

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
August 26, 2021

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, August 26, 2021 at 3:00 p.m. in the Board Room at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland, and via Zoom video conference. Chair Chris Garvey called the meeting to order.

ATTENDANCE

Mr. Chris Garvey, Dr. Blenda Armistead, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Nash McMahan, Mr. Mike Mulligan, Ms. Brenda Shorter, and Ms. Mary Dennard-Turner were present. Mr. Bob Grace and Mr. Milton Nagel were absent. Dr. Clifford Coppersmith and Ms. Kate Maxwell were also present.

ADDITIONS/CHANGES TO THE AGENDA

Dr. Armistead asked to remove the Athletic Team Transportation action item from the agenda. And the HEERF Grant item will be presented as a discussion item rather than an action item. Ms. Jackson-Stanley will provide the Governance & HR Committee report after the President's Report.

PUBLIC COMMENTS

None.

CONSENT AGENDA

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

Approval of Minutes - The minutes of the June 10, 2021 meeting

Approval of Minutes - The minutes of the June 10, 2021 closed session meeting

NURSING PROGRAM UPDATE

Dr. Heather Westerfield provided an overview of the NCLEX pass rate comparison from 2012 to 2021, which showed that nursing students who tested July 2020 to June 2021 all passed – a 100% pass rate. The pass rates have been improving since 2017, when the pass rate was 64%. This speaks well for Chesapeake's students and its faculty. The admission criteria used since 2018 shows the courses students need to take and the grades they need to receive to determine the number of points they will be awarded. Students must achieve 12 points or higher to be admitted into the program. A chart of students graduating between 2017 and 2021 shows the percent of minority nursing students increasing from 9% to 22%. Mr. Garvey congratulated Dr. Westerfield on being appointed by the Governor to serve on the Maryland Board of Nursing for a four-year term.

PRESIDENT'S REPORT

Dr. Coppersmith offered the following report from Utah:

Fall 2021: After two virtual and one in-person New Student Orientation sessions, students have returned for the fall semester, with about 45% of instruction taking place on campus and 55% online. Prior to the pandemic, about 30% of classes were online. All instructional spaces and student resources are open.

Sodexo food service is open 8:00 to 9:00 a.m. for breakfast and 11:00 a.m. to 2:00 p.m. for lunch; vending services are available at all hours.

COVID-19: The College is monitoring best practices, and masks are required in all indoor spaces. All but two Maryland community colleges are mandating masks indoors; at least three colleges are considering mandatory vaccines for employees and students.

Space Allocations: The Early Childhood Development Center has permanently closed. That space is being reallocated to the Public Safety department. This move creates more office and classroom space in the Manufacturing Training Center for expanded Skilled Trades programs. And space in the Higher Education Center has been reallocated for the CDL Truck Driving program.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley said the committee met via Zoom on Wednesday, August 18, 2021 at 9:30 a.m.

Action Item

Juneteenth Holiday

Ms. Jackson-Stanley said this is a recommendation to add Juneteenth as a College paid holiday. Juneteenth was designated a federal holiday this year.

On a **MOTION** by Ms. Shorter, seconded by Dr. Armistead and carried unanimously, the Board approved the addition of Juneteenth to the College's paid holiday schedule, beginning in FY 2022 and on an ongoing annual basis.

FY 2022 Board of Trustees Goals

Ms. Jackson-Stanley said these recommended goals were discussed at the Board Retreat in Cambridge as well as at the Governance & HR Committee meeting. Mr. Jafari noted that a joint meeting with the Foundation and the Board, possibly annually, was also discussed. Once the goals are finalized and approved, an action plan for achieving them will be created.

FY 2022 President's Goals

Ms. Jackson-Stanley said Dr. Coppersmith drafted these goals for review by the Board. Please share any comments or suggestions so that these can be finalized for approval in September. Regarding the Case Statement in item #2, Dr. Coppersmith said it is part of the presentation that will go out to potential donors. Regarding item #6, he noted that his focus during his first three years has been building Skilled Trades and Workforce programs, but it must be remembered that transfer to a 4-year school is a goal for many of Chesapeake's students.

Conflict of Interest Disclosure Statement forms

Ms. Jackson-Stanley reminded trustees that the Conflict of Interest Disclosure form needs to be completed annually for auditing and accreditation purposes. Please send completed forms to Ms. Kate Maxwell.

FINANCE AND FACILITIES

Dr. Armistead reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, August 18, 2021 at 8:00 a.m. She thanked Mr. Milton Nagel for leading the meeting in her absence. She noted that Mr. Jafari and Mr. Garvey have joined the committee this year.

