

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**April 25, 2024**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, April 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, Ms. Mary Dennard-Turner, Mr. Chris Garvey, Mr. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Milton Nagel, and Ms. Brenda Shorter attended the meeting in-person. Mr. Nash McMahan attended the meeting by Zoom. Absent was Mr. Michael Mulligan. 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 Dr. Armistead and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes - The minutes of the February 22, 2024 meeting.

On a **MOTION** by Mr. Garvey, seconded by Mr. Grace and carried unanimously, the Board approved the conferral of the degrees and certificates.

Conferral of Degree/Certificates - 270 Graduates as of today

**STUDENT GOVERNMENT ASSOCIATION REPORT**

Ms. Silver, Director of First Year Programs and Staff Advisor to SGA, reported for SGA. The SGA will hold their Second Chance Prom on May 2<sup>nd</sup>. There are currently 85 students signed up to attend so far.

Elections were held for the executive board:

- Haley Wondrash - President
- Mikaela Larson - Vice President
- Claire Knauss - Secretary
- Josiah Comfort - Treasurer
- Lordine Dorleans - Public Relations/Events Coordinator

Ms. Silver mentioned that the next fireside chat meeting will be held on Monday.

Mr. Jafari thanked Ms. Silver for presenting to the board and mentioned that over 200 other colleges are holding second chance proms.

### **PRESIDENT'S REPORT**

Dr. Coppersmith reported that the college has completed the accreditation process. Consultant came to the campus and gave high remarks on the self-study report and the college's hospitality. The college will continue assessment efforts. The final letter should arrive in June. Enrollment stats in FTE had an increase of 9.5%. The faculty are improving their courses. The board just approved the conferring of the degrees of 270 students. A new Director of Public Safety has been appointed, Chief Barbara Duncan from Salisbury. With this appointment, all senior leadership positions have been filled. Dr. Coppersmith thanked the vice presidents for hiring such qualified staff. May is National Community college month and the college is starting to plan for its 60<sup>th</sup> anniversary.

Dr. Coppersmith thanked the county officials who attended the five county dinner and approved the college's budget. Mr. Jack Wilson encouraged the college to continue to pursue state funding for the Queen Anne's tech building. Invitations to commencement were sent out to state and local officials, which will be held on May 22<sup>nd</sup>. Dr. Coppersmith announced the college has purchased a thirty-five foot boat named the "Higher Ebb" with funding through the rural economic grant.

### **Update on FASFA funding –**

Dr. Collins reported the financial aid office held a Dollars & Donuts event for families in our service to help students through the financial aid process and to complete the free application for federal student aid (FAFSA).

### **FINANCE AND FACILITIES REPORT**

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

#### **Action Item: Award of Contract – Approval to repurpose funds for the purchase of a skid mounted Power washing unit for cleaning the exteriors of college buildings**

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved the transfer of the Maintenance and Repair budget originally approved for the LRC 2nd Floor lighting project to a new M&R project for the purchase of a Tsunami Soft Wash Skid System in the amount of \$17,433.

#### **Action Item: Award of Contract – Elevator Service and Maintenance Agreement - Delaware Elevator**

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the contract with Delaware Elevator not to exceed \$70,680 for the period of July 1, 2024 through June 30, 2027 with the option to renew the contract for an additional three years FY2028-FY2030.

Mr. Garvey recused himself from the vote.

#### **Action Item: Award of Contract – Cadby Theatre – AV Refresh**

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved the reallocation of \$55,000 from the LRC 2<sup>nd</sup> Floor Lighting Upgrade and Replacement Maintenance and Repair Project (FY24) to the Cadby Theater AV Refresh project (new project).

**Action Item: Award of Contract - MDREN – USM Annual Contract Renewal**

On a **MOTION** by Mr. Garvey, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the annual contract renewal for the continuation of the following MDREN services, internet, video and point to point access at a cost of \$75,204.13.

**Action Item: Award of Contract - Recommendation Book Store Services FY2025 – FY2029**

On a **MOTION** by Mr. Garvey and seconded by Dr. Armistead and carried unanimously, the Board approved to award the contract to Barnes & Noble bookstore operations for FY2025 thru FY2029 with terms as outlined above.

Mr. Michael Moore, CIO, provides a report to the finance committee. Thanks to Mr. Moore for all his work.

**GOVERNANCE & HUMAN RESOURCES REPORT**

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

**Action Item: Reaffirmation of Chair and Vice Chair of the Board**

On a **MOTION** by Ms. Jackson-Stanley and second by Mr. Grace and carried unanimously, the Board reaffirmed that Mr. Reza Jafari will remain as Chair and Mr. Milton Nagel will remain as Vice Chair for FY2025.

**PROGRAMS, PLANNING AND OUTREACH**

Ms. Shorter had no items to report.

**COLLEGE REPORTS**

**Faculty Assembly**

Mr. Timms, chair of faculty assembly, reported faculty DEI committee attended the workshop with Dr. Rollins, and are working on a final report. The next faculty assembly meeting will be held during in-service. The slate of officers will be elected. The faculty has been certified by the union representative AFT (American Federation of Teachers) - MD.

**Staff Assembly (StARs)**

Mr. Zafarullah, the Staff Assembly representative, reported the STARs held a bowling event at Easton Bowl with 26 staff/faculty attending. They will also hold an afternoon dessert happy hour. The STARs are seeking to fill two non-exempt and one exempt positions. Staff member of the month for April was Corey Ottaviani, and for March was Terri Snow. A thank you luncheon will be held for all staff member of the month winners. The staff has revised their bylaws and will be going through the approval process. The next staff assembly meeting will be held on May 14<sup>th</sup> at 10:00AM.

**TRUSTEES REPORT**

Mr. Jafari announced the college will be celebrating its 60<sup>th</sup> anniversary. Dr. Armistead and Mr. McMahan were the only trustees on the board during the 50<sup>th</sup> anniversary. ACCT Leadership Congress will be held in Seattle, WA on October 23 – 26, 2024. The Program Advisory Council (PAC) dinner will be

held tonight in the Caroline Center, speaker will be Rachel Parker of the Governor's Workforce Development Board.

**CLOSED SESSION**

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter 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. Garvey, seconded by Mr. Nagel and carried unanimously, the Board adjourned closed session at 5:00 PM.

**ACTION FROM CLOSED SESSION**

In closed session, the Board of Trustees discussed a personnel matter.

**ADJOURNMENT**

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

[Redacted Signature]

Latellya Stewart, Staff Associate to the Board

APPROVED: [Redacted Signature]

Reza Jafari, Chair

DATE: June 6, 24