

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
January 23, 2020

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, January 23, 2020 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, Mr. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Milton Nagel, Ms. Brenda Shorter and Ms. Mary Dennard-Turner were present. Dr. Blenda Armistead and Mr. Mike Mulligan were absent.

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

ADDITIONS/CHANGES TO THE AGENDA

Mr. David Harper requested the addition of an Action Item under Finance & Facilities to approve extra funding for the ATI contract.

PUBLIC COMMENTS

None.

CONSENT AGENDA

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

Approval of Minutes - The minutes of the December 12, 2019 meeting

Approval of Minutes - The minutes of the December 12, 2019 closed session meeting

STUDENT SERVICES UPDATE

Dr. Coppersmith said Mr. Kamari Collins is working with Mr. David Harper to on-load Student Services duties and he is dealing with a student issue today. The Board will hear more from him in the future.

PRESIDENT'S REPORT

Dr. Clifford Coppersmith reported:

- Students are back on campus as of January 22 for the spring 2020 semester. Advising, financial aid, and the business office remain busy with late additions to enrollment. The Cambridge Center has also been very active this week.
- The most important business at today's meeting is passing the college's FY21 budget proposal, as it is due to our five counties for their consideration. This budget reflects the input of both our assessment and the college's current strategic plan priorities. Priorities remain the following (a continuation of our approach last year):

1. Recruitment and retention of students and maximizing the value of our programs — credit and non-credit — for students.
 2. Continuing our efforts to assure our campus is safe and that our IT systems and processes are secure.
 3. Developing and strengthening our faculty and staff as the most important resource the college possesses.
- Enrollment for spring is just slightly below last year's. We have already begun the process of analyzing data to see where we have lost students. About half of our FTE loss is due to the transfer of a health science program from credit to non-credit. We are focused on making improvements as we work to bring students to the college and keep them here until they complete. Mr. Kamari Collins and Mr. Dave Harper will be leading those efforts with Enrollment Management Committee work this semester.
 - We look forward to a productive spring semester as we carefully watch events in Annapolis. We are all working with our various Maryland Association of Community Colleges (MACC) affinity groups to keep on top of legislation and budget negotiations that will affect our college and the community college system of Maryland.

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action today were vetted at the committee meeting held on Wednesday, January 15, 2020 at 8:00 a.m.

Action Item

Award of Nutanix Hardware Contract

Mr. Greg Wanner said this technology upgrade will expand capacity on the Nutanix HCI platform. The existing hardware has reached its end of life and support. This would allow the college to migrate to a new server. It also provides a fail capability and more backup and recovery options. Should there be a catastrophic event on campus, data can be accessed via the cloud. The goal is to have it completed by the end of summer. Staff will need to do testing, so that could slow down the process.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved the purchase from ePlus for the Nutanix upgrade in an amount not to exceed \$106,757.33.

Action Item

Tuition Rates for DACA Students

Mr. Nagel said this change would make tuition more affordable for Deferred Action for Childhood Arrivals (DACA) students, who are currently charged out-of-state tuition rates. Dr. Coppersmith said this is in line with what has been done across the state. These students are not eligible for federal financial aid. This change from out-of-state to out-of-county tuition rates would help offset their cost. Only about three to five students are affected. The price difference is \$196 (out-of-county) vs. \$273 (out-of-state) per credit.

On a **MOTION** by Mr. Grace, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved out-of-county tuition rates for DACA students.

Action Item

Approval of FY2021 Operating Budget

Mr. Nagel said this material was covered at the budget workshop and discussed at the Finance & Facilities Committee meeting.

On a **MOTION** by Mr. Nagel, seconded by Mr. Garvey and carried unanimously, the Board approved the following items in the FY2021 Operating Budget.

1 - FY 2021 Operating Budget by Function	Total Authorization	\$23,131,809
Instruction	\$11,022,007	
Community Services	133,764	
Academic Support	1,671,167	
Student Services	2,246,523	
Institutional Support	5,679,657	
Plant Operations	2,290,079	
Scholarship	<u>88,612</u>	
Total Authorization	\$23,131,809	

Including an operating budget funding request of \$6,728,513 from our support counties.

2 - FY 2021 Maintenance and Repair Fund	Total Authorization	\$490,000
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Including a maintenance and repair funding request of \$397,800 from our support counties and allocation of \$92,000 in student fees. This does not include debt service payments from our counties for prior approved Capital Projects.

