

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
June 8, 2023

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, June 8, 2023 at 3:01 p.m. in the Dorchester Administration Building Board Room in Wye Mills, Maryland and via Zoom video conference. Vice Chair Mr. Reza Jafari called the meeting to order.

ATTENDANCE

Dr. Blenda Armistead, Mr. Chris Garvey, Mr. Nash McMahan, Mr. Mike Mulligan, and Mr. Reza Jafari attended the meeting in person. Ms. Mary Dennard-Turner, Mr. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Milton Nagel, and Ms. Brenda Shorter attended the meeting by Zoom.

Dr. Clifford Coppersmith and Ms. Latellya Stewart were also present.

ADDITIONS/CHANGES TO THE AGENDA

It was requested that the Finance Committee report be moved to later on the agenda as Dr. Armistead was running late for the meeting.

On a **MOTION** by Mr. Nash McMahan, seconded by Mr. Mike Mulligan and carried unanimously, the amendment to the agenda was approved.

PUBLIC COMMENTS

None.

CONSENT AGENDA

On a **MOTION** by Mr. Nash McMahan, seconded by Ms. Brenda Shorter and carried unanimously, the Board approved the following consent agenda items:

- Approval of Minutes - The minutes of the April 27, 2023 meeting.
- The minutes of the April 27, 2023 closed session meeting.

PRESIDENT'S REPORT

Dr. Coppersmith reported that at commencement the Class of 2023 graduated 250 students with 145 walking at graduation. In addition, there were 420 students on the Spring 2023 Dean's List. A short video clip of the commencement exercises was shown. The video was produced by videographer Ms. Caroline Phillips. Dr. Coppersmith thanked all who attended the commencement ceremonies.

Dr. Coppersmith has completed the last of the county visits to thank the commissioners and council members for their support of the college's budget.

Dr. Coppersmith was asked to provide a review of the enrollment history at the college. The last three years have been impacted by the pandemic. The College is starting to see strong evidence that students are returning to campus. The Summer 2023 credit enrollment is up over 29% in FTE and headcount.

This is an indication that students are coming back to campus and that they are satisfied with their experiences here. Students are also seeing that they need to complete more credits in order to accomplish their goals. Fall enrollment is also looking good with a massive increase in dual enrollment of high school students. This is expected as students, parents, counselors, and high school students are being made aware of Blue Print program.

Dr. Coppersmith provided the board with historical context from enrollment at the College. Maryland and the country at large trends reflect that Dual Enrollment increased by over 11% last year. Over the past 15 years, the college had reached its highest FTE ever and there has been a steady decline since. However, headcount since the pandemic, has started to rebound. This is with more students taking fewer credits. As the college is expected to have a large increase in dual enrollment students, this trend is expected to continue. Dr. Coppersmith predicted that up to 50% of our students will be enrolled as high school students. He also expects that percentage to drop as we continue to enroll returning students, new first time freshmen students, and transfer students over the summer. This past spring the percentage was about 30% dual enrolled students.

Historically, the college's highest enrollment was in FY2011. After 2021 the economy normalized and enrollment began to drop off. On the eastern shore a super active economy with a dynamic labor market was the predominant reason for declining enrollments. Maryland four-year schools have begun recruiting high school students.

Chesapeake has seen a sharp decline in students aged 25 and over. This age group used to account for 34% of fall enrollment in 2012 and was down to 26% by 2020. That number has continued to decline. However, over that time dual enrollment students has increased, but these students are taking fewer credits and earning fewer degrees. Students enrolled exclusively in distance education rose from 9% in 2012 to 20% in 2019. Then in the spring of 2020 the Corona Virus arrived. The pandemic curtailed enrollment and expanded online education. FTE declined 15% in two years. Prior to the pandemic 20% of our students were exclusively online, during the pandemic that rose to 88% and after the pandemic 49% are choosing to take all their classes online. Full-time students have declined, while more students have enrolled in four-year colleges. This year FTE was flat. The college saw a 3% increase in the Spring.

