

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
June 13, 2019

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, June 13, 2019 at 3:00 p.m. in the Board Room at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland. Chair Blenda Armistead called the meeting to order.

ATTENDANCE

Dr. Blenda Armistead, Mr. Nash McMahan, Mr. Chris Garvey, Mr. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Mike Mulligan, Mr. Milton Nagel, Ms. Brenda Shorter and Ms. Mary Dennard-Turner were present.

Dr. Clifford Coppersmith and Ms. Kate Maxwell were also present. Mr. Jafari arrived at 3:22 p.m.

Dr. Armistead welcomed the new Trustee representing Dorchester County, Ms. Mary E. Dennard-Turner.

Dr. Coppersmith announced former Chesapeake College Baseball player Michael YaSenka was drafted by the St. Louis Cardinals today.

ADDITIONS/CHANGES TO THE AGENDA

The Board agreed to add an action item – Award of Contract-Garland – to the Finance and Facilities report and to consider three position requests following closed session discussion.

PUBLIC COMMENTS

There were no requests for public comments.

RECOGNITION OF STUDENTS

The 2019 Outstanding Dual Enrollment Student of the Year award was presented to Ms. Shelby Simpkins by Ms. Joan Seitzer. Ms. Simpkins received her A.A. degree in general college studies a few days in advance of receiving her high school diploma. She was on the Dean's list every semester, and she completed 189 service learning hours in the community. She will be attending Salisbury University in the fall, pursuing a degree to become a shock trauma nurse.

CONSENT AGENDA

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

Approval of Minutes – The minutes of the April 25, 2019 meeting

Approval of Minutes – The minutes of the April 25, 2019 closed session meeting

PROGRAM DEVELOPMENT UPDATE

Mr. David Harper introduced Ms. Marci Leach, Director for Program Development, who previously worked in Adult Basic Education/CE at the college. Ms. Leach reported on the progress being made to align the college with K-12 programs. She noted the Program Advisory Committee (PAC) groups have

been formed; October 17 is the next PAC meeting. She noted the Workplace Excellence program is now available to local businesses for soft skills certification. Mr. Garvey advised that he is certified to teach the Workplace Excellence program, and it is an important training opportunity for local businesses. Ms. Leach reported Tour Guide/Tour Bus Docent training will be offered this summer.

PRESIDENT'S REPORT

Dr. Coppersmith reported that Commencement was a success. He will implement several small changes next year with the addition of the National Anthem and recognition of student veterans. The search for the Vice President for Student Success & Enrollment Management has begun, with an expected hire date in fall 2019 or January 2020. Dr. Coppersmith announced that Mr. Brandon Hesson is the new Director at the Cambridge Center.

Office space realignments are taking place this summer and will include minor renovations to the hallway on the first floor of the Dorchester building to create a receptionist area. Office relocations include the IT space, a Student Services VP space, and the VP for Workforce and Academic Programs moving to the LRC. Ms. Miriam Collins is the project manager for these realignments.

Over the summer, Dr. Coppersmith said he will continue to work to define his leadership team and the college governance process, with an emphasis on College Council.

At the June MACC Board of Directors meeting, guest speaker Bill Ferguson discussed the loss of manufacturing jobs in Maryland and around the country and the economic changes to our country which have resulted. He spoke about the vital role that community colleges play in turning this around.

Dr. Coppersmith reported negotiations are under way with the Avalon Theatre, and a new MOU is coming soon for approval. For shows held at Chesapeake, the college will receive 20% of net proceeds (capped at \$2,100) to help cover public safety and other college costs.

Dr. Coppersmith distributed the June Scorecard, which highlights key enrollment data points. FTE in 2019 was off 2% from FY18. The struggle is drawing in the adult population. CTE headcount fell from 2018, mostly in pre-nursing. Non-credit enrollment saw declines, as well as declines in Cambridge, and a drop in ESL. Dual Enrollment saw a slight increase, Distance enrollment increased, and minority enrollment increased slightly. Data shows that the college is more diverse than the community. Credit is on a positive trend. The college is graduating a higher percentage of students. Fall enrollment for FY20 is flat so far.

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action were vetted at the committee meeting held on Wednesday, June 5, 2019 at 8:00 a.m.

Action Item

FY20 Budget Update/Approval

Mr. Nagel said this is a formality and is coming back to the Board for final approval with no changes. Dr. Coppersmith said the college has received four of five budget approval letters from its support counties.

