

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
August 27, 2020

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, August 27, 2020 at 3:00 p.m. via Zoom video conference. Chair Nash McMahan called the meeting to order.

ATTENDANCE

Mr. Nash McMahan, Dr. Blenda Armistead, Mr. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Mike Mulligan, Mr. Milton Nagel, and Ms. Brenda Shorter were present. Mr. Chris Garvey and Ms. Mary Dennard-Turner 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. Jafari, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes - The minutes of the June 11, 2020 meeting

Approval of Minutes - The minutes of the June 11, 2020 closed session meeting

PHASED REOPENING/PROGRAM UPDATES

Mr. David Harper reported that the Back to the 'Peake Committee meets weekly and has developed and maintains the Campus Guide, Student Guide, and Reopening Guides for each building. He said Health Professions labs have been running since mid-summer. Kudos to Mr. Brandon Hesson for creating Health Professions flex space at the Cambridge Center. Welding and CDL trades classes are now running again. Marine Trades courses are to begin again in October. Plans are for Electrical and HVAC courses to come back in January. Students are supported by Library Services, Tutoring Services, and real-time chat – all with evening and weekend hours. October 1 is the deciding day for potential face-to-face or real-time synchronous online classes for the Accelerated III session (7.5 weeks). Mr. Harper said the plans for Spring 2021 are to provide two-thirds of courses as asynchronous “anytime” learning and one-third as synchronous “real-time” learning. Dr. Coppersmith reported a relatively smooth opening of the fall semester. Dr. Armistead remarked that the level of planning is incredible. Mr. Harper said the plan is to gradually add more in-person, hands-on classes as the state allows. Thirty percent of classes were already online before COVID, so now that most are online, the college will likely continue with more than 30% online after going back to campus. Regarding the effectiveness of online learning, Mr. Harper said it depends on the class. Some online learning is very effective. He said the college is working hard on effective developmental courses for the students who need those classes.

PRESIDENT'S REPORT

Dr. Coppersmith noted that despite the overwhelming complexity of the world's challenges, he takes comfort in knowing that Chesapeake has a well-defined mission, a staff and faculty who know what they are doing, and leadership that can help them get there. He said he expects the college to remain in Phase Yellow for the rest of the fall semester and likely much of the spring semester. Activity on campus will be reintroduced with a priority on the safety and health of students, staff and faculty.

Enrollment for the fall semester is hovering around 10% below last fall, with the headcount down about 14%. This is primarily due to a loss of Dual Enrollment students and first-time freshmen. Adult student enrollment has remained steady. The college has been awarding CARES funding to students – \$80,000 in the spring and about \$120,000 so far this fall.

Equity obstacles are still a major concern. A focus this year and beyond will be to remove barriers and allow all students to accomplish their goals and objectives. The renewal for another five years of the TRiO Student Support and STEM grants will help those efforts, and the college is looking for other grant opportunities to provide additional support.

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, August 19, 2020 at 8:00 a.m.

Action Item

Award of Contract for Electronic Library Resources

Mr. Nagel said this is an annual contract renewal for digital library resources. Last year, about 20,000 electronic journals and more than 7,000 electronic books were checked out, and the number of database searches was nearly 900,000. There is very good use of these services.

This contract request is to continue having Lyris negotiate pricing on database subscriptions for the electronic resources needed for the college library, which are accessed by students, faculty and staff. This contract is through the Maryland Digital Library consortium.

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board approved the award of contract to Lyris for Electronic Library Resources in an amount not to exceed \$49,091.89.

Action Item

Award of Contract for Internet Connectivity

Mr. Nagel said this is the college's gateway to the internet. This contract is for the annual contract renewal with MDREN for internet, video and point-to-point access services. It reflects a slight savings from the prior year. Mr. Greg Wanner said he is satisfied with the service provided.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract to MDREN for internet connectivity services in an amount not to exceed \$73,102.45.

Action Item

Award of Contract for Marine Trades CTE Innovation Grant

Mr. Nagel said this purchase is all grant funded. A \$143,561 grant was awarded in spring 2020 and will assist in the development of a 19-credit Marine Service Technology program. This request is to use part of these monies to purchase engines, parts and training materials from Yamaha and Johnson and Towers. Both manufacturers are Sole Source providers.

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the award of contract for Marine Service Technology Program equipment to Yamaha Motor Corp. in an amount not to exceed \$57,400 and to Johnson and Towers in an amount not to exceed \$36,350.

Action Item

Award of Contract for Curriculum Management Software

Mr. Nagel said this is a 3-year contract with Digarc for FY21-23. Curriculog will streamline the process for revising and approving courses. It is a companion software to Acalog, which is used to build the college's online course catalog. Both are Digarc products. This integration will also reduce workload and the need for some manual processes. This is a Sole Source procurement.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of a three-year contract to Digarc for the addition of Curriculog software in an amount not to exceed a total of \$49,800 for FY2021 through FY2023.

Health Insurance Reserves/Auditor Letter

Mr. Nagel said this is a recommendation from management that sets aside a larger portion of the college's fund balance to the Board designated fund balance reserved for potential medical claims. Dr. Coppersmith suggested taking this back to the subcommittee, as it was only a verbal discussion at the last subcommittee meeting. Ms. Tina Jones said she will request an extension for submitting the audit to MHEC so that this can be resolved before finalizing the audit.

