

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
June 10, 2021

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, June 10, 2021 at 3:08 p.m. in the Board Room at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland, and 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

Mr. Milton Nagel requested the addition of an action item - the award of contract to BellTechLogix for Microsoft Licensing.

PUBLIC COMMENTS

None.

CONSENT AGENDA

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

Approval of Minutes - The minutes of the April 22, 2021 meeting

Approval of Minutes - The minutes of the April 22, 2021 closed session meeting

COMPENSATION STUDY PRESENTATION

Dr. Jeff Ling provided an overview of his organization, Evergreen Solutions, and the process and timeline for the compensation study that Evergreen will be conducting for the College. Evergreen will collect feedback and data from employees as well as regional and peer institutions. They will be looking for internal and external equity. The process runs from June through August, with results and a report to be presented in September. The last phase of the study will be a recommendation for the best alternative solutions for compensation for rewarding employees, such as performance based and hybrids. Evergreen will also turn the value of benefits to a cash value for employees. A comprehensive study was last done in 2014, and it took three budget years to get everyone caught up with appropriate salaries. Mini studies were conducted after that with minimal changes. Dr. Ling suggested that a full compensation study be performed every five to seven years, with the College's HR department reviewing and assessing changes in the market every year.

PRESIDENT'S REPORT

Dr. Coppersmith offered the following report:

COVID Update: Positivity rates are the lowest since the start of the pandemic. Maryland is one of 13 states with at least 70% of adults receiving at least one vaccine. Following state and county guidelines, the College returned to Phase Green on June 1, with employees returning to campus. A kickoff to the

return to campus will be held in August with the annual State of the College address and an employee BBQ. Trustees are encouraged to participate. Chesapeake College is not planning to require vaccination for staff, faculty, or students. They are being encouraged to get vaccinated if they have not already done so.

Summer Retreat: Agenda items will include a DEI report with recommendations and an agenda for future work; and the College's strategic initiatives to help with the economic recovery after the pandemic.

Major Project Initiatives: They will include changes to online and in-person instruction; renovation of the College website; repositioning and rebranding of the College; and a conversion to digital imaging for document retention.

Teleworking: A conversion of the existing telecommuting policy to a telework policy is currently under review by the College's governance groups. A draft policy is expected to be ready for approval by the Board in the fall.

As Mr. McMahan concludes his final meeting as Chair, Dr. Coppersmith thanked him for his leadership and work with the Board and the College over the past two years.

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, June 2, 2021 at 8:00 a.m. He appreciated participation from Mr. David Timms for discussion of the first two items below.

Action Item

Award of Contract for CAE Learning Space Enterprise

Mr. Nagel said this request is to award a contract for a CAE Learning Space – a clinical simulation management platform for the College's simulation center. This is a slightly higher price from FY20.

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the award of contract to CAE Healthcare for a single-year support contract for Learning Space Enterprise in an amount not to exceed \$25,000.

Action Item

Award of Contract for Simulator Support

Mr. Nagel reported this is a five-year contract to provide maintenance, repair and equipment for the College's simulators. It offers a 10% discount for a five-year contract. This is support for the simulators in the health professions lab, and it is a sole source contract.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract to Echo Healthcare for a five-year (FY22-FY26) support contract in an amount not to exceed \$31,499.10 annually.

Action Item

Award of Contract for Science Building Replacement Furniture

Mr. Nagel said this is a request to replace 106 chairs in the Talbot Science Building under a competitively bid contract. This request is within budget. Ms. Shorter asked whether the old chairs will be donated? Ms. Karen Smith reported the chairs will go to auction on GovDeals.com.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of contract to Price Modern in an amount not to exceed \$27,000.

Action Item

Award of Contract for Ellucian Colleague Software Maintenance

Mr. Nagel said this is in lieu of the annual contract renewal for the College's Enterprise Resource Planning (ERP) software – the accounting/finance system for students. The recommendation is to switch to the Colleague Modernization Software with a five-year contract period, which would save the College at least \$108,000 over the five years. Mr. Greg Wanner noted that Colleague Modernization moves the College from a perpetual license to a subscription license. It also includes additional modules and training. There would be some implementation costs for the new modules, but it is worth it for the savings.

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board approved a five-year contract to migrate to Colleague Modernization Software in an amount not to exceed \$1,535,882 over the five years.

Action Item

Revised FY2022 Budget Proposal

Mr. Nagel said this is a proposal for a revised budget as a result of the state providing additional CADE funding to the College – an \$895,052 increase in state funding in FY22. The Budget Development Committee revised the FY22 budget to add a 5% across-the-board salary increase for employees; an increase of the salary scales by 3%; and a pay increase for adjunct faculty. The College is also requesting use of fund balance for five one-time projects: website renovation; College rebranding; document management hardware and software; LRC furniture replacement; and LRC paint and carpet replacement (second floor). Dr. Armistead noted that the Budget Development team did a very good job of detailing the fund balance request. Mr. Jafari said that the website renovation will be helpful to the Foundation's work on the fundraising campaign, as the website is often the first view of the College by the community.

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the revised FY22 budget and the fund balance request of \$1,200,000.

Action Item

BellTechLogix Purchase for Microsoft Licensing

Mr. Nagel said this is a recommendation to renew the negotiated contract under the MEEC cooperative purchasing agreement. It is for the continued use of Microsoft product licenses. This is a must-have for staff, faculty, and students.

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board approved the contract renewal to extend the right to continue using Microsoft product licenses for FY22 in an amount not to exceed \$35,713.94.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley said the committee met via Zoom on Wednesday, June 2, 2021 at 9:30 a.m.