On a **MOTION** by Mr. Garvey, seconded by Mr. Jafari and carried unanimously, the Board approved the FY20 Budget as presented, with all components of the budget included.

Action Item

Award of Contract – MDREN

Mr. Nagel said this is the Maryland Research and Education Network, an annual internet connectivity contract, with a reduced cost over last year’s contract.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the annual contract renewal with MDREN to provide internet, video and point-to-point access at a cost not to exceed \$74,000.

Action Item

Technology Purchases

Mr. Nagel reported the technology order was placed last week, based on the Board’s email vote. He requested formal confirmation of the approval.

On a **MOTION** by Mr. Nagel, seconded by Mr. McMahan and carried unanimously, the Board approved the purchase of the hyper-converged infrastructure expansion, in an amount not to exceed \$32,065.93; the virtual desktop infrastructure project, in an amount not to exceed \$258,735.43; and the Dell hardware purchases, in an amount not to exceed \$37,436.70.

CE Audit Update

Mr. Nagel said the college has engaged its audit firm (PKS) to conduct an audit on Continuing Education (CE) contract negotiations approval and invoicing. The CE department is already working on improving internal controls. Dr. Coppersmith said the review will be presented to the Board in August. Mr. Jones said PKS is not seeing a material weakness but will make recommendations to our process. Dr. Armistead commended the CE staff, who were very responsive when concerns arose.

Action Item

Award of Contract – Caroline Center - Garland

Mr. Nagel reported the cost is not to exceed \$50,000 to repair the leaks in the north side wall of the Caroline Center. Mr. Jones said this is the M&R leak project that was requested at the April Board meeting, using funds reallocated from within the M&R budget.

On a **MOTION** by Mr. Grace, seconded by Mr. Nagel and carried unanimously (with the exception of Mr. Garvey who recused himself), the Board approved the award of contract for the Caroline Center north side restoration project to Garland/DBS Inc. of Cleveland, OH, in an amount not to exceed \$50,000.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met on Tuesday, June 4, 2019 at 9:00 a.m.

Action Item

Election of Officers for FY20

Ms. Jackson-Stanley presented Mr. Nash McMahan and Mr. Chris Garvey as Board of Trustee leaders for FY20.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Jafari and carried unanimously, the Board approved the election of Mr. Nash McMahan as Chair and Mr. Chris Garvey as Vice Chair of the Board of Trustees for the FY20 year.

Action Item

FY20 Board Meeting Schedule

Ms. Jackson-Stanley said the FY 20 Board meeting schedule is in the packet.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. McMahan and carried unanimously, the Board approved the FY20 Board meeting schedule as presented.

Action Item

Behavioral Intervention Team (BIT) Policy

Ms. Jackson-Stanley noted this is a new policy. Ms. Rhonda Thomas said Maryland law requires the college to have a BIT team that will note “yellow” flags and respond accordingly. Training will be conducted this summer on threat assessment, things to look out for, and how to forward “yellow” flags to the BIT team for review and response. The BIT’s nine team members will maintain a database and begin reporting in the fall.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Jafari and carried unanimously, the Board approved the recommended adoption of the Behavioral Intervention Team policy.

Action Item

Title IX Policy Revision

Ms. Susan Cianchetta said a new law requires the college to revise this policy. If a student alleges a Title IX incident, a lawyer must be provided to the students involved, with the lawyer paid for by MHEC. MHEC will only pay for a lawyer for students; faculty/staff are not covered. It will be up to the institution/Board to determine whether the college would pay for representation of its employees if they become part of a Title IX case. While making this change to the policy, other minor corrections were made to the policy, such as committee membership and titles.

On a **MOTION** by Mr. Grace, seconded by Ms. Shorter and carried unanimously, the Board approved the recommended changes to Title IX policy.

Short-Term Disability Policy

Ms. Cianchetta said the college is increasing the short-term disability weekly benefit from \$500 to a \$1,500 maximum, which is what most colleges are providing. An employee would have to first exhaust all available leave to take advantage of this benefit. There has been limited use of this benefit by employees over the past few years.

PROGRAMS, PLANNING AND OUTREACH

Mr. Garvey reported the committee met on Monday, June 3, 2019 at 3:30 p.m. Please note the Workforce flyer in the Board packet. Mr. Garvey said the committee reviewed the Strategic Plan draft strategies and suggested reducing the number of action items. The Scorecard was reviewed, as was the Dual Enrollment program and the student of the year. He expressed kudos to Ms. Danielle Darling

regarding social media updates. Mr. Garvey said he was excited to get the Strategic Planning proposal approved for presentation at the ACCT conference in October.

