

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
April 25, 2019

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, April 25, 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. 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.

ADDITIONS/CHANGES TO THE AGENDA

None.

PUBLIC COMMENTS

None.

CONSENT AGENDA

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

Approval of Minutes – The minutes of the March 28, 2019 meeting

Approval of Minutes – The minutes of the March 28, 2019 closed session meeting

Conferring of Degrees/Certificates – The list of 2019 Graduation Candidates as presented, subject to change, up to the day of Commencement.

VP for Workforce and Academic Programs Report

Mr. David Harper thanked the Board for approving his hire as permanent Vice President of Workforce and Academic Programs. He shared his vision and his five-year expectations for the college: accessible education; thriving trades; local adult training hub(s); a culture of student success; and fully developed program advisory councils. He said the college has to be creative to serve the whole community and the whole student; he believes the new Strategic Plan is designed to accomplish these objectives.

PRESIDENT'S REPORT

Dr. Coppersmith reported that the Trustees Reception and Commencement will be held on May 22. The Regional Five-County Chamber Mixer event will be hosted at the college on May 15 at 5:00 p.m.

The following legislative updates were provided: the Maryland Community College system is expected to receive a \$9.3 million funding increase from the state in FY20, however, Chesapeake College will not

receive additional funding due to lack of enrollment growth; several revisions were made in the legislative session to the College Promise scholarship program; funding is at the will of the Governor for the Work Readiness program; and House Bill 513, authorizing the creation of a mid-shore technology center, did not pass.

Dr. Coppersmith said he toured the five counties with Mr. Buck Duncan of the Mid-Shore Community Foundation. A recent donation of about \$92,000 will be used to upgrade the welding lab, if the college's proposal is approved by the donor. He noted that he is glad to now have Mr. Dave Harper as a permanent member of his leadership team.

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action today were vetted at the committee meeting held on Wednesday, April 17, 2019 at 8:00 a.m.

Action Item

Award of Contract – CAE Healthcare Inc.

Mr. Nagel said this is the software and service vendor for the simulators in the Nursing program. This is a lower cost than the current year.

On a **MOTION** by Mr. Nagel, seconded by Mr. McMahan and carried unanimously, the Board approved the award of contract for a single year support contract with CAE Healthcare in an amount not to exceed \$72,602.14.

Action Item

M&R Project Request – Caroline Center Leak Repair

Mr. Nagel reported there is a leak, not from the roof, but from a wall surface in the Caroline Center. There is sufficient money in the M&R fund to cover this repair.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously (Mr. Garvey recused himself), the Board authorized the addition of this new M&R project and approved the transfer of surplus M&R project funds (approximately \$50,000) to the project once the exact contract amount is determined.

FY 2019 Financial Update

Mr. Jones said Ms. Karen Smith has provided a summary of FY19 revenue and expenses and projections through the end of the year. There is a projected surplus of about \$42,000. Tuition and fees are down due to an enrollment dip. A projected shortfall of about \$100,000 is expected in program fees. In total, revenue is down about \$750,000. Savings, mostly from staff attrition, is projected to be about \$800,000. Mr. Nagel noted the committee received a positive update from Mr. Wanner regarding the negotiations to discontinue the college's Cloud contract with Ellucian. Mr. Jones noted the three months of savings expected from Ellucian is not accounted for in the chart provided.

Mr. Nagel reported that field work for the next annual audit is scheduled for the week of June 24. A FY20 budget meeting with representatives from the five counties was held at the college on April 4, with the counties supporting the budget as presented.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met on Thursday, April 18, 2019 at 4:30 p.m.

Action Item

Sick Leave Policy Revisions

Ms. Jackson-Stanley said the main change to the policy is increasing 10-month faculty sick leave accrual from 63 hours to 70 hours, 3.5 hours per pay. With regard to negative leave, Mr. Jones said it can only be granted by the president. It is very rare, but when it happens, the employee is counseled. Regarding a sick leave bank, most colleges have either a sick leave bank or short-term disability. The college has only had seven employees in the past three years on short-term disability. Staff members were polled at the last Staff Assembly meeting, and the majority prefer short-term disability over a sick leave bank.

