

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**December 18, 2024**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, December 18, 2024, at 3:02 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, Ms. Erica Osterhout, Ms. Shelly Gross-Wade, Mr. Milton Nagel, and Ms. Brenda Shorter attended the meeting in-person. Mr. Brent Fuchs attended the meeting by Zoom. Absent were Ms. Addie Eckardt and Mr. Chris Garvey. Dr. Clifford Coppersmith and Ms. Latellya Stewart were also present.

**ADDITIONS/CHANGES TO THE AGENDA**

There were no additions to the agenda.

On a **MOTION** by Ms. Gross-Wade seconded by Dr. Armistead and carried unanimously, the Board approved the draft agenda.

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

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

- Approval of Minutes - The minutes of the November 21, 2024 meeting.  
The minutes of the November 21, 2024 closed session meeting.

**PRESIDENT'S REPORT**

Dr. Coppersmith expressed gratitude to the Board and everyone for their support of Chesapeake College. Significant achievements this semester include maintaining the college's role as a regional anchor institution, enhancing facilities, and improving outreach and engagement. Dr. Coppersmith highlighted the outstanding work of the maintenance team in creating welcoming learning spaces.

The newly launched website has significantly increased user engagement and Requests for Information (RFIs), supported by the CRM system, enabling early student identification and personalized support. The college received 95 RFI's in two weeks. Efforts to strengthen K-12 outreach through dual enrollment initiatives are ongoing.

The Mobile Welding Lab, arriving in January, represents a commitment to extending educational resources to the community, funded by a \$1.2 million Congressional Earmark Grant and other grant

funding. Participation in the Richmond Federal Reserve pilot showed Chesapeake's student success rate at 60%, well above traditional IPEDS data, with strong performance in transfers and career placement.

Focus groups highlighted the college's affordability, flexibility, and mission-driven commitment to student success. The president's report concluded with optimism for 2025 and hopes for approval of the Queen Anne's Technology Facility, reinforcing Chesapeake College's role as a leader in education and workforce development.

### **FINANCE AND FACILITIES REPORT**

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

#### **Action Item: STEM Orlando Upward Bound Trip June 2025**

Mr. Berry, Director of TRIO Upward Bound, plans to take up to twenty students to Orlando, FL for five days.

On a **MOTION** by Mr. Nagel, seconded by Ms. Gross-Wade and carried unanimously, the Board approved an award of contract for Educating Adventures not to exceed \$90,000 for the proposed cultural excursion to Florida in June 2025 for approved Upward Bound students.

#### **Action Item: Purchase of F550 Truck**

Funding for this vehicle will come from the Maryland Works for Wind grant and the Chesapeake College Workforce Training Expansion (Congressionally Directed Federal Spending) grant.

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board approved the purchase from Apple Ford of Columbia, Maryland for a 2024 Ford F550 truck w/Service Body truck for a cost not to exceed \$87,950.00.

#### **Action Item: Purchase of Generator for welding trailer**

Funding for this generator will come from the Maryland Works for Wind grant and the Chesapeake College Workforce Training Expansion (Congressionally Directed Federal Spending) grant.

On a **MOTION** by Mr. Nagel, seconded by Ms. Gross-Wade and carried unanimously, the Board approved the purchase from Fidelity Power Systems for a new Atlas Copco QAS95 mobile generator for a cost not to exceed \$83,542.00.

#### **Action Item: Consulting Services for Facilities 10 Year Masterplan**

On a **MOTION** by Mr. Nagel, seconded by Ms. Dennard-Turner and carried unanimously, the Board approved the proceeding with negotiating a contract with Design Collective of Baltimore Maryland in an amount not to exceed \$242,550, the Board also approved the use of fund balance in an amount not to exceed \$167,550 and the use of the \$75,000 M&R Athletics Master Planning budget for this 10 Year Facilities Master Planning contract with Design Collective.

#### **Action Item: Request for Budget Transfer for Athletic Field Repairs**

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board approved the transfer of surplus Maintenance and Repair (M&R) budget to fund the needed baseball and softball field repairs in an amount not exceeding \$17,865.

**Action Item: Auxiliary Enterprise Annual Fund Balance Transfers**

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the FY2025 Auxiliary Fund Balance Transfer totaling \$23,902 from the Bookstore Auxiliary to the Event Management sub fund, the Board also approved the FY2025 Auxiliary Fund Balance Transfer totaling \$1,062 from the Bookstore Auxiliary to the Athletic sub fund.

**GOVERNANCE & HUMAN RESOURCES REPORT**

Ms. Osterhout presented the following action items to the board for approval.

**Action Item: 2025-2026 Draft Academic Calendar**

On a **MOTION** by Ms. Dennard-Turner and seconded by Mr. Nagel and carried unanimously, the Board approved the 2025-2026 Draft Academic Calendar.

**Action Item: 2025-2026 Draft Administrative Calendar**

On a **MOTION** by Ms. Dennard-Turner and seconded by Mr. Nagel and carried unanimously, the Board approved 2025-2026 Draft Administrative Calendar.

**PROGRAMS, PLANNING AND OUTREACH**

Ms. Shorter presented the following action items to the board for approval.

**Action Item: Program Terminations: Terminations: Engineering Technology & AAS Degree and Hotel/Resort Management Certificate**

On a **MOTION** by Ms. Shorter, seconded by Mr. Nagel and carried unanimously, the Board approved program terminations of CT 651 - Hotel/Resort Management Certificate, and AAS 743 - Engineering Technology AAS Degree- Drafting and Design Area of Concentration.

**COLLEGE REPORTS**

**Faculty Assembly**

Mr. Crouse, the Faculty Assembly Chair, reported on the increased use of AI by students, highlighting both appropriate and inappropriate applications. Faculty are addressing this by reading the book "*Brave New Words*" and participating in discussions led by Dr. Harper to explore ethical AI use and develop strategies to maintaining academic integrity. Associations like ACCT, MACC, and AACC are focusing on integrating AI responsibly in teaching, learning, financial aid, and administration, with plans for faculty training and a long-term strategy. Efforts are also underway to expand live, on-campus classes for high school students, with budgetary considerations in mind. Freshman seminars will emphasize study skills and the ethics of AI use. Faculty are committed to helping students navigate this evolving landscape while ensuring work integrity.

**Staff Assembly (StARs)**

Ms. Thomas, the Staff Assembly Representative, announced that Ms. Leia Wefelmeyer was named December's Staff Member of the Month winner. The winners of the holiday door decorating contest were revealed. Plans for quarterly staff trainings on Microsoft Forms, Teams, and OneNote were

announced. Additionally, the staff assembly representatives will hold their annual Super Bowl party in February.

**TRUSTEES REPORT**

Mr. Jafari, chair of the board, reported the annual Board of Trustees Holiday reception will be held following tonight's board meeting. The 2025 MACC Legislative Reception will be held on Monday, January 27, 2025 in Annapolis. If you plan to attend, please notify Ms. Stewart. Ms. Dennard-Turner announced she will be playing a part in the *Living History Program Harriet Tubman's Christmas Eve Escape*. All are welcome to attend. The program would take place on December 20<sup>th</sup>, 21<sup>st</sup>, 27<sup>th</sup>, and 28<sup>th</sup> at the Harriet Tubman Underground Railroad Visitor Center in Church Creek, MD.

**ADJOURNMENT**

On a **MOTION** by Mr. Nagel seconded by Ms. Gross-Wade and carried unanimously, the meeting was adjourned at 3:50 PM.

  
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Latellya Stewart, Staff Associate to the Board

APPROVED:  DATE: 1/23/25  
Reza Jafari, Chair 