COLLEGE REPORTS

Faculty Assembly

Dr. Herb Ziegler reported that Faculty Assembly met on May 15 and approved a change to its bylaws, giving voting rights to Workforce Development staff. Dr. Ziegler announced that at this year's Chesapeake Choice Awards Ms. Jennifer Hawley was winner of administrator of the year, and Mr. Vann Crucillo won faculty of the year. He noted one-third of all faculty were nominated as faculty of the year, which indicates the positive impact faculty are having on students.

Staff Assembly (StARs)

Ms. Christle Foster, TRiO Program Specialist and Staff Assembly rep, reported that Staff Assembly met on June 6, and five new staff members were elected to serve in FY20. StARs held a staff picnic today. The next meeting will be August 8.

Student Government

No student report.

TRUSTEES REPORT

Dr. Armistead announced the Board Retreat will be held on August 14 at Dixon Valve in Chestertown; and thanked Mr. Bob Grace for hosting. Mr. Nagel advised he is not able to attend.

The Board self-evaluation will be distributed soon. Board meeting highlights will be emailed to employees soon after each meeting. Dr. Armistead thanked the trustees for their support during her time as chair. Dr. Coppersmith said Dr. Armistead has been a solid supporter and a true example of public service.

CLOSED SESSION

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter 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 Mr. Grace, seconded by Ms. Jackson-Stanley and carried unanimously, the Board adjourned closed session at 5:26 p.m.

ACTION FROM CLOSED SESSION

In closed session, the President and Board of Trustees discussed personnel matters related to faculty and administrative appointments, and compensation issues. The Board also discussed the following position/funding realignment requests outlined below.

DEAN FOR CE AND WORKFORCE POSITION REQUEST

Dr. Coppersmith distributed the academic organizational chart prior to the transformation/reorganization and a proposed revision. The Board is being asked to approve a re-assignment of resources

to create a second faculty dean position. Per the new Strategic Plan, there is a lot of work to be done in CE and Workforce, and a second faculty dean to oversee that area is supported by faculty. An external search would be conducted. Mr. Harper noted in the prior model there were three faculty deans in the division and eight department chairs; in the proposed model, there would be two faculty deans and six department chairs. Each department chair will report to only one dean, although there will be some overlap in course offerings. It is expected that the deans will continue to meet regularly to facilitate coordination between transfer and workforce offerings. The proposal is close to budget neutral.

On a **MOTION** by Mr. Garvey, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved converting a faculty position to a second Faculty Dean position, with the role of overseeing CE and Workforce Development programs and departments.

CAMBRIDGE CENTER ASSISTANT DIRECTOR POSITION REQUEST

Dr. Coppersmith said the responsibilities of the Director are too broad to be handled by one individual, especially since there is limited staff at the Cambridge Center. Mr. Brandon Hesson's focus will be external, to expand support and programming in the three area counties. A new assistant director position to assist students and perform day-to-day activities is recommended. The person in that role will need to have academic experience. There is funding in the budget to cover this position. Ms. Jackson-Stanley noted that Mr. Hesson is well respected in the area and beyond Cambridge.

On a **MOTION** by Mr. Jafari seconded by Ms. Shorter and carried unanimously, the Board approved the addition of an Assistant Director position for the Cambridge Center.

EARLY CHILDHOOD DEVELOPMENT CENTER FULL-TIME STAFF POSITION REQUEST

Mr. Harper said that after seven applicants did not show up for job interviews for the part-time temporary position, it became apparent that the Center should consider converting that funding into a full-time benefitted position. This change will also help with accreditation.

On a **MOTION** by Mr. Garvey, seconded by Mr. Jafari and carried unanimously, the Board approved reallocating temporary part-time funds to create a full-time benefitted staff position in the ECDC.

CLOSED SESSION

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Garvey and carried unanimously, the Board re-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 Mr. Grace and carried unanimously, the Board adjourned closed session at 6:10 p.m.

ACTION FROM CLOSED SESSION

In closed session, the President and Board of Trustees discussed the President's FY19 performance review.

ADJOURNMENT

On a MOTION by Ms. Jackson-Stanley, seconded by Mr. Grace and carried unanimously, the meeting was adjourned at 6:12 p.m.



Kate Maxwell, Assistant Secretary to the Board

APPROVED:  _____

Blenda Armistead, Chair

DATE: 8/22/19