3 - FY 2021 Auxiliary Services Operating Budget	Total Authorization	\$1,035,088
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4 - FY 2021 Tuition and Fees Schedule as presented.

5 - FY 2021 Course Specific Fees as presented.

6 - FY 2021 Credit Adjunct Faculty Pay Scale increase to \$745 per faculty load hour for Adjunct I; \$791 per faculty load hour for Adjunct II; and \$816 per faculty load hour for Emeritus.

7 - FY 2021 4 Full Time New Positions:

- Student Advisor
- Welding Instructor
- Assistant Director Athletics
- Public Safety Training Coordinator

8 - Use of up to \$245,680 in fund balance as local match for the college's proposed fiber, wireless technology and security camera project.

Action Item

ATI Contract Funding Authority

Mr. Harper said this is a request that the Board approve additional funding for this two-year contract.

On a **MOTION** by Mr. Grace, seconded by Ms. Dennard-Turner and carried unanimously, the Board approved the additional \$5,940 funding authority for the ATI contract, not to exceed a total of \$40,500 for FY19 and FY20. The Nursing program budget has the funds to cover this request.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee did not meet in January, so there is no report.

PROGRAMS, PLANNING AND OUTREACH

Mr. Garvey reported the committee met on January 13, 2020 at 8:00 a.m.

Action Item

Program Termination

Mr. Garvey said this agriculture program is being replaced with a more flexible program for students – to streamline from three to one pathway in agriculture. No classes would be eliminated.

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved the termination of AAS 176 – Agriculture – Sustainability Area of Concentration.

Strategic Plan KPI Targets

Mr. Vinnie Maruggi said about 19 key performance indicators (KPIs) have been developed and will be tracked both long-term (5 years) and short-term (this year). These indicators will be used to revise the Scorecard. Mr. Garvey said he is very pleased with what has been produced. Mr. Jafari asked how they will be modified as we move forward. Mr. Maruggi said every year we will go back with the current year's data and the report for the year to identify what happened and what changes are needed. Dr. Coppersmith said the summer retreat with his Cabinet as well as part of the Board retreat will be used to review goals and adjust them as needed.

COLLEGE REPORTS

Faculty Assembly

Dr. Herb Ziegler reported that the faculty met on the first Friday of December. The next meeting is February 7. He said he recently attended the Association of Faculties for Advancement of Community College Teaching (AFACCT) meeting, and our concerns here are reflected at our sister institutions. Next year's AFACCT meeting will be held here. On February 27 in the Cadby Theatre, The Peake Players will be presenting a replay of the March on Washington. Dr. Ziegler thanked the trustees for their approval of his spring 2021 sabbatical leave request.

Staff Assembly (StARs)

Ms. Katrina Johnson, TRIO Academic Coordinator and Staff Assembly rep, reported that Staff Assembly is close to having a final draft of revisions to the Children in the Workplace policy. Staff Assembly is hosting a pre-Super Bowl party on January 31 and its annual Bowling Night in Easton on February 29.

Student Government

Ms. Karina Crenshaw reported that Student Government has 14 active members. They are excited to be working with Mr. Mark Berry, the new Director of Student Engagement & Development. New events they are currently planning include a poetry contest, environmental activities, President's Cup and Field Day.

TRUSTEES REPORT

Mr. McMahan highlighted the Calendar of Events included in the Board packet and suggested that trustees add the February 27 Peake Players performance and February 29 Bowling Night to their calendars. He reported he participated in the signing ceremony between Chesapeake College and UMES for the PharmD 5-year program. Ms. Dennard-Turner encouraged trustees to visit the Harriet Tubman Visitor Center for special programs on Fridays, Saturdays and Sundays during the month of February.

CLOSED SESSION

On a **MOTION** by Mr. Grace, seconded by Ms. Jackson-Stanley and carried unanimously, the Board entered into a 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 Mr. Jafari and carried unanimously, the Board adjourned closed session at 4:33 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees approved a new employment agreement for vice presidents.

ADJOURNMENT

On a **MOTION** by Mr. Grace seconded by Mr. Jafari and carried unanimously, the meeting was adjourned at 4:34 p.m.



Kate Maxwell, Assistant Secretary to the Board

APPROVED:  DATE: 2/27/20
Nash McMahan, Chair