

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
November 21, 2024

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, November 21, 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, Ms. Addie Eckardt, Mr. Reza Jafari, Mr. Chris Garvey, Ms. Erica Osterhout, Mr. Milton Nagel, and Ms. Shelly Gross-Wade attended the meeting in-person. Mr. Brent Fuchs and Ms. Brenda Shorter attended the meeting by Zoom. 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. Garvey, seconded by Ms. Gross-Wade and carried unanimously, the Board approved the following consent agenda items:

- Approval of Minutes - The minutes of the September 26, 2024 meeting.
The minutes of the September 26, 2024 closed session meeting.

STUDENT GOVERNMENT ASSOCIATION

Ms. Claire Knauss, Secretary of the Chesapeake College SGA, provided an update highlighting several initiatives and events. The SGA is exploring the feasibility of installing an ATM on campus, a project supported by the student body per Voter Education Week polls, though administrative approval is required. Progress continues on the period poverty project, with grant applications underway to secure funding for menstrual products. For Wellness Week, SGA distributed goodie bags with stress-relief items and notes of encouragement to students across campuses. They are also gathering input for the Spring 2025 dance theme and date.

In October, the SGA hosted a successful pep rally with over 100 attendees and a smaller-scale fall fest, using feedback to enhance future planning. Work on the cultural regalia policy is underway, with considerations for approved vendors through the bookstore. Spirit Week received positive participation, though plans for more college-specific themes are being explored. These efforts reflect SGA's ongoing commitment to enhancing student engagement and well-being beyond academics.

PRESIDENT'S REPORT

Dr. Coppersmith welcomed Senator Addie Eckardt, celebrating her active engagement, including her participation in the ACCT Trustee Leadership Conference. The meeting highlighted initiatives both on and off-campus, including Governor Wes Moore's ribbon-cutting for the Cyber Ranger program, a state-wide effort to address cybersecurity workforce shortages through real-world training. On campus, Chesapeake College hosted the AACRO (American Association of Collegiate Registrars and Admissions Officers) review of application and advising processes, earning praise for affordability, dual enrollment, student care, tutoring, athletics, diversity, and campus amenities. FTE has grown by 5%, reflecting efforts to increase student enrollment and retention.

The campus also saw completed infrastructure projects, including tennis and pickleball courts. The College is preparing to host Senator Ben Cardin and announcing his role as the 2025 Commencement speaker, which will be held on May 21, 2025. Updates on skilled trades programs and a balanced budget for fiscal 2025 were also shared, with a full review slated for January. In closing, gratitude was expressed for the faculty, staff, and Board's dedication, with well wishes for the holiday season and a strong acknowledgment of the College's mission and progress.

Student Success Summit

Dr. Coppersmith and Mr. Jafari attended the Maryland 2024 Student Success Summit dinner on November 14th. On November 15th, Dr. Coppersmith, Dr. Harper, Dr. Collins, and Dr. Osborne-Elliott participated in the Maryland 2024 Student Success Summit. As part of the summit, each college is required to prepare a report for the Maryland Higher Education Commission (MHEC) by the end of January 2025.

FINANCE AND FACILITIES REPORT

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

Action Item: PKS FY2024 Audit Presentation

Ms. Ashley Stern and Mr. Ryan Taylor, the auditors, presented and explained the results of the audit:

1. Basic Financial Statement: Received an unmodified opinion, the highest rating.
2. Audit under Government Standards: Positive report.
3. Federal Programs Compliance Audit: Also received an unmodified opinion, with no issues found, resulting in a positive report.

Auditors' Communications:

1. The college has had six consecutive years with no findings, which highlights the strong performance of the staff.
2. Best practice recommendations were included in the management letter regarding bank reconciliation processes. Specific praise was given for having zero journal entries.

Ms. Stern thanked everyone for their help during the audit process, special thanks to Ms. Brinckerhoff and her staff.

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board accepted the report of the auditors.

Action Item: Eastern Shore Higher Education Ctr. FY2025 Budget Revision

On a **MOTION** by Mr. Nagel, seconded by Ms. Gross-Wade and carried unanimously, the Board approved the revised ESHEC FY2025 Budget to align with an increase in funding received from MHEC in the amount of \$118,411.

Action Item: Award of Contract – Campus Furniture Replacements

On a **MOTION** by Mr. Nagel, seconded by Ms. Gross-Wade and carried unanimously, the Board approved the award a contract for furniture replacement to Specialized Marketing of Annapolis, Maryland in an amount not to exceed \$98,372.20.

