

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**August 22, 2019**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, August 22, 2019 at 3:00 p.m. in the Board Room at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland. Chair Nash McMahan called the meeting to order.

**ATTENDANCE**

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

Dr. Clifford Coppersmith and Ms. Kate Maxwell were also present.

**ADDITIONS/CHANGES TO THE AGENDA**

None.

**PUBLIC COMMENTS**

There were no requests for public comments.

**CONSENT AGENDA**

On a **MOTION** by Mr. Garvey, seconded by Mr. Jafari and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes – The minutes of the June 13, 2019 meeting

Approval of Minutes – The minutes of the June 13, 2019 closed session meeting

April 2020 Board meeting – Move from April 23 to April 30, 2020

**PRESIDENT'S REPORT**

Dr. Coppersmith reported Biology Faculty member Heather Cunningham co-edited a book, *The Maryland Amphibian and Reptile Atlas*, which was also featured in a magazine article, and she is partnering with Horn Point on a possible program at the Cambridge Center. He announced the first-time pass rate for the Nursing program's NCLEX exam is 92.68%. Dr. Coppersmith expressed his thanks to Mr. John Deluca for donating \$300,000 to the Foundation to help kick off a skilled professions fundraising campaign. Dr. Coppersmith also announced the following: the college will host a One Maryland One Book event with author Mona Hanna-Attisha in the TPAC on November 4 at 7:00 p.m.; alumnus Myra Nuton was recognized at Yale with its WE CARE award; the President's State of the College address was held on August 20 for faculty and staff; enrollment for fall is up slightly over last fall; summer enrollment was up 15% over last summer; renovations are nearly complete in the Dorchester lobby and the office for the new Student Services Vice President; and the transition from Dropbox to NextCloud is nearly complete.

## **FINANCE AND FACILITIES**

Mr. Nagel reported that, except for the CDL truck purchase request, the items presented for action today were vetted at the committee meeting held on Monday, August 12, 2019 at 8:00 a.m.

### **Action Item**

#### **Athletics Transportation Contract**

Mr. Nagel said this contract is for professional coach bus transportation for the college's student athletes. Eyre Bus Service of Glenelg, MD, is recommended of the four bids received. The contract is for 19 trips in a 30-passenger bus.

On a **MOTION** by Mr. Nagel, seconded by Mr. Garvey and carried unanimously, the Board approved the award of contract for FY20 athletic team transportation to Eyre Bus Service in an amount not to exceed \$53,000.

### **Action Item**

#### **Lyrasis Contract**

Mr. Nagel said this is the electronic library database. This is the incumbent vendor.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract for FY20 to Lyrasis in an amount not to exceed \$48,016.

### **Action Item**

#### **Avalon Foundation Memorandum of Agreement**

Mr. Nagel said the agreement with the Avalon Foundation was negotiated by Dr. Coppersmith and Mr. Tim Jones. It is for a period of three years, with a minimum of three concerts per year, with a small percentage of revenue coming to the college for events brought to the TPAC by the Avalon Foundation. Last year's events brought many people to campus for the first time. Dr. Coppersmith noted that the Avalon takes on a majority of the risks. Dr. Armistead suggested the current version of the agreement be modified to give the college a say in who the Avalon brings to campus (to avoid inappropriate or controversial acts), and offer an exit clause for either party. Regarding alcohol sales, the Avalon takes on that liability via its insurance coverage.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the MOA with the Avalon Foundation with the amendments as discussed.

### **Action Item**

#### **Designated Fund Balance-6/30/19**

Mr. Nagel said for FY19, the college ended with a surplus of just over \$1 million, with most of the surplus related to open positions and retirements. The recommended fund balance is 10-20% of budget, which would be a maximum of about \$4 million. This surplus brings us higher than that. A proposal for spending some of the additional funds include restricting \$186,722 for funding medical liability and using \$245,680 toward the IT infrastructure Project, rather than using Maintenance & Repair funds.

On a **MOTION** by Mr. Nagel, seconded by Mr. Garvey and carried unanimously, the Board approved the use of \$432,402 of FY19 surplus to supplement health insurance liability and the IT infrastructure project.

**Action Item**

Purchasing Policy Thresholds

Mr. Nagel said this request eliminates one purchasing bracket in the purchasing policy threshold and keeps the college current with other institutions. Purchases under \$5,000 require one quote; \$5,000-\$24,999 require three quotes; and \$25,000+ require a competitive bid.

On a **MOTION** by Mr. Nagel, seconded by Mr. Garvey and carried unanimously, the Board approved the modification of the purchasing policy thresholds.

**Action Item**

CDL Truck Purchase

Mr. Nagel said this is a recommendation to purchase a used CDL truck, replacing a truck that is not worth the cost to repair. Mr. Jafari asked whether the college will pursue the purchase of a driving simulator. Dr. Coppersmith said the simulator would allow students more experience before getting into a real truck. They are expensive (about \$100,000), but the college is looking into whether one can be added to the program. Mr. Jones said a cost/benefit analysis will be done of a simulator versus wear and tear of the trucks. Mr. Nagel said a simulator might ease a student's apprehension about driving a truck. Dr. Coppersmith said the college hopes to make the simulator more accessible by putting it in a mobile vehicle and allowing the community to try it out and boost interest in the truck driving program.

On a **MOTION** by Mr. Nagel, seconded by Mr. Grace and carried unanimously, the Board approved the purchase of truck that meets the CDL used truck criteria noted in the proposal, in an amount not to exceed \$50,000.

