle, WA.

Mr. Garvey, who attended the meeting on zoom, thanked the IT staff for the technology set up, it has greatly improved.

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 and legal matters.

OUT OF CLOSED SESSION

On a **MOTION** by Dr. Armistead, seconded by Ms. Osterhout and carried unanimously, the Board adjourned closed session at 5:10 PM.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees discussed personnel and legal matters.

ADJOURNMENT

On a **MOTION** by Ms. Osterhout seconded by Ms. Shorter and carried unanimously, the meeting was adjourned at 5:10 PM.



Latellya Stewart, Staff Associate to the Board

Approved September 26, 2024

APPROVED: _____



Reza Jafari, Chair

A handwritten signature in cursive script, appearing to read 'Reza Jafari', written over the printed name.

DATE: _____

Sept 26, 2024