GOVERNANCE & HUMAN RESOURCES REPORT

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

Action Item: Library Bill of Rights Policy

The principles discussed emphasize that everyone should have equal access to all information without bias or prejudice from the librarian. This ensures that all books and materials available are accessible to everyone without discrimination.

On a **MOTION** by Ms. Dennard-Turner and seconded by Ms. Osterhout and carried unanimously, the Board approved the Library Bill of Rights Policy.

Informational Item: Telework Policy

Ms. Bonner shared that the appeals process has been removed from the policy. Additionally, it was noted that both staff and students will now be required to inform the IT department prior to any international travel.

Information Item: Reporting Requirement – Criminal Charges

Policy updates include a requirement to report if an individual is listed on the sex offender registry. Additionally, individuals must now report any criminal charges, including those that are pending, rather than only when under investigation.

PROGRAMS, PLANNING AND OUTREACH

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

Action Item: Manufacturing Technology Certificate

This certificate program was developed for the credit side, expanding access for dual enrollment students and others who may take MFG classes as electives.

On a **MOTION** by Ms. Shorter, seconded by Ms. Osterhout and carried unanimously, to approve the 16 credit Manufacturing Technology Certificate.

COLLEGE REPORTS

Faculty Assembly

Mr. Crouse, Faculty Assembly Chair, reported that faculty have restructured their activities to prioritize student focus. This includes reducing organizational meetings to allocate more time for student engagement and grading end-of-semester work.

Staff Assembly (StARs)

Ms. Ruppert, the Staff Assembly Representative, announced that the Halloween costume contest winners were Ms. Jessica Kilby and Mr. Corey Ottaviani. It was also reported that a professional development session on Microsoft Office Forms was conducted and received strong attendance.

TRUSTEES REPORT

Mr. Jafari, the chair of the board, welcomed Ms. Addie Eckardt as our newest board member representing Talbot County. Additionally, Mr. Nagel, was recently appointed to the Shore Regional Health Board of Directors.

ACCT Leadership Congress

Four members of the board, along with Dr. Coppersmith and Ms. Stewart, attended the ACCT Leadership Congress in Seattle, WA. Each trustee was asked to give a summary of the sessions they attended.

Dr. Coppersmith expressed gratitude to everyone who attend the ACCT Leadership Congress this year and encouraged continued involvement in the future. He highlighted the college's commitment to best practices, emphasizing the strong efforts being made and recognizing the effective leadership driving the team's success from the top down.

Ms. Eckardt attended sessions that emphasized the importance of ensuring that the board refrains from interfering in staff operations. The sessions discussed strategies for engaging with the community and revisiting the original mission of community colleges. Additional points included a focus on fundraising efforts and addressing challenges, such as the high number of nursing students and the tension between virtual and in-person learning formats.

Ms. Gross-Wade thanked everyone for the invitation to attend the Leadership Congress and attended several sessions discussing the following key topics:

1. Equitable Fundraising Session:

- Focus on recurring giving, corporate giving, and generational giving.

2. Pillars of a Functioning Board:

- Emphasized the importance of not overstepping boundaries, conducting an annual assessment, ensuring transparency, and fostering collaboration.

3. Mission of Community Colleges:

- Reinforced the mission of community colleges to build the middle class and prepare students for future job opportunities.

Mr. Nagel attended sessions that discussed the importance of unity within the board and brought up the topic of moving data to the cloud, questioning whether it would be worth the investment and what potential benefits or challenges it might bring.

Mr. Jafari attended sessions that addressed several key points:

- The importance of understanding what matters to the college.
- His role as an ambassador for the state of Maryland.

- The relationship between governance and its impact on community colleges.
- The role of AI in financial services and how it can be utilized positively.
- The significance of international education in the college's mission.

Mr. Jafari announced some upcoming events happening on campus:

- Queen Anne's Chorale on December 7th
- Holiday Reception on December 18th
- Legislative Leadership on January 27th

CLOSED SESSION

On a **MOTION** by Mr. Garvey, seconded by Ms. Gross-Wade 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 Ms. Dennard-Turner and carried unanimously, the Board adjourned closed session at 4:35 PM.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees approved a sabbatical leave request.

ADJOURNMENT

On a **MOTION** by Mr. Nagel seconded by Ms. Gross-Wade and carried unanimously, the meeting was adjourned at 4:35 PM.

[Redacted Signature]

Latellya Stewart, Staff Associate to the Board

APPROVED: [Redacted Signature]

Reza Jafari, Chair

DATE: 12/18/24