Action Item

Tuition Waiver/Tuition Reimbursement Policy Revision

This change removes the limit of six credits per semester that an employee may take as they work toward their associates degree or professional development. Under advisement of Dr. Coppersmith and Human Resources, it was recommended that the limitation be removed. Dr. Coppersmith noted that some classes are four credits, we were off from our peers, and this is best practice.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the Board approved the revisions to the Tuition Waiver/Tuition Reimbursement policy as presented.

Action Item

FY 2022 Board Meeting Schedule

Ms. Jackson-Stanley said the year will begin with the Board Retreat in Cambridge, followed by the monthly Board meetings as noted on the schedule. Mr. Garvey indicated that meetings held on the second and third Thursdays will conflict with other work commitments for him.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Mulligan and carried unanimously, the Board approved the FY 2022 Board meeting schedule as presented.

Action Item

FY 2022 Board Committee Meeting Schedule

Ms. Jackson-Stanley said this schedule is for the monthly Board Committee meetings. While the Board meetings will be held in person and via Zoom, these committee meetings will be held via Zoom only. Ms. Maxwell will send Outlook meeting requests soon for the Board meetings and Board Committee meetings, and then she will attach packets to the meeting invites prior to each meeting.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the Board approved the FY 2022 Board Committee meeting schedule as presented.

PROGRAMS, PLANNING AND OUTREACH

Mr. Garvey reported the PPO committee met via Zoom on Tuesday, June 1, 2021 at 8:00 a.m.

Action Item

June KPI Scorecard

Mr. Garvey said Mr. Chris Hall provided a full review of the data at the PPO meeting. Mr. Hall said the KPI scorecard is presented to the Board three times a year, when data is available to populate the metrics. Dr. Armistead requested that more details on these KPIs be provided at the August Retreat.

On a **MOTION** by Mr. Garvey, seconded by Mr. Jafari and carried unanimously, the Board approved the June KPI Scorecard.

Action Item

PAR 2021-2025 Benchmarks

Mr. Garvey said the PAR Benchmarks will be submitted to MHEC. They were reviewed in detail at the PPO meeting. This could also be revisited at the August Retreat. Mr. Hall said this is a request for the Board to approve the benchmarks. A full report will be provided later.

On a **MOTION** by Mr. Garvey, seconded by Dr. Armistead and carried unanimously, the Board approved the PAR Benchmarks.

COLLEGE REPORTS

Faculty Assembly

Mr. Nevin Crouse reported that faculty were busy in May with end of semester work (including learning outcomes reports), faculty in-service, and Commencement. Faculty committees met with new members and chairs, and the committees completed year-end reports. In-service discussions were held about the online experience and changes moving forward. He observed that many students seemed to appreciate the non-synchronous options. Also included as part of in-service was an update on DEI efforts and a compensation study focus group for faculty. On May 11, Dr. Tammy Field led a virtual discussion at the Chiltern Academy in England, encouraging middle school girls to consider pursuing STEM programs.

Staff Assembly (StARs)

Ms. Trushay Alston, Workforce Programs Administrative Associate and Staff Assembly rep, reported that Staff Assembly held a meeting on June 10. Dr. Coppersmith, Ms. Karen Smith, and Ms. Susan Cianchetta were there to discuss the draft of the Telework policy. StARs completed the election of three Non-Exempt and two Exempt representatives for FY22. New members are Ms. Sharon Dove (re-elected), Ms. Lareese Cathey, Ms. Jessica Kilby, Mr. Mark Berry, and Ms. Heather Kraus. Officers (Chair, Vice Chair, and Secretary) will be selected on June 24. StARs and HR held a Welcome Back breakfast for employees on June 3. The next Staff Assembly meeting is scheduled for August 12.

Student Government

No report.

TRUSTEES REPORT

The 2021 ACCT Leadership Congress will be held October 13-16 in San Diego. Mr. Jafari will participate, due to his ACCT committee involvement. The College has the resources for several Board members to attend. Ms. Maxwell will send out a survey to determine interest/intentions of Board member attendance at the conference, and then she will begin to set up registration and hotel reservations after July 1. It was noted that the 2022 conference is scheduled to return to New York City.

Survey links to the President's Evaluation and the Board Self-Evaluation for FY21 have been sent to the trustees, with a deadline of July 15 for completion of both surveys. Results will be presented at the summer retreat in August.

The Board of Trustees Summer Retreat will be held on August 12 at 1:00 p.m. at the Cambridge Center. Afterwards, a re-dedication of the Cambridge Center will be held, followed by dinner at a nearby restaurant. An agenda will be forthcoming.

On June 12 at 5:00 p.m. there will be a dedication of the new mural on the Cambridge Center. All are welcome to attend.

Board members expressed their appreciation for Mr. McMahan's leadership of the Board over the past two years. He thanked them for their kind words, saying it has been a pleasure to assume the role of Chair, with help from his mentor, Dr. Armistead, these past two years.

CLOSED SESSION

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari 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, and in accordance with Md. Code, General Provisions Article § 3-305(b)(7), to consult with counsel.

OUT OF CLOSED SESSION

On a **MOTION** by Mr. Garvey, seconded by Dr. Armistead and carried unanimously, the Board adjourned closed session at 5:32 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees appointed a full-time temporary faculty member, received an update on the search process for an administrator position, and received information from counsel on collective bargaining.

ADJOURNMENT

On a **MOTION** by Mr. Garvey, seconded by Dr. Armistead and carried unanimously, the meeting was adjourned at 5:33 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 8/26/21
Nash McMahan, Chair