

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
October 22, 2020

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, October 22, 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, Ms. Brenda Shorter and Ms. Mary Dennard-Turner were present. Mr. Chris Garvey was 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. Shorter and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes - The minutes of the September 15, 2020 executive session meeting

Approval of Minutes - The minutes of the September 24, 2020 meeting

Approval of Minutes - The minutes of the September 24, 2020 closed session meeting

MIDDLE STATES ACCREDITATION PROCESS AND BOARD'S ROLE

Mr. Chris Hall, Planning & Research Analyst, reported that he serves as the college's liaison for the Middle States Commission on Higher Education. The college must conduct a self-study every eight years (previously 10 years), which is overseen by Middle States. He shared the accreditation cycle, which includes an annual update, a midpoint peer review (which the college just submitted), and then the self-study. In the midpoint peer review, the college provided a response and explanation to two areas of concern: Student Achievement and Financial Health. The next self-study process will begin in 2022 with the formation of a steering committee and work groups. Mr. Hall noted opportunities for Board members to be involved in this process. Work groups will gather evidence for the seven standards (previously 14), and then draft the report in 2023. An evaluation team visit will take place in 2024. Dr. Coppersmith said he feels confident in the college's preparation and Board's role with the college. Dr. Armistead asked whether there is anything the college is still working on based on recommendations from the last visit? Mr. Hall said the college submitted a follow-up report within two years, with no outstanding issues. Mr. Jafari asked about Board involvement. Mr. Hall said the steering committee and work groups will be made up mostly of college employees, but trustees may want to be involved with the standard regarding governance and/or if they want to interact more with the process. The college will get input from a variety of constituents: employees, students, and trustees. The self-study is a voluntary process, but it is essential for accreditation and for credits to transfer to other institutions.

PRESIDENT'S REPORT

Dr. Coppersmith provided a status report of fall 2020 campus activity and the reasons for reductions of classes, students, and employees on campus. Efforts are being made to bring back as much activity as possible, with a goal of 80% online and 20% on campus by spring 2021. Resources are opening for students, such as computer access and connectivity in the Learning Resource Center (LRC). So far, no COVID transmission has been reported on campus. The college's Crisis Recovery Operations group continues to meet and work with the Queen Anne's County Health Department to maintain process and procedure. Diversity, Equity, and Inclusion (DEI) efforts are under way, with the development of work group categories and a list of topics to investigate so the college can address barriers, challenges and obstacles to student success. Board members will have opportunities to be involved in these efforts and the Board's summer retreat will focus on DEI. Copies of "The Medici Effect" are available to Board members and will be mailed out as requested. DEI efforts will continue for the next several years to increase student success. Dr. Coppersmith said he is not aware of competition from other colleges that is affecting enrollment. Mr. Jafari asked whether the college could expand to students outside the region, since so much is online? Dr. Coppersmith said it depends on whether programs are offered that are not available elsewhere.

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, October 14, 2020 at 8:00 a.m. The meeting had full attendance and a great discussion. One item discussed was the deferral of the Banking RFP.

Action Item

FY 2020 Audit Report

Mr. Nagel welcomed PKS representatives Ms. Ashley Stern and Mr. James Maybury, who are here to present an overview of the FY 2020 Financial Statements. Electronic copies of the documents were sent to trustees, and bound copies will be available soon. Ms. Stern expressed her thanks to college staff for their help with the audit process.

Regarding opinions, Ms. Stern reported an unmodified opinion, which is the highest level auditors can give. The report on internal controls found no significant deficiencies or material weaknesses. The report on compliance with major federal programs received the highest level given. Statements of net position showed a decrease in capital assets. The college's health also relates to depreciation. Net position by classification provided a good data trend from 2015 to 2020. The Schedule of Revenues income statement reflected the drop in student tuition and fees. Total operating expenses were down to reflect the revenue decreases. A graph of operating expenses by function showed that instruction and academic support are the largest part of the college's expenses. Auxiliary enterprises are supporting functions of the college.

Mr. Maybury said a student financial aid cluster was tested, with no findings to report for second year in a row. There was a concern there might be findings due to the COVID transition, but none were found. It was noted that 90% of colleges have at least one finding.

Ms. Stern reported on auditor communications – required auditor communications to governance – including a follow-up on prior recommendations. There was one instance, due to remote working, that was needed to correct prepaid expense and accounts payable procedures. Looking forward, auditors will

be looking at CARES funding and fiduciary activities, effective June 30, 2021; and Leases, effective June 30, 2023.

Mr. Nagel thanked Ms. Stern and Mr. Maybury for their kind comments and good work on a clean audit.

On a **MOTION** by Mr. Nagel, seconded by Mr. Grace and carried and carried unanimously, the Board accepted the FY2020 Financial Statements.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met via Zoom on Wednesday, October 14, 2020 at 9:30 a.m.

