



# Community College Preparatory Academy

## Open Board Meeting Minutes

August 25, 2021

at 6:30pm (Eastern Time)

### **Location:**

Virtual (via Zoom)

### **I. Call to Order:**

The virtual meeting of the Open Board was called to order at the above time by the Chair, Ms. Ray.

### **Members Present:**

Monica Ray (Chair)

Christopher Early

Clyde Edwards

Darrell Gaston

Ashley Mitchell

Jovanda Warren

Layvon Washington

### **Staff Present:**

Dr. Jason Lody – Chief Executive Officer (CEO)

Connie Spinner – Chief Advocacy Officer

Julian Garcia – Business Manager

Dr. Wallace Henry – Director of Academics and Training

Tawana Bostic – Director of Student Support

Santana Questa – Communications and Marketing Manager

Monica Jones – Board Liaison and Governance Administrator

The Chair welcomed everyone and confirmed that the meeting was quorate.

### **II. Approval of the Agenda**

The motion (proposed by C. Early and seconded by D. Gaston) to accept the revised agenda for the meeting (which had been extended to include a motion to appoint a Chief Academic Officer and HR Manager) was unanimously **approved** by a roll call vote.

### **III. Approval of the Minutes**

The motion (proposed by D. Gaston and seconded by L. Washington) to accept the minutes of the previous Board meeting held on 23 June 2021 as a correct record was unanimously **approved** by a roll call vote.

#### **IV. Public Comments**

There were no public comments.

#### **V. Committee Reports**

##### **a) Finance Committee**

The recent activities of the Finance Committee were outlined by C. Early who highlighted that College actual spending was trending as projected by the budget. A higher cash balance had been the starting point for the academic year and the College was in a strong cash position to support the on-going building developments.

A key issue to consider was the distribution of new technology to College students, and J. Garcia provided an update on current plans to retrieve technology from students and disseminate new technology after the 'SSS'. The Chair also referred to the possibility of the College cooperating with Octo Consulting's community pilot to promote digital literacy to adult learners from October 2021.

It was also reported that there may be opportunities to access some FCDL funding to cover Wi-Fi/MiFi costs and Dr. J. Lody provided an update on the on-going appeal relating to past E-rate funding.

The reports highlighting profit and loss standings for the College's constituent parts would be available for the Chair by the end of the week.

##### **b) Governance/Compliance Committee**

A. Mitchell outlined the activities of the recent Governance/Compliance Committee meeting which had considered the CEO's August report and the latest reports from the Academics and SEM Units. The following key points were noted:

- Pre-testing work was being aligned with recruitment activity.
- A new policy on establishing new units was being drafted.
- Improving the College's tier standing was a current focus of attention.

##### **c) Development/Fundraising Committee**

The Chair and C. Spinner set out the key outcomes of the latest Development/Fundraising Committee which had focused on finalizing the applications to Chase Bank and JP Morgan. New funding targets were being established and would be supported by a new tracking sheet.

#### **VI. Old Business**

There was no old business to report.

## VII. New Business

### A. Capitalization Policy

The Chair introduced a requested policy change from the Finance Committee to increase the capitalization threshold to \$1000 which was unanimously **approved** by a roll call vote.

### B. Vaccination Policy

The Board received the Mandatory Vaccination Policy and the Medical Exemption from Vaccination and Religious Accommodation request forms.

The Chair provided the context and background for introducing the new policy and the timescales for all staff and students to receive vaccinations before 19 September 2021. On-site mask-wearing, covid-19 tests and sampling would be required for the foreseeable future. The College would need to consider the general approach towards staff and students who received their vaccination shots after the September deadline.

The motion (proposed by D. Gaston and seconded by C. Edwards) to approve the new policy and request forms was **approved** by a roll call vote of 5 Board members with one abstention.

### C. Additional Resources – Proposed Chief Academic Officer (CAO) and HR Manager Roles

A. Michell raised the above additional resource issues for the College to hire two staff to help raise its tier standing.

There was a general discussion about the prospects for developing and hiring both roles and the Chair highlighted how J. Garcia had ably performed the HR function to date.

Dr W. Henry outlined his support for the proposal to establish the CAO role to help the College achieve and sustain a higher tier status, monitor academic gains, manage professional development and build career pathways and partnerships alongside undertaking research.

Dr. J. Lody also supported the need for a well-defined new CAO post to strengthen academic strategy and support future academic growth. However, the need for a new HR Manager would be contracted out and both posts would be funded from the previous year's 10% savings. J. Garcia confirmed that the contingencies fund was currently c\$82k to bear some of the cost of the new posts which could be supplemented by a portion of SOAR funding. The new Social Worker post (to be located in the Wellness Center and in association with Hillcrest) was being developed in the months' ahead.

There was a general discussion about the future optimal size and strategic direction of the College in terms of staff and student numbers. It was noted that Chiefs were hired by the Board and the interview panels would be a mixture of Board members and staff to shortlist and interview candidates.

The motion to fill the role of CAO and develop and establish the HR Manager role (as proposed by A. Mitchell and seconded by C. Edwards) was unanimously **approved** by a roll call. Both posts would be funded from contingencies/SOAR grant funding with both job descriptions finalized by October 1 with a view to hiring the new staff this academic year.

### **Comments and Adjournment**

The motion (proposed by D. Gaston) to adjourn the meeting was **approved** at 7.05pm.

***Next meeting date is Wednesday, October 27, 2021***

*This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov)*