

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

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, March 28, 2019 at 3:00 p.m. in the Board Room at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland. Chair Blenda Armistead called the meeting to order.

ATTENDANCE

Dr. Blenda Armistead, Mr. Nash McMahan, 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 and Mr. Chris Garvey were absent.

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

ADDITIONS/CHANGES TO THE AGENDA

None.

PUBLIC COMMENTS

None.

CONSENT AGENDA

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

Approval of Minutes - The minutes of the February 28, 2019 meeting

Approval of Minutes - The minutes of the February 28, 2019 closed session meeting

STUDENT SUCCESS PROGRAMS

Ms. Melina Baer presented a review of the departments in the Student Support Services area: Recruiting, Admissions, Advising, Career Services, Registration, Student Compliance, Academic Support, Accessibility Support, First-Year Experience, TRiO Student Support and Student Life.

Recruiting & Admissions recently moved back to the Student Services area and provides general information to the public. They bring people to the front door and provide outreach in the high schools. Admissions is the next step for students, which disseminates general information about programs and articulation agreements with other colleges. They also provide tours and open houses. April 13 is the next student open house.

Records & Registration maintains all student records for credit and non-credit, and they enter schedules into the system. They provide direct student support and work closely with veteran students. Most staff are cross-trained, as they provide back-up to the rest of the student success programs.

Advising helps students choose their classes. Two full-time advisors monitor students' progress, letting students know when they are close to graduating. Ms. Baer noted the college has a high transfer rate.

First-Year Experience supports retention efforts by helping new students find success in their first two semesters here at the college. On-campus activities, academic support and transfer trips are provided. Programs include SAIL (success and interactive learning), FOCUS (male student resource group), and HINTS (Nontraditional students).

Academic Support provides combined integrated tutoring services for all student on campus. They have conducted 3,745 sessions with 686 students. Accessibility Support provides the college with ADA compliance and meets with students to establish accommodation plans. Student Life provides direct support for students in Cambridge and Wye Mills. They also organize the Corner of Care and new student orientation. Career Services brings students and employees together and oversees the career planning curriculum. This year's annual Job Expo will be held on April 2.

The TRiO program provides two grants of \$550,000 annually over a five-year grant cycle. The program helps 350 students who are first generation, low income, and/or disabled. Student ambassadors help with recruiting services and they also serve as student tour guides for student open houses.

The PowerPoint presented by Ms. Baer will be posted to the Board portal.

PRESIDENT'S REPORT

Dr. Coppersmith reported that the college is continuing to work on the skilled trades programs. The college recently received a gift of \$100,000 in unrestricted money to help develop these programs. Proposed supplemental funding from Queen Anne's County would further expand skilled trades resources.

Dr. Coppersmith recognized the women's basketball team for its winning season. Head Coach Gwen Barnes was recognized with the WBCA Coach of the Year award. Additionally, several players on the team have received scholarships to four-year colleges.

Dr. Coppersmith noted that the next Middle States accreditation visit is in 2022. There are seven standards and fifteen requirements of affiliation the college must meet. He also reported that Community Colleges are faring well in this year's legislative session.

April is Community College month. Dr. Coppersmith encouraged trustees to share the college's good news with the community. Spring enrollment is up. Marine trades classes are full. Great staff and leadership is in place and working hard to recruit students.

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action today were vetted at the committee meeting held on Wednesday, March 20, 2019 at 8:00 a.m.

Action Item

Award of Contract – TPAC Seat Replacement

Mr. Nagel said this proposal is for the continued process of replacing seats in the TPAC, similar to a proposal that was previously approved.

On a **MOTION** by Mr. Milton Nagel, seconded by Mr. Nash McMahan and carried unanimously, the Board approved the award of contract for TPAC Theatre seat replacements (442 seats) to Irwin Seating Company in an amount not to exceed \$131,920.04.

Action Item

Emergency Procurement – Replacement Transformer for Dorchester Administration Building

Mr. Nagel reported on the transformer box that needs emergency procurement. The transformer has been patched but should be replaced soon. It is on the college property and the college is responsible for the repairs.

On a **MOTION** by Mr. Milton Nagel, seconded by Mr. Bob Grace and carried unanimously, the Board approved the emergency procurement of a replacement transformer from Prime Power Sources, LLC for an amount not to exceed \$51,335.00.

