

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**February 22, 2024**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, February 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, 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 Ms. Jackson-Stanley and carried unanimously, the Board approved the agenda.

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

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

- Approval of Minutes - The minutes of the January 25, 2024 meeting.  
The minutes of the January 25, 2024 closed session meeting.

**STUDENT GOVERNMENT ASSOCIATION REPORT**

Mr. Josiah Comfort, treasurer of SGA, reported Student Government Association started the semester with Student Advocacy Day and they have continued to meet regularly to prepare for the next year. With many of the executive board of the SGA graduating in May, the focus will be to prepare the next generation of student leaders to take their place. The SGA has welcomed a new member, social media and events coordinator, Lordine Dorleans. The SGA is also preparing for the Middle States team visit in March. Mr. Comfort mentioned that Chesapeake College is lucky to have many dedicated and passionate student organizations who work tirelessly to strengthen the college community. The SGA is partnering with other student organizations to plan an end of year second chance prom. The SGA is grateful for the support and encouragement from the college leadership. Mr. Comfort concluded his report by saying their mission is to strengthen the college community and show students that they are not only heard by those in authority, but that their voice matters to make a change.

## **PRESIDENT'S REPORT**

Dr. Coppersmith reported on the budget update from MACC. Dr. Coppersmith and Mr. Jafari will be in Annapolis next week to advocate for the restoration of the full CADE funding. There are some indications that there may be some level of partial restoration of the budget.

The campus is more vibrant and active as we continue to see strong enrollment for the Spring semester. The campus is also active with community meetings, rentals and externally hosted events to include Senator Ben Cardin's meeting with the Ag Community and with leaders from our local African American community, FFA, state agencies and the hospital system.

Two weeks ago the college hosted our local high school men's and women's basketball tournaments. This was on the same day as our Black History Luncheon sponsored by the Multicultural Advisory Committee.

Dr. Coppersmith and Ms. Smith will start making their spring budget rounds to our five county region. The rounds will begin with the Caroline County roundtable on February 27<sup>th</sup> and end with Kent County in late May. The all county budget meeting is scheduled for April 18<sup>th</sup> and will be hosted here on our campus in the boardroom beginning at 6:00 pm with dinner. A zoom option will be available for county leaders unable to attend in person.

The Middle States site team is scheduled to be on campus beginning March 24<sup>th</sup> with a reception at 4:00 pm in the LRC. The visit will formally start on Monday March 25<sup>th</sup>.

## **FINANCE AND FACILITIES REPORT**

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

### **Action Item: Award of Contract – CNC Router Purchase**

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved awarding a contract to Amtek, Inc. for the purchase of a Forrest CNC with upgrades as quoted for the price of \$54,992.

### **Action Item: Award of Contract – CDL Truck Purchase**

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved the college to negotiate and purchase one used Volvo Day cab truck that meet the criterial of the CDL program in an amount not to exceed \$40,000.

### **Action Item: Award of Contract – Water Tower Project**

On a **MOTION** by Mr. Garvey, seconded by Dr. Armistead and carried unanimously, the Board approved the award of contract for the Cleaning, Painting, Repairs, and Modifications of the College's 50,000-Gallon elevated storage tank to Maryland Environmental Service in the amount of not to exceed \$150,895.36.

### **Action Item: Purchasing Policy and Procedures Updates**

On a **MOTION** by Mr. Garvey, seconded by Mr. Nagel and carried unanimously, the Board approved the updated Purchasing Policies and Procedures as presented with the three changes listed below.

- Per Diem rate increase from \$50 to \$74 per day
- Threshold increase for competitive bids from \$25,000 to \$50,000
- Threshold increase for one quote from \$5,000 to \$10,000

Mr. Nagel mentioned that the committee spends many hours reviewing these action items and they are not passed without in-depth conversations. Mr. Garvey thanked the committee and staff on their hard work.