**Action Item**

Purchase of Welding Equipment

Mr. Nagel said this is affirmation of the email vote to purchase equipment to improve the welding labs and equipment.

On a **MOTION** by Mr. Nagel, seconded by Mr. Garvey and carried unanimously, the Board reaffirmed its email vote to approve the purchase of the welding equipment from Air Gas in an amount not to exceed \$65,172.45.

Continuing Education Audit

Mr. Nagel reported that Ms. Ashley Stern from PKS, the college's auditing firm, attended the Finance & Facilities Committee meeting to provide an update of the audit of the Continuing Education (CE) billing process. She indicated that 100% of classes had been properly billed. She made recommendations for improvements, many of which have already been implemented. Dr. Coppersmith said this audit came about when we had some turnover in the CE department.

**GOVERNANCE & HUMAN RESOURCES**

Ms. Jackson-Stanley reported the committee met on Monday, August 12, 2019 at 9:30 a.m.

**Action Item**

FY20 President Goals

Ms. Jackson-Stanley reported that these goals were discussed at the Board Retreat.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead and carried unanimously, the Board approved the FY2020 President's Goals/Objectives as presented.

Ms. Jackson-Stanley officially welcomed a new member to the Governance & HR Committee, Ms. Mary Dennard-Turner.

### **PROGRAMS, PLANNING AND OUTREACH**

Mr. Garvey reported the committee met on Wednesday, August 14, 2019 at 12:30 p.m. after the Board Retreat. He expressed his thanks to Mr. Grace and Dixon Valve for hosting the committee.

#### **Action Item**

##### **MHEC Cultural Diversity Report**

Mr. Vinnie Maruggi said this is an annual report to MHEC. This report does not address outcomes, but another report will do that. He noted that the college's Diversity Plan has been revised based on the new Strategic Plan.

On a **MOTION** by Mr. Garvey, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the MHEC Cultural Diversity report as presented.

##### **Strategic Plan Update – KPIs**

Mr. Garvey said the key performance indicators are based on the new Strategic Plan. He, Mr. Jafari and Dr. Coppersmith will conduct a presentation on the Strategic Plan process at the ACCT Leadership Congress in October. Mr. Garvey said he has already begun handing out the condensed version of the Strategic Plan and has received positive feedback to that, thanks to Ms. Danielle Darling. Dr. Coppersmith said he presented the Strategic Plan to Dorchester County Council this week, and he is continuing to meet with County Council/Commission Presidents to share the college's plan.

### **COLLEGE REPORTS**

#### **Faculty Assembly**

Dr. Herb Ziegler reported Faculty Assembly met this week, and faculty were busy over the summer. Dr. Deanna Reinard and the Education Department started a chapter of Kappa Delta Pi, the honor society for education majors, and held its first induction ceremony in June. Dr. Tammy Field served as a U.S. delegate at the 17<sup>th</sup> International Women's Leadership symposium at Oxford University, and she has been asked to return next summer as a presenter. Mr. David Timms, director of healthcare simulation, completed his Master's degree in distance education and presented at the Virginia State Simulation Conference. The college was awarded an equipment grant of \$60,000 from the Maryland Clinical Simulation Consortium. Mr. Justin Malecki's Radiologic Sciences students had a 100% pass rate this year on the national registry exam. Dr. Sherri Foster is now serving as Director for Adjunct Faculty Support. Assessment by Dr. Matt Hatkoff of student surveys indicated students rated their faculty 94% good or very good; and they rated the technology available as 96% favorable. A theater staged reading of Mr. John Haas' play "The Worst Choice" was performed as a culmination of his sabbatical leave. Dr. Coppersmith said the play had an emotional meaning to him. He is encouraging Mr. Haas and Dr. Rob Thompson to stage it as a full performance next year.

#### **Staff Assembly (StARs)**

Ms. Sharon Dove, Accounting Specialist and Staff Assembly Vice Chair, reported that Staff Assembly has four new members. The group is continuing to review the staff promotion policy and the children in the

workplace policy. They are planning joint events with staff and faculty, including Thanksgiving lunch. They are also working on a Staff Member of the Month award.

Student Government

No student report.

**TRUSTEES REPORT**

Mr. McMahan welcomed new Board member Ms. Mary Dennard-Turner. He expressed his thanks to Dr. Armistead for her leadership over the past two years. He thanked Board members for their efforts and dedication to the college.

The Board Retreat was held on August 14 at Dixon Valve in Chestertown. The Board self-evaluation will be sent out soon, with results reviewed at the September 18 Governance & HR Committee meeting. Seven of ten Board members are scheduled to attend the ACCT Leadership Congress in October. They will bring back information to share at the November Board meeting.

Mr. Nagel reported that at his organization's annual retreat, attorney Sandy McCallister presented legal issues to education. He reiterated that there are many very good companies/employers on the Eastern Shore, so the opportunities are great. We can educate them, employ them and give them a great life on the eastern shore.

**CLOSED SESSION**

On a **MOTION** by Mr. Garvey, seconded by Dr. Armistead 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. Garvey, seconded by Mr. Nagel and carried unanimously, the Board adjourned closed session at 4:38 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 a faculty termination.

**ADJOURNMENT**

On a **MOTION** by Mr. Garvey, seconded by Ms. Dennard-Turner and carried unanimously, the meeting was adjourned at 4:39 p.m.

  
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Kate Maxwell, Assistant Secretary to the Board

APPROVED:  DATE: 9/26/19  
Nash McMahan, Chair