Action Item

Extended Thanksgiving Holiday Proposal

Ms. Jackson-Stanley said administration is requesting two additional days off for the 2020 Thanksgiving holiday for full-time staff and faculty. The Board had previously approved Wednesday through Friday of Thanksgiving week. The two additional days – Monday and Tuesday – would give employees and students a full week off for the holiday, with the exception of just a few required/mandated courses on Monday and some athletic practices. Activity on campus would be reduced as much as possible to give employees a break for the week. Dr. Coppersmith said this is a way to say thank you to faculty and staff for their hard work during these times without much cost to the college. Dr. Armistead said the break is well deserved, but she encouraged people to not travel and stay safe.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead and carried unanimously, the Board approved extending the Thanksgiving holiday to include Monday and Tuesday, November 23 and 24, 2020.

Diversity, Equity, and Inclusion (DEI) Update

Ms. Jackson-Stanley said the committee reviewed ACCT's DEI checklist and implementation guide. The Board is diverse, but she believes a vision statement and DEI policy need to be developed for the Board. She said the ACCT DEI checklist offers tools as part of the process for trustees, and these items will be considered, especially after in-person meetings can be held again. Dr. Coppersmith indicated that he is using College Council as the central group to handle DEI initiatives, but all employees will be involved. One of the work groups will support faculty and curriculum initiatives. He noted the recent ACCT conference focused heavily on DEI. Mr. Jafari noted that he has shared with trustees several other DEI documents provided by ACCT, and he said he believes DEI should be involved/imbedded in everything the college does.

PROGRAMS, PLANNING AND OUTREACH

Mr. Jafari reported the PPO committee met via Zoom on October 13, 2020 at 8:00 a.m. with full participation.

FY 2020 Key Performance Indicators (KPI) Scorecard

Mr. Vinnie Maruggi reported he provides periodic updates in February and June. This detailed report shows total KPI targets and outcomes for the year – by plan and strategic plan priority. He noted that COVID negatively affected the ability to achieve several targets. The scorecard helps to identify areas where the college needs to address something fundamental in its strategies. This is one way the college

uses data to make informed decisions and close the loop. Mr. Maruggi noted that several areas have not met annual targets for the past three years, and those targets might need to be adjusted. He said a new KPI will be added, based on results from the employee survey, regarding diversity efforts. Mr. Jafari said that recognition and appreciation of DEI is a first good step in imbedding it in everything that is done.

Workforce & Academic Update

Mr. David Harper reported plans to expand to the number of synchronous, real-time learning credit courses offered in the spring semester. The college was awarded \$250,000 in GEER funding to support the online migration of non-credit Workforce programming. The college is currently working to fill two Skilled Trades instructor vacancies – in Welding and CDL. With the resignation of Dr. Greg Warren, Ms. Elaine Wilson will serve as Interim Dean for Workforce, and Ms. Marci Leach will provide additional support.

Athletics Update

Mr. Kamari Collins showcased the success of last year's student athletes, with nine graduates and 38 student athletes completing the year with a GPA of 3.0 or higher. Dr. Coppersmith noted that the college is planning COVID-safe transportation for its athletes. He said he may need to bring a proposal via email to the Board for athletes to travel to games in the spring.

COLLEGE REPORTS

Faculty Assembly

Mr. Nevin Crouse reported he is seeing a high level of developmental student success at the fall mid-term, which is a key to overall success. Conducted by the Academic Programs and Curriculum Committee, a general education course review is under way. This will feed into the re-accreditation process. He announced that Dr. Tammy Field was invited and participated in the third Salisbury University STEM Networking event held on October 22, 2020. As a S.U. alumna, she has attended each event, representing Chesapeake College as a working professional in the STEM field.

Staff Assembly (StARs)

Ms. Lisa Widmaier, Director of Non-Credit Healthcare Programs and a Staff Assembly rep, reported that Staff Assembly met on October 8. The agenda included a Halloween costume contest with about a third of staff members participating. She said StARs is working with faculty on a virtual event to replace the annual Thanksgiving lunch, and they will host a Holiday Door Decorating Contest of employees' home offices. The next Staff Assembly meeting will be held on December 10.

Student Government

Mr. James Cockey reported the Student Government Association has finalized changes to its constitution and bylaws. With 66 students voting, the SGA elections concluded with Mr. Cockey elected President of the SGA Executive Board. Ms. Heidi Pippin was elected Vice President; Ms. Corinna Crenshaw, Secretary; Ms. Jessica Anthony, Public Relations Chairperson; and Mr. Jackson Donovan, Student Representative. Mr. William Turri will serve as Events Coordinator. The SGA recently hosted a virtual Bob Ross painting event, and an Instagram challenge – De-stress Me – is being planned. He said the Office of Student Engagement is providing ways for students to present information on MyCampus. And he reported that the SGA recently met with Dr. Coppersmith, Mr. David Harper and Mr. Kamari Collins to discuss student concerns.

TRUSTEES REPORT

Mr. McMahan said the ACCT Leadership Congress was held virtually from October 5-8, with participation from several trustees and Dr. Coppersmith.

CLOSED SESSION

On a **MOTION** by Dr. Armistead, 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 Ms. Shorter and carried unanimously, the Board adjourned closed session at 5:03 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees supported the President's recommendation to defer the 2% across-the-board salary increase originally budgeted for October 2020 to January 2021.

ADJOURNMENT

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the meeting was adjourned at 5:04 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 11/19/20
Nash McMahan, Chair