

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
November 19, 2020

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, November 19, 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, and Ms. Brenda Shorter were present. Ms. Mary Dennard-Turner was absent. Dr. Clifford Coppersmith and Ms. Kate Maxwell were also present.

ADDITIONS/CHANGES TO THE AGENDA

Mr. McMahan requested that a review and approval of the Strategic Plan vision statement be added to the PPO Committee report.

PUBLIC COMMENTS

None.

CONSENT AGENDA

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

Approval of Minutes - The minutes of the October 22, 2020 meeting

Approval of Minutes - The minutes of the October 22, 2020 closed session meeting

Approval of Minutes - The minutes of the November 3, 2020 closed session meeting

USWIB SERVICES AND FUNDING DURING COVID-19

Mr. Dan McDermott, Executive Director of the USWIB, said the organization has had a 37-year association with Chesapeake College. He said they are now working more collaboratively than ever. Leadership of the College under Dr. Coppersmith has been exceptional. Since the start of the pandemic, the USWIB has raised \$3 million in grant funding for workforce training. Ms. Joanne Gannon, Assistant Director of the USWIB, reported they established an email (uswib2020@gmail.com) early on in the pandemic for area residents who lost their jobs and were interested in training opportunities. Between July 1 and November 18, 168 people have contacted them. So far, 67 of those people have completed paperwork and are taking classes at Chesapeake College. She said they are working with various college departments and directors to get people signed up for classes. Ms. Gannon shared stories of some of the people she has been able to help get into college. Their goal is to say yes to as many people as they can help. Mr. McDermott shared the demographics of those 67 people: half are women, and half are men. More than 60% are minorities. Mr. McMahan said the USWIB's support of the Eastern Shore and diversity and inclusion is admirable. Mr. Garvey asked whether trainees are getting access to potential employers. Mr. McDermott said they are – about 85% get jobs after training – and noted that a credential is the key to success. He said the first thing they do is engage employers to determine the workforce needs. Mr. McDermott said the biggest challenge is getting the funding to set up training programs that will benefit employers and having a level of funding to send people to those programs.

Dr. Coppersmith thanked Mr. McDermott and Ms. Gannon for their presentation. He noted that Mr. McDermott is now a member of his Cabinet and participates in the Crisis Recovery Operations group meetings.

PRESIDENT'S REPORT

Dr. Coppersmith offered the following report:

COVID-19 Update: The College is moving to Phase Orange, effective November 25, 2020, per the phased reopening guidelines. The College will move instruction online, with the exceptions of Health Professions and some Skilled Trades programs. Essential staff will continue to work on campus, and senior leadership will maintain a presence on campus.

Diversity, Equity, and Inclusion: Four work groups have been formed with members of College Council. Additional participants – students, staff, faculty, alumni/ community members, as well as trustees – may be called on to help with this project to improve access and the success of Chesapeake College students, especially those from communities of color, students from disadvantaged socio-economic backgrounds, first generation, incumbent workers, and veterans.

FY22 Budget: The Budget Committee has the challenging task of creating a balanced FY 2022 budget with flat funding from the five support counties and the state. This is in addition to increased mandatory and COVID-related costs and decreased enrollment revenues. Mr. Grace suggested working with vendors to try to keep costs down at least for the short-term.

Spring 2021: Spring enrollment has begun. Most instruction will be online for the spring semester. There will be a push to expand Skilled Trades and Continuing Education as pandemic conditions improve.

Dr. Coppersmith expressed his thanks to students, faculty and staff and said he is grateful for the support of the Board of Trustees. He wished everyone a safe, healthy, and restful Thanksgiving holiday.

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, November 11, 2020 at 8:00 a.m.

Action Item

Award of Contract for the CDL Truck Simulator

Mr. Nagel said the Trustees encouraged the College to purchase this equipment. The funding for the simulator is coming from the Foundation as part of its capital campaign. The simulator will be housed in a retrofitted RV donated to the College by the Workforce Investment Board. This will allow the equipment to be transported around the region to raise awareness of CDL career opportunities and provide expanded training experiences. Dr. Armistead asked about the annual maintenance cost. The initial purchase has a 3-year maintenance contract to start, then each renewal extension will cost about \$3,000-\$5000 per year.

On a **MOTION** by Mr. Nagel, seconded by Mr. Grace and carried unanimously, the Board approved the award of contract for the VS600M CDL Truck Simulator to Virage Simulation, Inc. of Montreal, Quebec, Canada in an amount not to exceed \$112,700.

IT/AV Project

Mr. Nagel reported that the project is ongoing and is on schedule. The College is working successfully with the vendors to keep the project moving forward through the pandemic.

Audit RFP Process

Mr. Nagel said the College goes out to bid on auditing services every four years. A Request for Proposals (RFP) will be advertised on December 6, with proposals due no later than January 8, 2021. The RFP Evaluation Team, which will include representatives from the Foundation Board (Mr. Robbie Sheehan) and the Board of Trustees (Mr. Milton Nagel), will make a recommendation to the Board at the February 25, 2021 meeting.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met via Zoom on Wednesday, November 11, 2020 at 9:30 a.m. Members of Foundation Board joined the meeting.

Action Item

Free Speech in Teaching and Learning Statement

Ms. Jackson-Stanley said the committee's recommendation was to bring this statement to the full Board for discussion and approval. Dr. Coppersmith said this statement was brought forward by faculty, but it applies to staff and students as well. This allows for the free and respectful discussion of ideas in a teaching/learning setting. Mr. David Harper noted that we live in times when some people may be afraid to speak, and others may want to speak very freely. This statement is noble and timely. Ms. Shorter pointed out the safeguards that are written into the statement, regarding speaking with civility and without harassment or violence.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Jafari and carried unanimously, the Board approved the Free Speech in Teaching and Learning statement.

