

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
April 30, 2020

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, April 30, 2020 at 3:00 p.m. via Zoom video conference. 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. Mike Mulligan, Mr. Milton Nagel, Ms. Brenda Shorter and Ms. Mary Dennard-Turner were present. None were absent.

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

ADDITIONS/CHANGES TO THE AGENDA

None.

PUBLIC COMMENTS

None.

CONSENT AGENDA

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

Approval of Minutes - The minutes of the March 26, 2020 meeting

Approval of Minutes - The minutes of the March 26, 2020 closed session meeting

Conferring of Degrees/Certificates - The list of 2020 Graduation Candidates as presented, subject to change, up to the day of virtual Commencement

WORKFORCE '25 PRESENTATION

Mr. David Harper presented plans for credit and non-credit programs proposed through 2025. Based on the college's Strategic Plan, the eight initiatives are: 1) continued development of pathways; 2) increased access through online programs; 3) business innovation center; 4) skilled trades expansion; 5) Cambridge Center CE development; 6) expanded professional studies division; 7) leadership development training; and 8) law enforcement training.

PRESIDENT'S REPORT

COVID-19 update

Dr. Clifford Coppersmith reported the following actions taken over the past month:

- The Crisis Management Team continues to meet via Zoom each weekday morning.
- Faculty and staff are working with students to complete the spring semester. IT is working with students and faculty who have technology and/or connectivity challenges.

- Fall 2020 registration has been delayed until May 11 for returning students and May 18 for new students.
- Commencement has been cancelled. A virtual Commencement ceremony is being planned for May 20 at 6:00 p.m. Special graduation packages are being mailed to graduating students. The Nursing program will hold a virtual pinning ceremony on May 19 at 5:00 p.m.
- CARES Act grant funding for students (\$458,767) has been received and the college is working to determine how to distribute that to students in need. Other grants are being pursued as they become available.

FY21 Budget

Our local counties have voted unanimously to maintain effort with flat funding for the next fiscal year. We await word on the state appropriation. Meanwhile we are carefully analyzing Fall 2020 enrollment projections and revising the FY21 budget proposal for presentation to the Board for final approval in June. The college is carefully managing purchasing, official travel continues to be prohibited, and hiring activity is limited to essential positions only.

Annual Leave Use or Lose

Dr. Coppersmith said that employees will be given three months beyond June 30 to use annual leave that exceeds the maximum allowed for rollover to the next fiscal year.

Mr. McMahan expressed his appreciation, with gratitude, for all of the work being done by Dr. Coppersmith, faculty and staff.

FINANCE AND FACILITIES

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

Action Item

Waiving Spring 2020 Room Fees to ESHEC University Partners

Mr. Nagel said this request is to maintain a good partnership with these university partners, by waiving classroom usage fees in the amount of \$13,500.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved waiving the spring 2020 room fees to university partners at the Eastern Shore Higher Education Center.

Action Item

Laptop Purchase – reaffirm vote

Mr. Nagel said this is for hardware purchases of 20 Dell laptop computers for faculty and staff to use as they work remotely.

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board re-affirmed approval of this purchase, at a cost not to exceed \$29,929.70.

Action Item

Rescind FY21 Tuition Increase – reaffirm vote

Mr. Nagel said this was the decision to rescind the proposed \$3 per credit hour for FY21, which was previously approved in the FY21 budget proposal, due to the Coronavirus and its financial impact on students.

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board re-affirmed approval of rescinding a FY21 tuition increase.

FY 2020 Financial Update

Mr. Nagel said there is detailed material in the Board packet regarding this financial update. Ms. Tina Jones reported the college is still ahead of revenues at this point for FY20. So far, only one student has withdrawn this semester after transitioning to online. Compensation expenses are under budget primarily due to open positions. At this time, a surplus to fund balance of \$452,735 is expected.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met via Zoom on Wednesday, April 15, 2020 at 9:30 a.m.

Action Item

Payment for Holidays Worked Policy Revision

Ms. Jackson-Stanley said this is for any employee required to work on holidays. Ms. Jones said this expands from Public Safety to any other employees, such as IT, who will be paid straight time plus hours worked.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Jafari and carried unanimously, the Board approved this policy revision.

Action Item

Bylaws for College Council

Ms. Jackson-Stanley said the College Council has been in place for many years. These bylaws formalize the group, its members, structure and codification. This is part of shared governance for the college. It is an advisory body and can make recommendations to the President but does not approve policy. Only the Board of Trustees can approve policy. Ms. Shorter recommended highlighting paragraphs 4 and 6 because of their importance.

On a **MOTION** by Ms. Shorter, seconded by Mr. Mulligan and approved by Dr. Armistead, Mr. Grace, Ms. Jackson-Stanley, Mr. Jafari and Mr. Nagel, the Board approved the College Council bylaws. The following opposed: Mr. McMahan, Mr. Garvey and Ms. Dennard-Turner.

PROGRAMS, PLANNING AND OUTREACH

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

COLLEGE REPORTS

Faculty Assembly

Dr. Herb Ziegler reported that faculty are doing their best to meet student needs as they finish the semester in the pandemic. After two tied runoff elections, the next Faculty Assembly Chair has been determined. Mr. Nevin Crouse will serve as Faculty Assembly Chair for two years and Ms. Amber McGinnis will serve as Faculty Assembly Vice Chair for one year.

Staff Assembly (StARs)

Ms. Trushay Alston, Workforce Programs Administrative Associate and Staff Assembly rep, reported that Staff Assembly met via Zoom earlier this month with about 54 members participating. She thanked Dr. Coppersmith for his communications and leadership. She said the college is blessed to have such leadership at this time. She reported the Staff member of the Month for April is Cindy Welzel. Staff Assembly is seeking nominations to fill three exempt and two non-exempt staff positions for FY21. Staff Assembly has proposed using its remaining FY20 funds to purchase masks for students and employees.

Student Government

Mr. Kamari Collins reported that the Student Government Association (SGA) meets every Wednesday via Zoom. Students have expressed mixed reviews about online classes, but they press on. He reported that SGA elections have been pushed to the fall. SGA held a Workout Challenge for students online and they are hosting a Netflix watch party on May 1 for students. Mr. Garvey suggested a collage of trustees' photos/messages be sent to graduates to cheer them on and show support. Ms. Kate Maxwell will work with the Commencement Committee to help with this effort.

TRUSTEES REPORT

Mr. McMahan reminded trustees to complete their Code of Ethics forms and return them to Ms. Maxwell. He also reminded them that the deadline for State Ethics Financial Disclosure online reporting for 2019 is April 30.

CLOSED SESSION

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

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees approved administrator contract renewals. The Board of Trustees also approved a faculty position hire and re-affirmed their votes on the revised Emergency Pay & Sick Leave policy.

ADJOURNMENT

On a MOTION by Mr. Mulligan, seconded by Dr. Armistead and carried unanimously, the meeting was adjourned at 5:27 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 6/11/20

Nash McMahan, Chair