

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**December 12, 2019**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, December 12, 2019 at 3:00 p.m. in the Board Room at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland. 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. Milton Nagel, Ms. Brenda Shorter and Ms. Mary Dennard-Turner were present. Mr. Mike Mulligan was absent.

Dr. Clifford Coppersmith and Ms. Kate Maxwell were also present.

**ADDITIONS/CHANGES TO THE AGENDA**

None.

**PUBLIC COMMENTS**

There were no requests for public comments.

**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 November 7, 2019 meeting

Approval of Minutes – The minutes of the November 7, 2019 closed session meeting

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Garvey and carried unanimously, the Board approved the following consent agenda item:

Approval of Calendar – 2020-2021 Academic Calendar

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

Approval of Calendar – 2020-2021 Administrative Calendar

**FINANCIAL AID UPDATE**

Ms. Princess Williams distributed a Financial Aid Overview handout and chart. She reported that 37% of the college's regular students are receiving federal student aid. Student aid is impacting more students, with a total of 2,753 recipients in 2018-2019, compared to 2,546 in 2017-2018. She noted that scholarship disbursement fluctuates based on funding and applicants. Maryland Promise for 2019-2020 has awarded 36 students, with an estimate of \$149,298 total to be awarded. A policy has been drafted

for the Student Emergency Fund. Up to \$700 will be contributed to Corner of Care at Wye Mills and Cambridge. In 2018-2019, students received \$1,800 for transportation and housing costs. So far this year \$805 has been granted for transportation and medical costs. If all funding is not used, it rolls over to the next year. Mr. Jafari requested a breakdown by county of scholarship recipients and Student Emergency Fund recipients.

### **PRESIDENT'S REPORT**

Dr. Coppersmith presented a six-month update. Regarding Academics, in FY 2019 the college served 2,790 credit students and 4,769 noncredit students. More than 400 area high school students earned college credit. The college recently signed a Memorandum of Understanding with the University of Maryland Eastern Shore (UMES) to provide a cooperative program leading to a Doctor of Pharmacy degree from UMES in as little as five years. Dr. Gregory Warren was hired as the Dean for Workforce Programs, Skilled Trades is holding information sessions, and a dinner was held for Program Advisory Committee members. In Athletics, the women's basketball team is going to the finals, and the college hopes to have 100 athletes by next year (there are currently 84 student athletes). In Student Services, Mr. Kamari Collins has been hired as the Vice President for Student Success & Enrollment Management, Mr. Mark Berry has been hired as the Director for Student Engagement & Development, and the PTK academic honor society is promoting sustainability initiatives. Recent events at the college include a performance by Chris Botti, in partnership with the Avalon Foundation. Every concert brings a new group of people to the campus for the first time. The Avalon is working to bring an act that would be of interest to Chesapeake's students. In 2019, more than 800 area residents took Adult Basic Education and ESL classes at Chesapeake. These classes are gateways for other college offerings. It was requested that future updates include the college's economic impact/financial contribution to the five-county area. Dr. Coppersmith noted that the college conducts an economic impact study every five years.

Dr. Coppersmith reported that he attended the Middle States conference earlier this month. Upcoming changes that were shared included new federal financial aid FASFS forms that should be easier to complete, and allowing all regional accreditors to be national accreditors.

Mr. Jafari asked for a copy of the MACC legislative agenda. Dr. Coppersmith said he will share that with the Board, and he noted that Mr. Bernie Sadusky of MACC will speak at the February Board meeting.

### **FINANCE AND FACILITIES**

Mr. Nagel reported that the items presented for action today were vetted at the committee meeting held on Wednesday, December 4, 2019 at 8:00 a.m. He noted the committee also received an update from Ms. Rhonda Thomas on Public Safety - so much has been completed on the Public Safety Plan list.

#### **Action Item**

##### **Award of Contract-Water Source Heat Pump Replacements**

Mr. Nagel said this request is for the purchasing and installation of two heat pumps, one in the Dorchester Administration building and one in the Kent Humanities building.