Non-credit Headcount and FTE

Non-credit headcount and FTE differ from credit headcount and FTE. Students in non-credit classes tend to take fewer classes, complete a shorter program, and not remain enrolled as long as credit students. Non-credit courses account for about one third of the college's total FTE annually. Maryland is one of the few states that fund their community colleges for non-credit enrollment.

The number of non-credit students have greatly declined over the years from a peak of over 10,000 students in 2009 to 2,700 students in the past year. Headcount had a decline of 74%, and FTE had a decline of 41%, this indicates that students are taking more classes. The Adult ABE accounted for about 35-40% of FTE. This does not include the years the college provided services to Wicomico County. The General Education, personal enrichment courses, used to account for 30% or more of the non-credit FTE. This has fallen considerably after 2019 and has become almost nonexistent in the past two years.

Workforce training had accounted for about 25-35% of non-credit FTE, however in the past two years that number has increased from 33% before the pandemic to 53% this past year.

In closed session, Dr. David Harper will discuss the work that he has done in building the Workforce division and the CE/Non-Credit programming. Dr. Harper has increased the staffing and improved leadership. Workforce programs have received massive assistance from recently awarded grants and private donations. These funds will be used to develop curriculum, purchase equipment, renovate labs and classrooms, and hire faculty and support staff to include navigators and advisors.

Mr. Jafari asked about the combination of male vs. female? The college has about a 65% female population and about a 35% male population, this is usually the trend. Many issues contribute to why males are not in the education but also in the workforce. This issue is being further discussed in the completion project and DEI discussions. It was also mentioned that Allegheny has about 50% female, and 50% male student body.

FINANCE AND FACILITIES

Dr. Armistead reported the finance and facilities committee met last week and approved the following award of contracts:

Award of Contract – Ellucian Recruit CRM

The Customer Relations Management System will be used by Student Success and Enrollment Management division to communicate with students and their families. Mr. Mulligan asked what system the college currently uses. The college currently does not have any system in place.

On a **MOTION** by Dr. Blenda Armistead, seconded by Ms. Brenda Shorter and carried unanimously, the Board approves the purchase of the Ellucian Recruit Community College Edition CRM for the benefits described in this memorandum at a cost not to exceed \$326,331 for FY2024 through FY2028.

Award of Contract – Contract DigArc (Curriculog/Acalog)

The college will enter into another three year contract for the Curriculog and DigArc products.

Mr. Chris Garvey questioned if the two systems talk to each other? The College is moving to have all the systems integrated. Dr. David Rosenthal stated they will be using the same vendor, the same coding and there are tools in place for the systems to talk to each other.

On a **MOTION** by Dr. Blenda Armistead, seconded by Mr. Nash McMahan and carried unanimously, the Board approves the software contract renewal from DigArc for the Curriculog and Acalog products for a 3-year period (FY2024-FY2026), in the amount not to exceed \$66,591.15.

Award of Contract – Caroline Center Rood Replacement/Garland

The Caroline Center roof needs to be replaced. The funds from the Facilities Renewal Grant will cover the cost of the replacement. This project has been on the list for a while.

Mr. Chris Garvey recused himself from the vote.

On a **MOTION** by Dr. Blenda Armistead, seconded by Ms. Brenda Shorter and carried unanimously, the Board approves the award of contract for the Caroline Center roof replacement to Garland/DBS Inc. of Cleveland, Ohio in an amount not to exceed \$909,966.

Award of Contract – Title III Grant Award

The Title III Grant Award was approved by an email vote on May 17, 2023.

On a **MOTION** by Dr. Blenda Armistead, seconded by Mr. Chris Garvey and carried unanimously, the Board authorizes the College to contract with Clarke and Associates for grant writing and post-award evaluation services not to exceed 10% of the annual grant award. Not to exceed \$50,000.