Draft FY2020 Financial Results

Ms. Jones reported that revenue was flat year over year. Regarding expenses, the college was proactive when COVID-19 hit, so expenditures were down – mostly in compensation/vacant positions. Limited building use in the fourth quarter resulted in utilities savings. Travel was eliminated after the COVID shutdown, so the college saw savings there as well. All employees were retained and paid through June 30, so the July 1 furloughs/layoffs will be reflected in next year's financials.

FY2021 Budget Update/Enrollment

Ms. Jones reported that adjustments were made to the budget plan, such as removing the tuition and fee increase and reducing the enrollment growth. Enrollment is down about 10%, and there is no idea what spring enrollment will look like. The college is finding ways to spread the work out where there are vacancies. The break-even is 15% down, and we are within that point. The priority is to maintain staff and faculty. Dr. Coppersmith noted the focus is the needs of our students. Ms. Jones said the college should be able to maintain a 15% fund balance. Compared to other Maryland community colleges' fall enrollment, Chesapeake is in the middle – enrollment is down 7% at large urban colleges and rural college peers are down about 15% in enrollment.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met via Zoom on Wednesday, August 19, 2020 at 9:30 a.m.

Action Item

FY21 Board Goals

Ms. Jackson-Stanley said only minor changes are being recommended by the committee from last year's goals. The committee looked at ways to support our President and our students. A suggestion was made to create a separate goal regarding diversity: Provide full support to the President's Strategic Plan priority on diversity, equity and inclusion. Some rephrasing of wording was requested, so this will be sent back to the committee for additional work.

Conflict of Interest Forms

Ms. Jackson-Stanley said trustees have the responsibility to complete this form each year. She asked those Board members who have the capabilities to print it out, complete/sign, scan and email the completed form back to Ms. Maxwell by September 24. For those who are not able, Ms. Maxwell will mail a form with a self-addressed stamped envelope for trustees to complete and mail back to her.

PROGRAMS, PLANNING AND OUTREACH

Mr. Reza Jafari reported the committee met via Zoom on August 11, 2020 at 8:00 a.m. Chair Chris Garvey was not able to participate.

TRiO Grant Awards

Mr. Kamari Collins announced that the TRiO grants were renewed for another five years. These grants help recruit and retain students with low funding and disabilities.

Fall 2020 Recruitment and Marketing

Mr. Collins thanked employees, especially admissions and advising, for their help in getting the college to where it is with enrollment. He said he appreciates the conservative and measured approach, outreach and efforts the college has taken. Dr. Armistead congratulated staff on all of their good work. She noted that those over age 60 are more engaged in online learning than ever before, and she would love to see more courses targeting that group.

COLLEGE REPORTS

Faculty Assembly

Mr. Nevin Crouse reported that Faculty Assembly elected four faculty members to serve as at-large Academic Council reps: Ms. Linda Earls, Mr. John Haas, Dr. Carol Wilson-Robbins and Ms. Catherine Rust. He reported that faculty were glad to have time over the summer to prepare for online classes. He announced that Mr. David Timms won the iSimulate 2020 Excellence in Simulation Award, given by EMS World and iSimulate. For the fall, faculty have accepted students above class caps and overloads to accommodate as many students as possible. He expressed his appreciation to the Bookstore for getting textbooks and supplies to students. He announced that Ms. Jane Jump, Instructional Designer/Technologist in the Teaching and Learning Center, is retiring today. He thanked her for helping faculty with online teaching and learning, especially over the past few months.

Staff Assembly (StARs)

Ms. Jennifer Dunker, Associate Registrar and Staff Assembly Vice Chair, reported that Staff Assembly reps have met twice virtually since June. They are working on virtual events to keep staff engaged. The next Staff Assembly meeting will be held on September 10.

Student Government

Mr. Mark Berry reported that the Student Government Association (SGA) will be setting up a virtual game night for students and they will hold a virtual arts & crafts event in November. And Mental Health Mondays are held via Zoom for students. SGA assisted with the virtual New Student Orientation that was held at the end of August. The 2020-21 elections were moved to September, with voting taking place September 28-30. Elected officers will be announced on October 1, with roles starting immediately. Dr. Coppersmith and Mr. Kamari Collins noted that Mr. Berry is doing an outstanding job and has revamped student engagement.

TRUSTEES REPORT

Mr. McMahan announced that the ACCT Leadership Congress will be held virtually October 5-8. Workshops will be available for up to a year after for those trustees who sign up to attend. Please let Ms. Maxwell know if you are interested in participating. Dr. Coppersmith encourages trustee participation.

CLOSED/EXECUTIVE SESSION

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead 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/EXECUTIVE SESSION

On a **MOTION** by Ms. Shorter, seconded by Ms. Jackson-Stanley and carried unanimously, the Board adjourned closed/executive session at 5:32 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees approved the appointment of several faculty members.

ACTION FROM EXECUTIVE SESSION

In executive session, the Board of Trustees discussed the renewal of the President’s next employment contract.

ADJOURNMENT

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the meeting was adjourned at 5:33 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 9/24/20

Nash McMahan, Chair