Action Item

Tuition and Fee Reductions for Victims of Human Trafficking

Dr. Armistead reported that the State of Maryland enacted legislation to allow colleges to grant in-county tuition to those students who were victims of human trafficking.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved in-county tuition rates for victims of human trafficking.

Action Item

Award of Contract – Elevator Service and Maintenance

Dr. Armistead said this is a three-year service agreement for the maintenance of six elevators, a chair lift and a platform lift. Funding is included in the Maintenance and Repair budget for this.

On a **MOTION** by Dr. Armistead, seconded by Ms. Shorter and carried unanimously, except for Mr. Garvey who recused himself, the Board approved the award of contract to Delaware Elevator in an amount not to exceed \$62,256 for the period of July 1, 2021 through June 30, 2024.

Action Item

Award of Contract/Approval of Interagency Agreement for Repair and Maintenance Service

Dr. Armistead said the College currently partners with Maryland Environmental Services (MES) for water and waste water operations. Under this five-year contract, MES would provide annual inspections and preventative maintenance to five generators on the Wye Mills campus and load bank testing for each of the five units.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved a five-year contract with Maryland Environmental Services in an amount not to exceed \$71,500 from FY22 to FY26 for repair and maintenance of the College generators.

Action Item

Award of Contract for Electronic Library Resources

Dr. Armistead said this is a recommendation for Lyris to negotiate on behalf of the College for library resources/databases. The College is part of the Maryland Digital Library consortium. This is a very cost effective way to provide these resources to students, faculty, and staff.

On a **MOTION** by Dr. Armistead, seconded by Ms. Shorter and carried unanimously, the Board approved awarding the FY22 contract to Lyris to negotiate database pricing on behalf of the Maryland Digital Library consortium, in an amount not to exceed \$49,304.50.

Action Item

MDREN Annual Contract Renewal

Dr. Armistead said this is a recommendation to continue using MDREN services for the annual contract to supply internet connectivity to the College.

On a **MOTION** by Dr. Armistead, seconded by Mr. McMahan and carried unanimously, the Board approved the annual contract renewal for the continuation of MDREN services for internet connectivity in an amount not to exceed \$73,616.78.

Action Item

Learning Management System Five-Year Contract Renewal

Dr. Armistead said this contract provides a cloud-based application for the College's learning management system, Canvas.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved the five-year contract extension for the Canvas Learning Management System provided by Instructure in an amount not to exceed \$258,854.40 for the five-year period.

Discussion Item

HEERF Grant Update – Student Debt Discharge

Ms. Karen Smith reported that it is permissible to use Higher Education Emergency Relief Funds (HEERF) to pay off students' overdue tuition balances. Using HEERF institutional funds for this would allow the College to draw down funds for lost revenue. Dr. Armistead said the goal of this effort is to re-engage students with past due balances by discharging their balance using HEERF funds. This is the recommendation of college administration.

Ms. Princess Williams indicated that outreach and communications to students via TRiO, Student Life, Advising, and WIB have all helped to get the word out to students about the HEERF funds available. Mr. Garvey asked whether all students who could benefit from this funding been accommodated. Ms. Williams said yes, if they could benefit they have been notified. She noted the grant is open to undocumented students, who have also been accommodated. Credit students are asked to complete a FAFSA form in addition to the grant form to determine need and other funds that might be available. Otherwise, students complete the form and express their need on the form. Those with past balances are not current students, so the student fund could not be used. A former student's back balance must be cleared before they can re-enroll and use student funds. Mr. Kamari Collins noted this is one method the College can use to re-engage students. A lot of students don't ask for the help. This would be a way to help them re-enroll.

Mr. Jafari reported that other institutions are doing this, and he believes this is the right thing to do. These resources may not be available again. It is a show of good faith to students. And it might lead to good word of mouth that the college is here to help.