On a **MOTION** by Mr. Nagel, seconded by Ms. Dennard-Turner and carried unanimously, except for Mr. Garvey, who recused himself from the vote, the Board approved the award of contract for the removal and replacement of two heat pumps to TRANE Building Services in an amount not to exceed \$41,490.

**Action Item**

Reconciliation of FY2019 Auxiliary Fund Balances

Mr. Nagel said this recommendation is to approve fund balance transfers from the Bookstore to cover sub fund deficits in Athletics, Grants Office, and Events Management. The Bookstore is doing very well.

On a **MOTION** by Mr. Nagel, seconded by Mr. Garvey and carried unanimously, the Board approved the FY19 Auxiliary Fund Balance Transfers as presented.

Fund Balance Ratio

Ms. Tina Jones presented a follow-up to a question raised by the Board. The ratio is currently 17.3% in fund balance. All other schools have a fund balance ratio between 10% and 20%.

**GOVERNANCE & HUMAN RESOURCES**

Ms. Jackson-Stanley reported the committee met on Wednesday, December 4, 2019 at 9:30 a.m.

**Action Item**

Heroin and Opioid Addiction and Prevention Awareness Policy

Ms. Jackson-Stanley said this is a state-mandated policy that meets all of the requirements. Dr. Coppersmith said the language used in the policy is mandated. No specific outcomes are required at this time.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Grace and carried unanimously, the Board approved the Heroin and Opioid Addiction and Prevention Awareness Policy as presented.

**PROGRAMS, PLANNING AND OUTREACH**

Mr. Garvey reported the committee met on Monday, December 2, 2019 at 8:00 a.m.

**Action Item**

Program Terminations and Program Hold

Mr. Garvey said this recommendation is to terminate four programs and place one program on hold. Mr. Harper reported that this request is to take off programs that have no enrollment.

On a **MOTION** by Mr. Garvey, seconded by Ms. Dennard-Turner and carried unanimously, the Board approved the terminations of the CT 159, CT 169, CT 512, and LOR 315 programs and the AA 155 program hold.

**COLLEGE REPORTS**

Faculty Assembly

Dr. Rob Thompson reported Faculty Assembly met on December 6. Faculty Assembly is proposing to streamline the Agriculture program. Faculty Assembly approved a new Sustainability contract where students may receive acknowledgement at commencement. He said Dr. Kamal Hennayake received a "Best Teacher Ever" sign on his door from his students.

Staff Assembly (StARs)

Ms. Christle Foster, TRIO Programs Specialist and Staff Assembly rep, reported that 112 employees participated in the Thanksgiving lunch that was held on November 21. Staff Assembly’s Holiday Door Decorating Contest had participation from 12 departments. Staff Assembly is still working on recommended changes to the Children in the Workplace policy.

Student Government

No report.

**TRUSTEES REPORT**

Upcoming Events at Chesapeake College - Mr. McMahan recommended that trustees add these events to their calendars.

Mr. McMahan thanked the college for offering assistance to the student from Caroline County whose husband died suddenly. The college offered counseling and other assistance to the student.

Ms. Elizabeth Devlin Hackett thanked the trustees for their help with Giving Tuesday on December 3. The college raised more than \$3,000 for the Foundation, with that money going toward the Student Emergency Fund.

**CLOSED SESSION**

On a **MOTION** by Mr. Garvey, seconded by Mr. Grace and carried unanimously, the Board entered 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 Ms. Jackson-Stanley, seconded by Mr. Garvey and carried unanimously, the Board adjourned closed session at 4:51 p.m.

**ACTION FROM CLOSED SESSION**

In closed session, the President and Board of Trustees discussed personnel matters related to faculty sabbaticals and a faculty appointment.

**ADJOURNMENT**

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the meeting was adjourned at 4:51 p.m.

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Kate Maxwell, Assistant Secretary to the Board

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Nash McMahan, Chair