

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
September 26, 2019

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, September 26, 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, Dr. Blenda Armistead, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Milton Nagel and Ms. Brenda Shorter were present. Mr. Chris Garvey, Mr. Bob Grace, Mr. Mike Mulligan and Ms. Mary Dennard-Turner were 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. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes – The minutes of the August 22, 2019 meeting

Approval of Minutes – The minutes of the August 22, 2019 closed session meeting

NURSING PROGRAM UPDATE

Dr. Judy Stetson distributed a packet with details about the Nursing Program. She shared first-time pass NCLEX scores. The benchmark is 80%; two years ago, the program was at 64%. They worked hard at it and got it up to 93% in 2019, with the support of college leadership. They worked with Institutional Research to analyze data and make changes in the program. They increased the passing bar, hired a consultant, and made exams more reflective of the NCLEX exam. They changed the way students are prepared for NCLEX. Mr. McMahan shared a story of a student he met who is in the program. Dr. Coppersmith noted that Nursing is one of the most challenging programs at the college. Congratulations to Dr. Stetson and the Nursing faculty.

PRESIDENT'S REPORT

Dr. Coppersmith distributed a spreadsheet showing the results of College Promise as of September 2019. The number of students awarded College Promise funding was 44, of 526 potentially eligible students. The college had to winnow through data provided by MHEC, which included about 1200

applications. Our Financial Aid Director, Ms. Princess Williams, and her staff did a fantastic job. The college has provided legislators with concerns heard from the community about the program.

Enrollment: The fall semester is going smoothly. Lab and instructional technology equipment is working properly. Enrollment is up a half percent for FTE, headcount is up 5%, and 21% of students are dual enrollment. Only one peer institution is also up. Retention is better than last fall. The college has increased the number of scholarship athletes.

Searches: Two finalists for the Workforce Dean position were interviewed this week. Mr. Kamari Collins arrives October 16. His office renovations and furniture are ready for his arrival.

Project Bright Future: An event was held at the college on September 25. Dr. Coppersmith promoted the good things the college is doing regarding CTE and workforce. There was a spirited discussion with a push to bring a tech center here. At this point, the college is listening and open to concerns. Delegate Jeff Ghrist will be drafting legislation. Dr. Coppersmith said he will suggest a needs assessment be conducted. Board members Mr. Reza Jafari and Mr. Chris Garvey attended the event. Washington College President Kurt Landgraf was the key speaker and gave good reasoning for the need of a tech center. There was good representation from state legislators, parents, students, industry, with about 150 participants.

College Space Renovations: Everything in the Dorchester Administration building is completed. There is still some work to be done in the LRC, which is expected to be completed by mid-November.

FINANCE AND FACILITIES

Mr. Nagel reported the committee met on Wednesday, September 18, 2019 at 8:00 a.m. It was a light agenda, with no action items.

FY2021 Budget Priorities

Mr. Nagel said there are three budget priorities: Enrollment & Retention; Programming Support & Innovation; and Campus Security & Stability. Dr. Coppersmith noted the goal is to get and keep students here at Chesapeake. Mr. Nagel said Mr. Greg Wanner updated committee members on IT projects and the AlertUs system.

Avalon Foundation Agreement Update

Mr. Nagel reported the agreement with the Avalon Foundation was modified to offer an exit clause for either party. Regarding concerns about inappropriate content, no changes were made to the agreement, but the college would have the opportunity to cancel the agreement. Regarding alcohol, The Avalon assumes all liability, and they stop serving alcohol halfway through performances.

Mr. Nagel noted that the committee also received a Maintenance Projects update from Mr. Paul Renshaw.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met on Wednesday, September 18, 2019 at 9:30 a.m.

Action Item

FY20 Board Goals

Ms. Jackson-Stanley reported that these goals outlined in the Board packet were presented and discussed at the Board Retreat and at the Governance & HR Committee meeting. Ms. Shorter requested a minor wording change to goal #1.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Jafari, and carried unanimously, the Board approved the FY20 Board Goals as presented, with the minor wording change to goal #1.

Trustee Roles, Responsibilities & Ethics

Ms. Jackson-Stanley said this was a discussion at the committee meeting, and it is spelled out in the Board Bylaws (Article II). Mr. McMahan said we have all watched what the UMMS Medical System has been through regarding this topic. Ms. Jackson-Stanley said it is a timely matter, and she thanked Dr. Coppersmith for reminding trustees to review this portion of the Bylaws.