Mr. Nagel commended Ms. Rhonda Thomas on improving the safety of the campus, having completed a long list of improvements. He also noted the college's finances and M&R projects are within budget.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met on Friday, March 22, 2019 at 3:00 p.m.

Action Item

Annual Leave Policy Revisions

Ms. Jackson-Stanley explained this action item is for revisions to the Annual Leave policy. The policy is being revised to require employees to request and receive supervisor approval before annual leave is taken.

On a **MOTION** by Ms. Victoria Jackson-Stanley, seconded by Mr. Reza Jafari and carried unanimously, the Board approved the recommended revisions to the Annual Leave policy.

Ms. Jackson-Stanley also noted the committee is beginning its work on the nomination of FY20 Board officers.

PROGRAMS, PLANNING AND OUTREACH

Dr. Armistead reported the committee met on Friday, March 22, 2019 at 2:00 p.m.

Action Item

Strategic Plan

The Strategic Plan has been endorsed by the steering committee and is ready for Board approval. Mr. Jafari, Mr. McMahan and Mr. Garvey served on the steering committee and guided the work on the document. Mr. McMahan thanked Mr. Will Miller, CampusLabs consultant, for his help facilitating the process. Mr. Jafari said he would like to present a session on strategic planning at the ACCT conference. Ms. Shorter said she is very impressed with the final document. The Board's goal is to continue to make this a living document. Mr. Will Miller said he is pleased with the document, and will continue to work with the college. The next step is the development of key performance indicators (KPIs), which will be presented to the Board upon completion.

On a **MOTION** by Mr. Nash McMahan, seconded by Mr. Reza Jafari and carried unanimously, the Board approved The Peake Plan: Empowering Student Success and Serving the Shore, 2019-2024.

Dr. Armistead asked the trustees to suggest community members who might be interested in serving on the college's program advisory committees (PACs), which will help guide the college's workforce programs.

COLLEGE REPORTS

Faculty Assembly

Dr. Herb Ziegler reported that Faculty Assembly met on March 1 and voted to convert the Diversity Committee and Sustainability Academic Group from pilot status to active committees that will now count toward faculty members' required committee participation. Faculty Assembly is considering doing away with the Academic Assessment Council, to free up those faculty members for other committees.

Staff Assembly (StARs)

Ms. Princess Williams, Financial Aid Director and Staff Assembly rep, reported that Staff Assembly will meet on April 11. The staff will welcome Tammy Stricker as the new Admissions Advisor/Recruiter. Mr. Tim Jones and Mrs. Susan Cianchetta will discuss salary ranges and the compensation study conducted by Evergreen. Mrs. Karen Smith will go over results from other colleges regarding establishing a sick leave bank at Chesapeake. New business information will include a new Employee of the Month program and nominations needed for new StARs members. The last staff Open House will be held next Friday for the Dorchester Administration Building first floor. The college bowling event had a good turnout with 40 participants on 10 teams.

Student Government

Mr. Graham Alston reported that PTK and Chesapeake Choice awards events are planned for May 2, and SGA is planning a Field Day in late April. Volunteers will be needed during the hours of 11:00 a.m. and 2:00 p.m. that day.

TRUSTEES REPORT

Mr. Nagel asked about distribution of the Strategic Plan. Dr. Coppersmith said there is no plan yet as to how the plan will be sent out. It will go to the Chambers, Economic Development Commissions, the College Foundation Board, and County Commissions. Mr. Nagel suggested a rack card to reference the website.

Ms. Shorter reminded the trustees that the Kent County budget hearing will be on April 9.

Mr. Jafari asked about the date for the Board retreat. Dr. Coppersmith said he and the next Board Chair will make that decision.

CLOSED SESSION

On a **MOTION** by Ms. Victoria Jackson Stanley, seconded by Ms. Brenda Shorter 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. Grace and carried unanimously, the Board adjourned closed session at 4:45 p.m.

ACTION FROM CLOSED SESSION

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

ADJOURNMENT

On a MOTION by Mr. McMahan, seconded by Mr. Grace and carried unanimously, the meeting was adjourned at 4:48 p.m.



Latellya Stewart, Administrative Associate

APPROVED: 

Blenda Armistead, Chair

DATE: 4/25/2019