Mr. Mulligan noted that those who need the help the most may be reluctant to ask for it. He asked whether there is any way to confirm that if they get the funding that they will re-enroll and succeed. Ms. Williams said if the Board approves using the funds to clear past due balances, it would have to be done for all, not a select few who may be more likely to succeed. Mr. Mulligan asked what the advantage is for the College to use the funds in this manner. Mr. Kamari Collins said this would allow the College to recoup lost revenue, and while it's not likely that all 72 students would re-enroll, it would allow the College to re-engage all of them and hope many of them would return. Ms. Karen Smith noted that if we don't do this, those students would be turned over to bad credit. They cannot continue their education until the debt is paid. It would also add \$125,000 to tuition revenue. Mr. Jafari said he sees it as a social responsibility of the College to serve the community, and he noted this funding is available and the College is being a good steward of the funds. Ms. Smith said the HEERF Committee reviews requests of how to use the funding. All of HEERF 1, 2 and most of 3 are encumbered. About \$400,000 is remaining, with no pending requests for the money. Ms. Shorter said she believes the College has an ethical responsibility to use this funding.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried with a vote of four to one, and with one abstention, the Board authorized the allocation of institutional HEERF funds to discharge the balances due in student accounts for Summer 2020, Fall 2020, and Spring 2021 in an amount not to exceed \$125,000 to eliminate the bad debt.

Preliminary FY2021 Financial Results

Dr. Armistead said this is a review of the year-end results. Almost \$1 million is expected to go to fund balance. Although revenues were under budget by \$2 million, expenses were under budget by about \$3 million.

Ms. Karen Smith reported in February the College was able to draw down lost revenue with the HEERF grant. The College was able to fund and be reimbursed for some COVID-related items due to grants.

PROGRAMS, PLANNING AND OUTREACH

Mr. Jafari reported a meeting of the Programs, Planning and Outreach Committee was held on Tuesday, August 17, 2021 at 8:00 a.m. via Zoom. In attendance were Mr. Reza Jafari, Ms. Brenda Shorter, Mr. Robert Grace, Mr. Chris Garvey, Dr. Cliff Coppersmith, Mr. Kamari Collins, Mr. Chris Hall, and Mr. Dave Harper. Absent were Ms. Marci Leach and Ms. Elaine Wilson.

Action Item

Cultural Diversity Report

Mr. Jafari said Mr. Chris Hall provided a full review of this report at the PPO meeting. Mr. Hall said the report is required to be submitted to MHEC. The report is a little different each year. This year, the College is reporting on definitions for Diversity, Equity, and Inclusion, how we were impacted by COVID, and the most important DEI initiative ongoing now. Mr. Hall said the performance measurement results will be seen in the PAR report and in the KPIs, which will be shared with the Board over the course of the year.

On a **MOTION** by Mr. Jafari, seconded by Dr. Armistead and carried unanimously, the Board approved the Cultural Diversity Report for submission to MHEC.

Mr. Jafari requested an update at the next Programs, Planning and Outreach Committee meeting and the next Board meeting of the good work being done by Mr. Kamari Collins and his staff.

COLLEGE REPORTS

Faculty Assembly

Mr. Nevin Crouse reported the faculty have finalized committee charges for faculty committees and their roles on institutional committees. There continue to be problems with the Faculty Constitution and Bylaws, so that document is being updated. He said he appreciates the openness, communication, and good will of the administration. He noted that a lively discussion on mask mandates was held at the last Faculty Assembly meeting. While they didn't all agree, they had a civil conversation, which ended up in the right place. He said he believes it's good that we can have challenging but successful conversations.

Staff Assembly (StARs)

Ms. Jennifer Dunker, Associate Registrar and Staff Assembly rep, reported that Staff Assembly met on August 12 with a new chair, Ms. Danielle Thomas, and co-chair, Ms. Jessica Kirby. An office supply grab & go event was held on August 17 for office items to be repurposed. Staff Assembly reps are planning a

Thanksgiving luncheon for staff and faculty. They are also considering revisions to the Children in the Workplace policy.

Student Government

No report. Mr. Kamari Collins noted they will be here and ready to report at the next meeting.

TRUSTEES REPORT

Mr. Garvey shared that it is an honor for him to serve as Chair of the Board of Trustees.


The 2021 ACCT Leadership Congress will be held October 13-16 in San Diego. Trustees are asked to save all receipts and submit them to Ms. Kate Maxwell after they return so that they may be reimbursed for travel expenses.

While no closed session was held on this date, there were three action items approved unanimously via email between the June 10, 2021 and August 26, 2021 meetings: on June 28, the Board approved the appointment of Ms. Karen Smith to the position of Vice President for Administrative Services; on July 27, the Board approved the appointment of Ms. Katherine Jasper to the position of Nursing Instructor; and on August 25, the Board approved the appointment of Dr. Michele Clapp to the temporary full-time position of Psychology Instructor for the fall 2021 semester.

ADJOURNMENT

On a MOTION by Dr. Armistead, seconded by Ms. Shorter and carried unanimously, the meeting was adjourned at 4:40 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 9/23/21

Chris Garvey, Chair

