

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
February 28, 2019

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, February 28, 2019 at 3:00 p.m. in the Cambridge Center Conference Room, Cambridge, Maryland. Chair Blenda Armistead called the meeting to order.

ATTENDANCE

Dr. Blenda Armistead, Mr. Nash McMahan, Mr. Chris Garvey, Mr. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Mike Mulligan, Mr. Milton Nagel and Ms. Brenda Shorter were present. Mr. Don Bradley was absent.

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

WELCOME

Ms. Victoria Jackson-Stanley welcomed the trustees to Cambridge and invited them to explore all that Cambridge has to offer.

ADDITIONS/CHANGES TO THE AGENDA

None.

PUBLIC COMMENTS

None.

CONSENT AGENDA

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

Approval of Minutes - The minutes of the January 24, 2019 meeting

Approval of Minutes - The minutes of the January 24, 2019 closed session meeting

CAMBRIDGE CENTER UPDATE

Ms. Amber McGinnis reminded the trustees that she is serving as interim Director of the Cambridge Center for FY 19. The experience has provided her with the opportunity to see the whole college system in Cambridge. She is looking forward to taking her experience back to the classroom in the fall and advocating for the Cambridge Center with her faculty colleagues. She will be teaching at the Cambridge Center next year and will be available to assist the new Director.

Ms. McGinnis shared the successes she has facilitated: a renewed relationship with the community; the formation of a 14-member Cambridge Center Workgroup, which laid the foundation for a future advisory group; certification and master-training to be able to teach the "Workplace Excellence" series; HVAC repairs to the Center; stabilized office staffing; retention of current students and enrollment initiatives, such as calls to students; shifting the culture to a positive customer service experience; updating facilities to look fresher (with thanks to Facilities and IT for furniture and computers);

installation of security lighting in the parking lot and new awnings on the way; improvements to community usage spaces and rooms; participation in Cabinet and Dean meetings; and a revised job description for the new Cambridge Center Director.

Ms. McGinnis said the Director is pulled in many different directions daily. The Director can feel like an island, as the only administrator at the Cambridge Center. She suggested the next Director continue building strong relationships with department heads at Wye Mills, so that they better understand the complexities and challenges of Cambridge. She recommended that the academic advising duties be removed from the Director and assigned to a part-time advisor. In her opinion, it is important that the Director be able to break free of the daily responsibilities at the Center and spend time in the community building interest in the programs.

Dr. Coppersmith said transforming the Cambridge Center was one of the first issues he dealt with, and Ms. McGinnis has exceeded his expectations. He thanked her for her leadership.

Mr. Jafari asked whether the college has begun building a relationship with DCTC. Dr. Coppersmith said the community is interested in this occurring and he has reached out to the Superintendent, but is awaiting her follow-up.

PRESIDENT'S REPORT

Dr. Coppersmith reported that the Strategic Plan has been approved by Staff Assembly, and Faculty Assembly approval is expected tomorrow. He is continuing to work with consultant Will Miller on the packaging and planning for the rollout of the new plan. Dr. Coppersmith said he recently attended the Second Nature Climate Leadership Summit and signed a college and university presidents' call for action. He talked with other presidents about generating financial support from international donors, and he shared information about the initiatives Chesapeake College has undertaken thus far to serve students by keeping costs down. He noted the climate crisis is real and is already impacting the region, particularly Dorchester County and St. Michaels. Regarding legislative updates, Dr. Coppersmith said a bill from the Kirwan Commission report is still expected. Several Senate bills are in process that address workforce training/education. Testimony was given by Dr. Coppersmith, Mr. Jafari and Mr. Nagel last week to support House Bill 513, a local bill sponsored by Delegate Jeff Ghrist, authorizing a regional CTE high school, however, funding appears to be a major issue. Amendments to last year's College Promise bill have been added and are being carefully watched. Dr. Coppersmith will provide the Board with a full legislative update at the end of the session. Regarding spring enrollment, he said Chesapeake College is the second best among Maryland community colleges. Enrollment is down 2% overall for the year. Dr. Coppersmith introduced Ms. Danielle Darling, who has accepted a new role in Institutional Advancement as interim Director of College Relations.

Dr. Armistead noted that some parents have indicated their children won't attend college until next year, when they believe they can attend for free on the College Promise. She asked whether the college will receive enough funding for the potential demand. Dr. Coppersmith said the college is not expecting any more money from the state. Since the College Promise is a program of last dollar, a large number of students (approximately 40-50%) won't be eligible because they receive Pell grants. He said MHEC does not have staff to administer this program. Mr. Jones said the college is looking for other ways to address the need, through the Financial Aid staff.

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action today were vetted at the committee meeting held on Wednesday, February 20, 2019 at 8:00 a.m. Mr. Nagel proposed the April 25 Board meeting begin at 2:00 p.m. with a tour of the MTC building.

Action Item

Course Fee Update

Mr. Nagel said the one action item today – course fees – reflects a change in the courses being offered, rather than a change in the fees.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved the FY 2020 revised course fee schedule.

Self-Funded Medical Plan Update

Mr. Nagel reported an update on the college's self-insured program was provided by Mr. Jones at the committee meeting. The program is financially healthy at present.

IT Update

Mr. Wanner reported the transition from Dropbox to Nextcloud began two weeks ago and is receiving a positive response. He expects faculty to be completely transitioned to Nextcloud by the end of April and staff transitioned by the end of June.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met on February 19, 2019 at 9:00 a.m.