**Action Item: Sodexo**

On a **MOTION** by Mr. Garvey and seconded by Ms. Shorter to approve extending the Sodexo contract for FY2025 with no changes from operations in FY2024. No commissions will be paid to the college during FY2025 for Sodexo Food Service operations.

**GOVERNANCE & HUMAN RESOURCES REPORT**

Ms. Jackson-Stanley presented the following action items to the board for approval.

**Action Item: CARE Team Policy**

On a **MOTION** by Ms. Jackson-Stanley and second by Ms. Dennard-Turner to approve the CARE Team Policy.

Dr. MOE explained changes to the policy included a name change from Behavioral Intervention Team (BIT) to C.A.R.E. Team (Connect, Assist, Refer, and Educate). Reports will be managed through the Maxient Program.

**PROGRAMS, PLANNING AND OUTREACH**

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

**Action Item: New Program Addition**

- Health Science Certificate (CT 125)
  - *Designed in collaboration with other Maryland community colleges through the Maryland Education Alliance (MEA) to provide a structure for academic progression and credential stacking. This will allow students to complete the first year of an associate degree program in a health science field at their home institution, followed by a second year in a specialized program, such as Massage Therapy, at another institution.*

On a **MOTION** by Ms. Shorter, seconded by Ms. Jackson-Stanley, the board approved the Program Addition – Health Science Certificate (CT 125).

**Action Item: Program Terminations**

- Health, Fitness & Exercise Science A.A. Degree – Exercise Science/Allied Health Area of Concentration (AA 155)
  - *The college already has a Health, Fitness & Exercise Science program with an Exercise Science concentration. Students were least likely to choose this one out of the two.*
- Food Service Management Certificate (CT 655) and Food Service Management Letter of Recognition (LOR 654)
  - *Food Service Management programs have not run in the last five years. Feedback from industry employers show that there is no value in these credit programs. Future food service/culinary programs will be run as non-credit and redesigned to meet the current needs of industry employers.*
- Phlebotomy Letter of Recognition (LOR 515)
  - *Will run as non-credit starting fall 2024.*

On a **MOTION** by Ms. Shorter, seconded by Dr. Armistead the board approved the program terminations – AA 155, CT 655 & LOR 654, and LOR 515.

**COLLEGE REPORTS**

Faculty Assembly

Dr. Coppersmith reported on behalf of Mr. Timms for faculty assembly. The faculty are restructuring the Honors committee into a new group to be named the Community Engagement Scholars Council. This group will work with students and staff to create engagement community, peers, and college employees. The faculty has voted to support this concept. The next faculty assembly is scheduled for Friday March 1<sup>st</sup> at 9:00 am on zoom.

Dr. Coppersmith announced the death of Ms. Connie Kotula, wife of past president Dr. Jack Kotula. Flowers will be sent on behalf of the college and the board.

Staff Assembly (StARs)

Ms. Adams, the Staff Assembly representative, reported the Super Bowl event raised \$81 for the Corner of Care. The next staff event is bowling and will be held on April 12<sup>th</sup> from 12:00 pm to 2:00 pm at the Easton Bowl. Staff member for the month of February is Lynette Blake.

**TRUSTEES REPORT**

Mr. Jafari announced commencement will be held on May 22<sup>nd</sup>. If you are planning to attend, regalia will need to be ordered before the college closes for spring break. Ethic forms are due to the state by April 30<sup>th</sup>. They should be completed online. The Middle States site team reception will be on March 24<sup>th</sup> at 4:00 in the LRC. The board will meet with the site team on Monday, March 25<sup>th</sup> at 10:00 in the boardroom.

**ADJOURNMENT**

On a **MOTION** by Mr. Nagel seconded by Ms. Jackson-Stanley and carried unanimously, the meeting was adjourned at 3:35 PM.

  
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Latellya Stewart, Staff Associate to the Board

APPROVED:   
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Reza Jafari, Chair

DATE: April 25, 24