Award of Contract – ePlus Purchase of a Nutanix G8 Multi-Node Server Device

The purchase of a replacement server is needed as the current server is at the end of life and end of service. A second server will need to be replaced in FY25.

On a **MOTION** by Dr. Blenda Armistead, seconded by Mr. Nash McMahan and carried unanimously, the Board approves the purchase from ePlus for one (1) Nutanix G8 multi-node server device for the benefits described in this memorandum at a cost not to exceed \$68,861.82.

GOVERNANCE & HUMAN RESOURCES

Action Items:

Candidates for Chair and Vice Chair

On a **MOTION** by Mr. Mike Mulligan, seconded by Mr. Chris Garvey and carried unanimously, the Board approves the FY24 Slate of Officers:

Mr. Reza Jafari, Chair
Mr. Milton Nagel, Vice Chair

FY2024 Board Meeting Schedule

On a **MOTION** by Mr. Mike Mulligan, seconded by Dr. Blenda Armistead and carried unanimously, the Board approves the FY2024 Board Meeting Schedule.

FY2024 Board Committee Meeting Schedule

On a **MOTION** by Mr. Mike Mulligan, seconded by Ms. Victoria Jackson-Stanley and carried unanimously, the Board approves the FY2024 Board Committee Meeting Schedule.

College Committees Policy

The changes to the college committee policy include the addition of Cabinet and Executive Cabinet and the deletion of the safety committee, the sustainability committee and the HR committee. It should also be noted that the sustainability committee was deleted since the duties of that committee are a part of the everyday functions of the college's facilities department.

On a **MOTION** by Mr. Mike Mulligan, seconded by Dr. Blenda Armistead and carried unanimously, the Board approves the College Committee policy.

PROGRAMS, PLANNING AND OUTREACH

Action Item

2023 Cultural Diversity Report

The annual report to MHEC will promote cultural diversity among students, staff and faculty. This document shows how Chesapeake’s diversity plan is part of the college’s strategic plan.

On a **MOTION** by Ms. Brenda Shorter, seconded by Dr. Blenda Armistead and carried unanimously, the Board approves the 2023 Cultural Diversity Report to submit to MHEC.

COLLEGE REPORTS

Faculty Assembly

Mr. David Timms, Faculty Assembly Chair, reported faculty are preparing for summer semester, they held a very short faculty assembly and the Beacon Spring 2023 14th Edition is now available.

Staff Assembly (StARs)

Mr. Mark Berry, the Staff Assembly representative, reported they held a “Happy Hour” for staff to enjoy an afternoon break with snacks. The Staff Representatives will say goodbye to four members Ms. Sharon Dove, Ms. Jessica Kilby, Mr. Mark Berry and Ms. Heather Kraus, and two vacancies were filled by Ms. Cindy Hardin and Ms. Leia Wefelmeyer.

Upward Bound Update – Mr. Berry updated the board that there are currently fifty students in the program, with thirty-five more students being interviewed. They have received between fifty and sixty applications. The college can expect around one hundred students on campus for the summer program. They currently have teachers and staff in place for the summer, ready to receive these students.

TRUSTEES REPORT

Mr. Bob Grace reported on the summer retreat. The retreat agenda was sent out to the board and will be held on June 29th at the Houghton House at the Hole in the Wall Gang (formerly the Aspen Institute). Breakfast and lunch will be served with a cocktail hour after the retreat. Dr. Brad Ebersole will facilitate the retreat.

The Hole in the Wall Gang is a summer camp for medically disadvantaged children.

ADJOURNMENT

On a **MOTION** by Ms. Victoria Jackson-Stanley seconded by Dr. Blenda Armistead and carried unanimously, the meeting was adjourned at 5:03 p.m.

Latellya Stewart, Assistant Secretary to the Board

APPROVED: _____ DATE: 8/24/23
Reza Jafari, Vice Chair