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

Action Item

Student Recording Policy

Ms. Jackson-Stanley said it is against the law to record someone without consent, but it has happened on campus. This policy is based on Maryland law to address privacy issues. Ms. Shorter asked whether the college can ask students to sign a release form? Mr. Harper said that students accept the college's policies as part of the registration process. Mr. Garvey asked that "authorization" be clarified and defined. Mr. Jafari asked how the policy would be enforced? Mr. Harper said that disciplinary action is defined in the Student Code of Conduct. Mr. Harper suggested minor revisions to the draft.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Jafari and carried unanimously, the Board approved the recommended addition of a Student Recording policy, as revised, to the Student Code of Conduct.

Action Item

Unmanned Aircraft Systems Policy

Ms. Jackson-Stanley said the college is in the flight path of two airways, and this policy is in line with FAA regulations. Privacy issues are a concern, as well as concern for physical harm.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Jafari and carried unanimously, the Board approved the recommended addition of an Unmanned Aircraft Systems policy.

Slate of Officers

Ms. Jackson-Stanley presented the slate of officers for FY20. The Governance & HR Committee nominated Mr. Nash McMahan as Chair and Mr. Chris Garvey as Vice Chair for FY 2020. With no nominations from the floor, the vote will occur at the June Board meeting with an effective date of July 1.

PROGRAMS, PLANNING AND OUTREACH

Mr. Garvey reported the committee met on Thursday, April 18, 2019 at 3:30 p.m. He shared some of the positive programming initiatives currently taking place: partnering with CTE directors, the HVAC lab in the Tech building, Marine Trades expansion, the Workplace Excellence program, Public Safety first responder training, and hospitality offerings expansion. Mr. Harper noted the Program Advisory Council rollout meeting is scheduled for Monday at 4:30 p.m.

COLLEGE REPORTS

Faculty Assembly

Dr. Herb Ziegler reported that topics at last month's Faculty Assembly meeting included a presentation of the Evergreen salary survey results and proposed Faculty Assembly bylaws changes, which have been presented to Dr. Coppersmith for his review and approval.

Staff Assembly (StARs)

Ms. Cindy Welzel, Registration Specialist and Staff Assembly rep, reported that at the last Staff Assembly meeting the group agreed to table plans for a Sick Leave Bank. Evergreen salary survey results were also presented. StARs are collecting responses to a survey about the Staff Promotion policy, working to establish an Employee of the Month program, and planning a staff picnic for June 13. There are five StARs slots open for FY20.

Student Government

Mr. Graham Alston reported that Field Day – with music, games and food – will be held on May 1 in the quad. On the evening of May 2, the Chesapeake Choice Awards will be held, followed by a PTK induction ceremony.

TRUSTEES REPORT

Mr. Nagel thanked Mr. Harper for organizing today's MTC tour with Mr. Tom Ellis. He said it is clear that Mr. Ellis is passionate about skilled trades.

Mr. Jafari reported that Dr. Coppersmith had an editorial published in the Star-Democrat that has been well received. The president's outreach efforts are working well.

Dr. Armistead asked trustees to complete their Maryland State Ethics financial disclosure statement online by April 30, and also sign the college's Code of Ethics form. Conflict of Interest forms will be completed in August. She reminded the trustees that the college's annual giving program ends in June and distributed handouts showing the programs available for giving.

CLOSED SESSION

On a **MOTION** by Dr. Armistead, 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. Jafari, seconded by Ms. Shorter and carried unanimously, the Board adjourned closed session at 4:25 p.m.

ACTION FROM CLOSED SESSION

In closed session, the President and Board of Trustees discussed personnel matters related to administrative contracts and a librarian position.

ADJOURNMENT

On a MOTION by Ms. Jackson-Stanley, seconded by Mr. Garvey and carried unanimously, the meeting was adjourned at 4:25 p.m.

[Redacted Signature]

Kate Maxwell, Assistant Secretary to the Board

[Redacted Signature]

APPROVED:

Blenda Armistead, Chair

DATE:

6/13/19