College/Foundation Memorandum of Understanding

Ms. Jackson-Stanley reported the current MOU is 20 years old, and it is time to update it. The Foundation Board members stressed a need for relationship building dialogs. Two Trustees (Mr. Mulligan and Ms. Dennard-Turner) volunteered to work with the Foundation to update the MOU. Mr. Jafari also serves on that committee as part of the Foundation. He indicated that while working on updating the Foundation bylaws, this MOU was identified as one of the steps in that process. Everything the Foundation does is for the benefit of the College. Dr. Coppersmith noted that the Foundation's funding of the CDL truck simulator is one example of the importance of the Foundation and a solid working relationship with the College.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Garvey and carried unanimously, the Board approved of the Board members working with the Foundation members to update the MOU.

PROGRAMS, PLANNING AND OUTREACH

Mr. Jafari reported the PPO committee met via Zoom on Tuesday, November 10, 2020 at 8:00 a.m. Mr. Garvey and Mr. McMahan were unable to attend the meeting.

Student Success Update

Mr. Kamari Collins reported that 65 student athletes have been training this semester and they hope to participate in competitions in the spring. Regarding student engagement and development, Mr. Mark Berry and Ms. Michele Wayman have been busy offering programs to students and keeping them active. Registration for the online Winterim session shows that enrollment is up over last year. Spring enrollment opened for current students on November 18, with 283 students registering so far. Admissions and Advising have held Zoom information sessions, especially for adult students and dual-enrollment students. Student Success is also focused on pursuing grant opportunities to help with completion, including a Title III grant, and Upward Bound and Talent Search grants.

GEER Grant Initiative

Ms. Marci Leach announced that the College received an award of about \$250K from the Governor's Emergency Education Relief (GEER) Fund on September 14, 2020. The grant expires on September 20, 2021. Chesapeake's initiatives include developing online and hybrid formats for programs and new micro-courses; appointing recruiters/student advocates in each of the five counties; and providing laptops, Wi-Fi hotspots, equipment and scholarships to students. An Occupational Guide – in English and Spanish – focusing on non-credit occupational careers is also being developed. She said her goal is to create an infrastructure under GEER to keep the program going beyond 2021.

Action Item

Strategic Plan Vision Statement

Dr. Coppersmith said this is a recommendation to incorporate a modified version of the current vision statement into the Strategic Plan. Due to the pandemic and a pivot to DEI, a true future vision statement would require a major change. In the meantime, this vision statement would serve as a place filler until there is sufficient time to create another one. Mr. Garvey said he would love to see the word "employers" incorporated into this or the next vision statement.

On a **MOTION** by Mr. Jafari, seconded by Mr. Grace and carried unanimously, the Board approved the revised Vision Statement for inclusion into the Strategic Plan.

COLLEGE REPORTS

Faculty Assembly

Mr. Nevin Crouse reported the faculty approved a Resolution of Appreciation for Eric Lowery and presented it to Ms. Harriette Lowery at the Academic Council meeting in November. Mr. Crouse said he is grateful that the College has kept the format of teaching and learning consistent throughout the Fall semester. He said there will be no Faculty Assembly or Academic Council meeting in December.

Staff Assembly (StARs)

Ms. LuAnn Walker, Lead Accounts Receivable Specialist and a Staff Assembly rep, thanked the College and the Board for extending the Thanksgiving holiday. She reported that Staff Assembly reps sent goodie bags out to staff members over the past month to boost morale. The next Staff Assembly meeting will be held on December 10.

Student Government

Mr. James Cockey reported the Student Government Association attended the Maryland Community College Leadership Conference October 28-30, which was themed “Lead through Change.” The conference provided opportunities to meet with other student leaders. He said SGA is hosting a De-Stress Me Instagram Challenge for students the week of November 16. They are also working on a virtual tour of campus for students, and a Student Engagement page on MyCampus.

TRUSTEES REPORT

Mr. McMahan thanked Dr. Armistead for her motivation to breathe new life into the Foundation. Ms. Elizabeth Hackett noted that Ms. Lesley Schless, a new Foundation Board member and a former lawyer from Connecticut, has been a big help and is engaged in the changes/updates in which the Foundation is currently involved. The Foundation’s Capital Campaign has set a goal of \$3 million to meet the true needs of the College. The funds will be used to support Workforce Training: \$500K for equipment; \$1.5 million to modernize training spaces; and \$1 million for endowments and scholarships. The Campaign Cabinet will be led by Foundation member Mr. Phil Webster. Trustees can help by being advocates, and by donating to the campaign. The Foundation’s total assets are about \$6.5 million. Dr. Armistead said the Foundation is doing a super job, and she is excited to see the progress they are making. Dr. Coppersmith noted that the Foundation membership has been totally revived and is now a much more dynamic group. Ms. Hackett has made some remarkable progress. Mr. Jafari thanked Trustees for their support of this capital campaign, and their cooperation in raising the funds. Mr. Garvey said these efforts are so important, especially modernizing the training spaces.

CLOSED SESSION

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter 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. Jafari, seconded by Dr. Armistead and carried unanimously, the Board adjourned closed session at 5:11 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees approved the appointment of Ms. Elaine Wilson to Acting Dean for Workforce Programs and discussed a personnel matter.

ADJOURNMENT

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the meeting was adjourned at 5:15 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 12/17/20
Nash McMahan, Chair