Action Item

Sabbatical Leave Request

Dr. Eleanor Welsh, who has been at Chesapeake College for many years, has requested sabbatical leave for the Spring 2020 semester to study English as a Second Language among our growing Hispanic population. Per the sabbatical policy, she would be required to return to the college for at least one year. By taking just one semester, she will be fully compensated while she is on sabbatical.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Nagel and carried unanimously, the Board approved Dr. Welsh's application for Spring 2020 sabbatical leave.

PROGRAMS, PLANNING AND OUTREACH

Mr. Garvey reported the committee met on February 19, 2019 at 8:00 a.m.

Action Item

Academic Programs & Curriculum

The committee reviewed this document with the assistance of Dr. Ziegler and Mr. Harper.

On a **MOTION** by Mr. Garvey, seconded by Mr. Jafari and carried unanimously, the Board approved the program termination for Crime Scene Technician; termination of the outdated Welding program that is being replaced with a program that meets the needs of students and the industry; and placing the legal studies program on hold due to low enrollment.

Scorecard

Mr. Garvey said, "flat is the new growth," especially compared to many of the other Maryland community colleges. Dr. Coppersmith noted the college is doing well in some areas, but there is still more work to be done. The scorecard will be connected to the new strategic plan and the key performance indicators. Overall, draw rates vary widely from fall to spring. Regarding the draw rate in Kent County, Ms. Shorter asked what is being done to move the numbers. Dr. Coppersmith said there is an effort to increase the number of adjuncts serving in Kent County. Mr. Jafari suggested expanding the relationship with Washington College to allow students to start at Chesapeake College then transfer to Washington College.

ACCT Presentation Proposal

Mr. Garvey reported that per a suggestion from Mr. Jafari and taking from their recent experience, they will propose a presentation on the Strategic Planning process and Trustee involvement to be considered for inclusion at the ACCT Leadership Congress in October 2019.

COLLEGE REPORTS

Faculty Assembly

Dr. Herb Ziegler reported that Faculty Assembly met last month and voted on the items just approved by the Board. He and Faculty Assembly Vice Chair Rob Thompson continue to meet with the President monthly and with Staff Assembly reps on joint ad hoc committee work. At the Faculty Assembly meeting tomorrow faculty will hear an update from Mr. John Haas on the Academic VP search, and they will begin the process of electing officers for FY20.

Staff Assembly (StARs)

Ms. Jane Jump, Instructional Technologist and Staff Assembly rep, reported that Staff Assembly met on February 14. Discussion focused on staff interest in a new Sick Leave Bank policy and a proposed revision to the Children at Work policy. Ad hoc committees are working on revisions to the Staff Promotion Policy, the grievance process, and health care upon retirement. StARs is sponsoring a bowling event in Easton on Saturday, with 10 teams of 4 per team. Ms. Shorter said she believes a Sick Leave Bank is a good idea. Mr. Nagel said he appreciated receiving notice about the bowling event.

Student Government

Mr. Jimmy Ho said he is representing students today. He reported Student Government will begin using Roberts Rules of Order for their meetings, which are held Wednesdays at 3:00 p.m. Committees are being created to work on student events. They will be using Survey Monkey to determine events in which students are most interested. A group of students will be participating in Student Advocacy Day next Tuesday in Annapolis and will meet with Sen. Addie Eckardt, Delegates Jeff Ghrist, Chris Adams, and more. Mr. Garvey, Ms. Jackson-Stanley and Mr. Jafari expressed interested in attending, if possible.

TRUSTEES REPORT

Mr. Garvey said it was great to attend the MACC legislative night. It was very well organized and well received.

Dr. Coppersmith said he has the dates for most of the counties' FY20 budget hearings and will forward them to the trustees in hopes some will be able to participate.

Ms. Jackson-Stanley referred to the FY19 Trustee goals, one of which is to develop a process to evaluate the President. The Governance Committee is proposing that the full Board communicate the evaluation to the President. Dr. Armistead suggested gathering feedback from the community on how the President is doing, with each Trustee reaching out to a community member, as well as seeking feedback from the various college constituencies. Mr. Jafari noted that 360 evaluations are popular now in the business sector, so perhaps employees, community members, trustees and students could provide feedback. Ms. Jackson-Stanley requested recommendations for the process to use for the evaluation. Please send ideas to Ms. Kate Maxwell by March 15. Process recommendations will be reviewed at the March Governance & HR Committee meeting. The Board will finalize the process to be used at the April Board meeting. The evaluation will be presented to the President at the June meeting.

Dr. Armistead said that there will be a brief educational item on each Board agenda. Next month the Board will hear about the Student Success areas of the college, and in April the trustees will tour the MTC building and learn more about the workforce programs. Please send suggestions for future educational items to Dr. Armistead, Dr. Coppersmith or Ms. Maxwell.

CLOSED SESSION

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley 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 Mr. Chris Garvey, seconded by Mr. Bob Grace and carried unanimously, the Board adjourned closed session at 5:16 p.m.

ACTION FROM CLOSED SESSION

In closed session, the President and Board of Trustees discussed personnel matters related to Institutional Advancement, employee contracts, and the search for a VP for Workforce & Academic Programs.

ADJOURNMENT

On a **MOTION** by Mr. Bob Grace, seconded by Mr. Chris Garvey and carried unanimously, the meeting was adjourned at 5:17 p.m.



Kate Maxwell, Assistant Secretary to the Board

APPROVED: 

Blenda Armistead, Chair

DATE: 3/28/2019