

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
January 25, 2024

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, January 25, 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, Mr. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Nash McMahan, Mr. Mike Mulligan, and Mr. Milton Nagel attended the meeting in-person. Mr. Chris Garvey and Ms. Brenda Shorter attended the meeting by Zoom. Absent was Ms. Mary Dennard-Turner. Dr. Clifford Coppersmith and Ms. Latellya Stewart were also present.

ADDITIONS/CHANGES TO THE AGENDA

There were no additions or changes to the agenda.

On a **MOTION** by Mr. Nagel, seconded by Mr. McMahan and carried unanimously, the Board approved the agenda.

PUBLIC COMMENTS

None.

CONSENT AGENDA

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

- Approval of Minutes - The minutes of the December 13, 2023 meeting.
The minutes of the December 13, 2023 closed session meeting.

PRESIDENT'S REPORT

Dr. Coppersmith introduced Ms. Amy Bonner, the new Associate Vice President of Human Resources. Ms. Bonner resides in Delaware but has connections in Queen Anne's and Caroline County.

Dr. Coppersmith reported enrollment for Spring had a 7.4% increase in headcount and 5.8% increase in FTE. Dual enrollment makes up 35% of Spring enrollment. This is an indication that students are returning to the campus.

State of the College Presentation

Middle States Self-Study

Dr. Coppersmith presented the Board with the State of the College address. In his address Dr. Coppersmith explained the Middle States Self-Study 2023-2024 report. The Middle States site visit will be from March 24-27, 2024. The final draft of the self-study will be available through MyCampus in

February. Preparation for the visit will occur at the Faculty Assembly, Staff Assembly, Student Government Association and the Board of Trustee meetings. The team will consist of approximately seven to ten individuals from different colleges. The team will interview faculty, staff and students on campus. The college may also receive suggestions from the team for improvements to help finish the strategic plan.

Budget

Dr. Coppersmith reported that the Governor's Budget and Management Office has issued the proposed FY2025 budget. This budget had a huge impact on community college budgets with historic cuts with the Budget Reconciliation and Financing Act (BFRA). This would reduce the CADE funding to 26.5% from the full 29%. Chesapeake College is facing a 10% cut in the FY2025 state funding over last year. This is the fourth largest cut in the history of the CADE formula. Community college presidents from across the state are advocating for full restoration of the CADE funding and working with MACC to get the message out. Faculty and staff are encouraged to reach out to their local legislators. The state and local legislators are very concerned about this situation and they are giving us their full support. In the coming weeks and months, Dr. Coppersmith will be working hard to try to restore our funding and get the Queen Anne's Tech Building project back on the state capital list. This includes restoring our facilities renewal grant.

Strategic Plan

A draft of the strategic plan will be sent out to the college community and the board.

STUDENT GOVERNMENT ASSOCIATION REPORT

Ms. Cheyenne Roache, Director of Student Engagement and Development and advisor to SGA, reported on behalf of the SGA. The first POINT meeting of the semester is scheduled for January 29th. The SGA are planning to meet to prepare for student advocacy day, which will be held on February 6th in Annapolis. Appointments have been set up to meet with delegates during the day. The SGA wish to thank the leadership for their support.

FINANCE AND FACILITIES REPORT

The Finance and Facilities Committee met on January 17th. Mr. Garvey presented the following action items to the board for approval.

Action Item: Award of Contract – Public Safety Generator

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved the award of contract for the public safety generator project in the amount not to exceed \$58,500 to Barnes Electric in Rhodesdale, Maryland.

Action Item: Award of Contract – Facilities Storage Building

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved the award of contract for the construction of the Facilities Storage Building in an amount not to exceed \$154,657 to Paige Industrial Services, Inc. of Landover, Maryland.

Action Item: Award of Contract – Welding Classroom Trailer

On a **MOTION** by Mr. Garvey, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of contract for a Welding Classroom trailer to Absolent, Inc. of Raleigh, North Carolina in the amount not to exceed \$600,000. This not to exceed amount of \$600,000 will provide for the base bid of \$573,455 and allow the college to approve any change orders if needed once construction begins for unforeseen circumstances. It also does not exceed the approved budget of the grant award.

Action Item: FY2025 Budget Proposal

On a **MOTION** by Mr. Garvey, seconded by Mr. Grace and carried unanimously, the Board approved the FY2025 budget items 1-9 on the budget approvals required list. Mr. Nagel commented that he hopes to come back and amend the budget.

- FY2025 Operation Budget by Function
- FY2025 Maintenance and Repair Fund
- FY2025 Auxiliary Services Operation Budget
- FY2025 Tuition and Fees Schedule
- FY2025 Course Specific Fees
- Fund Balance Request – 3 Projects
- New Position Authorization – 2 Positions
- Salary Scales (Faculty/Staff and Adjunct)
- Capital Project – Queen Anne’s Technical Building (QAT)

GOVERNANCE & HUMAN RESOURCES REPORT

The Governance & HR Committee did not meet. However, Ms. Jackson-Stanley reminded the board to fill out their ethics board forms and notify Ms. Stewart, by email, when their forms have been completed.

PROGRAMS, PLANNING AND OUTREACH

The Program, Planning and Outreach Committee did not meet and there are no items to report.

COLLEGE REPORTS

Faculty Assembly

Ms. Nicole Rioux, Faculty Assembly representative, reported the next faculty assembly will meet on Friday February 2nd.

Staff Assembly (StARs)

Ms. Ellen LaFrankie, the Staff Assembly representative, reported staff member of the month for January was Ms. Jeanine Gallagher. The staff representatives are reviewing and updating several staff policies including the bylaws. The next staff event is the Super Bowl Pool. Squares can be purchased to benefit the Corner of Care. The staff assembly will be meeting on February 8th at 11:00 AM.

TRUSTEES REPORT

Mr. Jafari reported on the MACC conference. Ms. Laura Ullrich covered the research on community colleges. She will be asked to present at the Maryland Economic Council. Mr. Jafari also reported that the faculty and staff at Wor-Wic Community College has started a petition in support of the budget.

Chesapeake could possibly do something similar. Information on how to reach out to local legislations will be sent out to the faculty and staff.

Mr. Jafari reminded the board that a retreat is planned for February 22nd. Lunch will be served starting at 11:30 AM.

CLOSED SESSION

On a **MOTION** by Mr. Grace, 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 a personnel matter.

OUT OF CLOSED SESSION

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board adjourned closed session at 4:24 PM.

ACTION FROM CLOSED SESSION

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

ADJOURNMENT

On a **MOTION** by Ms. Jackson-Stanley seconded by Dr. Armistead and carried unanimously, the meeting was adjourned at 4:24 PM.

[Redacted Signature]

Latellya Stewart, Staff Associate to the Board

APPROVED: [Redacted Signature]

Reza Jafari, Chair

DATE: 2/22/24