Conflict of Interest Statement forms

Ms. Jackson-Stanley asked trustees to briefly review the form, complete it and return to Ms. Kate Maxwell before leaving the meeting today.

PROGRAMS, PLANNING AND OUTREACH

The committee met on Monday, September 9, 2019 at 8:00 a.m.

Action Item

Performance Accountability Report

Mr. Vinnie Maruggi reported this is an annual report that is approved by the Board before it goes to MHEC. Benchmarks and goals focus on Student Access, Student Success and Innovation. The college was asked to provide information about intervention programs, and the TRiO and STEM programs were chosen as examples. Mr. Maruggi said he collaborated with many colleagues on campus to put the report together.

On a **MOTION** by Ms. Shorter, seconded by Mr. Nagel and carried unanimously, the Board approved the Performance Accountability Report, with minor edits to be provided by Ms. Shorter.

Board Scorecard & Strategic Plan KPIs

Mr. Maruggi reported that the future scorecard will be based on the new Strategic Plan.

Trends in High School Enrollment

Mr. Maruggi indicated the charts with this data are in the Board packet. The percentage of all fall enrolled Chesapeake students who are in high school has jumped to 21%. Breakdowns by school show that Easton High School has the most, but all schools have had increases over the past 10 years. Dr. Armistead said that it appears the college is serving a smaller percentage of recent high school graduates (draw rates). Mr. Maruggi said a lot of the decline in the post-high school rate is older adults, noting it's the older population of males who are not attending (the missing male).

Project Bright Future Update

Dr. Coppersmith said he's not quite sure where this project is going, but Delegate Ghrist is very motivated. School superintendents need to be happy with the role the college plays. The college is involved but not leading. The project needs to get support from county schools and government to

move forward. Mr. Nagel agreed that a needs assessment would provide data to show whether a facility is needed beyond what is already being done. Dr. Coppersmith said a list is being created of what is already being provided in the counties and where there are gaps; this would be the start of the needs assessment. Mr. Nagel indicated that logistics will be a challenge, and county government perspective of the cost involved is a concern. Dr. Armistead proclaimed that the college is the best example of five-county cooperation, but putting it all together is a big job. Dr. Coppersmith said he sees the college's role as supporting and enhancing what K-12 is doing.

COLLEGE REPORTS

Faculty Assembly

Dr. Herb Ziegler reported Faculty Assembly will meet on October 4. Agenda items include curriculum changes and proposed changes to the Stuart Bounds Distinguished Teaching Chair Program to include an award for adjunct faculty.

Staff Assembly (StARs)

Ms. Laura Livingston, Teaching & Learning Administrative Associate and Staff Assembly rep, reported a new Staff Member of the Month program, with 9 nominations for the first month. A winner will be announced at the October 10 Staff Assembly meeting. She said reverse trick-or-treating will take place at the end of October. And staff is teaming with faculty to host a Thanksgiving lunch for staff and faculty in November. Proposed revisions to the Children in the Workplace policy have been sent to Mr. Tim Jones for his review. Proposed revisions to the Staff Promotion policy are on hold.

Student Government

No report, although Dr. Coppersmith noted that Student Government is quite active this year.

TRUSTEES REPORT

Mr. McMahan thanked trustees who are heading to and presenting at the ACCT Leadership Congress in San Francisco in October.

FOUNDATION REPORT

Dr. Armistead reported the Foundation meets every other month. New members have recently joined, providing positive changes and enthusiasm. Data shows increases in the number of donors, and more money overall is being raised. Indicators are positive, with key long-term donors creating scholarships and a new key major donor. In endowments, nearly \$200,000 is disbursed for scholarships. The main priority for the Foundation is a capital campaign focused on workforce training – endowments and projects. The annual golf tournament will be held on October 7 and the goal for sponsorships is near attainment. Thirteen teams are set to play, with a goal of 18 teams. Mr. McMahan thanked Ms. Elizabeth Devlin and her staff for their achievements.

CLOSED SESSION

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead 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 Dr. Armistead 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 and administrative appointments and the reallocation of a staff position.

ADJOURNMENT

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Nagel and carried unanimously, the meeting was adjourned at 4:52 p.m.



Kate Maxwell, Assistant Secretary to the Board

APPROVED:  DATE: 10/23/19

Nash McMahan, Chair