

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
March 27, 2025

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, March 27, 2025, at 3:00 p.m. via Zoom video conference. Chair, Mr. Reza Jafari called the meeting to order.

ATTENDANCE

Dr. Blenda Armistead, Ms. Addie Eckardt, Mr. Brent Fuchs, Mr. Chris Garvey, Ms. Shelly Gross-Wade, Mr. Reza Jafari, Mr. Milton Nagel, Ms. Erica Osterhout and Ms. Brenda Shorter attended 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 to the agenda.

PUBLIC COMMENTS

None.

CONSENT AGENDA

On a **MOTION** by Ms. Eckardt, seconded by Dr. Armistead and carried unanimously, the Board approved the following consent agenda items:

- Approval of Minutes - The minutes of the February 27, 2025 meeting.
- The minutes of the February 27, 2025 closed session meeting.

PRESIDENT'S REPORT

Dr. Coppersmith reported the college continues to advance across multiple fronts. From our Academic Division, at the Cambridge Center, new workforce programs and community events are expanding educational access, including partnerships with Dorchester Public Schools and Adult Basic Education. On the Wye Mills Campus, several programs—such as Nursing and Radiation Tech—have achieved successful re-accreditation, while others like EMS and Marine Tech are growing in visibility and impact. The Higher Education Center is supporting local educators, embedding soft skills training into workforce programs, and strengthening ties with four-year institutions. From Student Success, highlights include a highly attended Women's History Month event and strong athletic achievements, with several players earning regional honors. Looking ahead, preparations are underway for end-of-semester activities and a commencement address by Senator Ben Cardin. The college will also celebrate its 60th Anniversary this year.

FINANCE AND FACILITIES REPORT

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

Action Item: Award of Contract – Assessment Technologies (ATI)

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved a contract with Assessment Technologies (ATI) in an amount not to exceed \$70,750 in total for FY2026 and FY2027 and \$38,913.00 for FY2028.

Action Item: Award of Contract – Welding Lab Ventilation System

On a **MOTION** by Ms. Gross-Wade, seconded by Ms. Eckardt and carried unanimously, the Board approved the award of contract for a Welding Lab Ventilation system to Robovent of New Baltimore, MI. in the amount not to exceed \$259,050.

Mr. Garvey recused himself from the vote.

Action Item: Award of Contract – Dell Computer Replacements

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved the purchase of forty (40) Dell OptiPlex 7420 All-In-One computers and associated keyboards and mice at a cost not to exceed \$51,000.

Mr. Garvey thanked the staff and trustees for work they put in reviewing all information.

GOVERNANCE & HUMAN RESOURCES REPORT

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

Action Item: Grant Process Management Procedure and Grant Process Development Procedure

On a **MOTION** by Ms. Osterhout and seconded by Ms. Gross-Wade and carried unanimously, the Board approved the Grants and other External Funding Management Procedure, and the Grants and other External Funding Development Procedure.

Action Item: Heat-Related Illness Prevention Policy

On a **MOTION** by Ms. Osterhout and seconded by Dr. Armistead and carried unanimously, the Board approved Heat-Related Illness Prevention and Safety Policy.

Mr. Garvey mentioned there will be a Maryland OSHA Safety Update Webinar on Complying with Maryland's New Heat Stress Regulations on Friday, April 4, 2025 at noon.

PROGRAMS, PLANNING AND OUTREACH

Ms. Shorter presented the following informational items to the board.

Information Item: 2024 Survey of Community College Outcomes

Dr. Harper presented the Board with the 2024 Survey of Community College Outcomes. The Federal Reserve Bank of Richmond expanded the cohort to better reflect the scope of our programs. As a community college in Maryland, the college is eligible to use Maryland Promise Scholarship funds for noncredit courses.

The survey measures student success rates—Chesapeake achieved a 58.6% success rate, ranking #2 among community colleges in the state.

Additionally, dual enrollment was highlighted as a significant component of total credit enrollment.

Information Item: Employee Campus Climate Survey

Dr. Lartey presented the Board with the results of the Employee Campus Climate Survey, which focused on comparing 2024 outcomes to those from 2021. The results indicated positive trends, including a strong sense of campus safety and security, as well as a very good relationship between employees and their supervisors. There was also an increase in satisfaction regarding work-life balance. Improvements were noted in areas such as marketing and public safety, and overall, employees felt the institution is moving in the right direction. The survey, conducted every three years, also measured the percentage of staff and faculty who expressed satisfaction with the president's leadership.

COLLEGE REPORTS

Faculty Assembly

Mr. Crouse, Faculty Assembly Chair, reported that faculty have submitted their midterm grades and are now entering the final push toward semester projects. Faculty members are also in the process of revising committee assignments, with plans to have the new faculty structure in place by the fall.

Ms. Shorter raised a question regarding the performance of online courses. While online management systems are functioning and staff are actively assisting with technical support, challenges remain—particularly with students enrolled entirely in online classes. These students often rely heavily on online searches and AI tools for coursework and assessments. The faculty are working on strategies to encourage critical thinking and reduce dependence on resources like Google. There is a shared sense that things are evolving quickly, and educators are actively trying to anticipate and adapt to the next wave of changes.

Mr. Garvey raised a question regarding online testing. Some instructors are taking proactive steps such as frequently rewriting assessments, clearly stating that copy-paste answers are not acceptable, and setting time limits and specific requirements. The goal is to ensure students are engaging with the material thoughtfully and using their own reasoning in completing assignments.

Staff Assembly (StARs)

Dr. Lartey, the Staff Assembly Representative, reported that the professional development session held on March 13 on Microsoft Teams was well attended. The next focus will be on social activities, including a bowling event scheduled for April 6.

TRUSTEES REPORT

Informational Item: Chesapeake College Foundation Update

Ms. McGinnis provided the board with an update from the Foundation, highlighting the department's need for consistency, noting there have been five Executive Directors over the past 13 years. The Foundation continues to collaborate closely with the business office on grants and funding—both large and small—focusing on identifying needs and filling funding gaps, especially in skilled trades, where \$400,000 in grants have been secured over the past three years. This area remains a top priority. Ms. McGinnis also noted ongoing work with Grants Director Ms. Shepard, exploration of a new advising model, and efforts to maintain strong relationships with current donors while expanding the donor base. The team has revised gift and fund restrictions and is preparing to launch a campaign readiness study to assess donor capacity, along with a fundraising assessment focused on the Eastern Shore.

Ms. McGinnis highlighted that the Foundation is actively pursuing federal, state, and private grants, with a strong focus on tracking incoming funds and expressing appreciation to donors. Ms. McGinnis will continue sending annual reminders to encourage ongoing support. Dr. Coppersmith commended both Ms. McGinnis and Ms. Shepard for their dedicated work over the past three years, which has significantly strengthened the Foundation's fundraising efforts and impact.

CLOSED SESSION

On a **MOTION** by Ms. Shorter, seconded by Ms. Eckardt and carried unanimously, the Board entered closed session in accordance with Md. Code, General Provisions Article § 3-305(b)(1), to discuss personnel matters.

OUT OF CLOSED SESSION

On a **MOTION** by Ms. Shorter, seconded by Ms. Eckardt and carried unanimously, the Board adjourned closed session at 5:05 PM.

ACTION FROM CLOSED SESSION

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

ADJOURNMENT

On a **MOTION** by Ms. Shorter, seconded by Ms. Eckardt and carried unanimously, the meeting was adjourned at 5:05 PM.



Latellya Stéwart, Staff Associate to the Board

APPROVED:  _____ DATE: 4/24/25

Reza Jafari, Chair