

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**November 7, 2019**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, November 7, 2019 at 3:00 p.m. in the Board Room at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland. Acting Chair Bob Grace called the meeting to order.

**ATTENDANCE**

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

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

**ADDITIONS/CHANGES TO THE AGENDA**

Mr. Jafari asked to add a Foundation update as part of the Trustees update.

**PUBLIC COMMENTS**

There were no requests for public comments.

**CONSENT AGENDA**

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

Approval of Minutes – The minutes of the September 26, 2019 meeting

Approval of Minutes – The minutes of the September 26, 2019 closed session meeting

**ONLINE PROGRAMMING/STUDENT SUPPORTS**

Dr. Ron Hansen, Instructional Systems Director, reported that online course enrollment has increased from 16% in 2015 to 30% in 2019. The college has been using Canvas as the infrastructure for online courses for the past six years. Some online classes do require students to come to campus for exams, but the college is looking at options so that won't be necessary. He noted that the college is a member of MarylandOnline and we can see how we compare to other institutions in the state. Dr. Matt Hatkoff, Academic Assessment Director, shared data that from spring 2016 to spring 2019 students are achieving their general education competencies equally whether face-to-face or online. Student satisfaction is similar in online and face-to-face as well. Forty-three faculty members offer online courses, 62 courses are taught online, and 29 of them have been taught more than 10 times. Only five students have taken nearly all of their courses online only. There are opportunities to promote online courses. There is no additional cost to the college to teach classes online, though students pay an additional fee to take an online course. Dr. Hatkoff noted that Assessment is ready for the 2023-24 reaccreditation.

## **PRESIDENT'S REPORT**

Dr. Coppersmith reported that he and six trustees attended the ACCT Leadership Congress in October in San Francisco. He attended sessions on dual enrollment, institutional risk management, disaster response and planning, and a Maritime Trades Program session. He and Mr. Garvey and Mr. Jafari gave a presentation on Strategic Planning that was very well attended with 80 attendees.

October saw the completion of the college's senior leadership roster, with the additions of Dr. Greg Warren, Dean for Workforce Programs, and Mr. Kamari Collins, Vice President for Student Success and Enrollment Management.

Dr. Coppersmith reported that students are benefitting from the new improvements to the Welding Lab, with better lighting and ventilation and new equipment.

He said a Cabinet-level leadership retreat is being organized for June 2020 that will plan out the next 2-3 year as the college executes the strategic plan.

FY21 Budget planning is on schedule, with all divisions presenting their requests. Requests will be prioritized and then the budget proposal will be presented to the college's support counties and Board of Trustees in early 2020.

Mr. Tim Jones reported that the U.S. Department of Education was here this week to conduct a Title IV program review. Ms. Princess Williams did a great job of organizing and submitting the information requested. Program review auditors discovered four findings: 1) the college does not participate in a federal loan program; 2) the college needs to establish a process and notify students of withdrawal dates; 3) the college needs to set up a cash management account for Title IV; and 4) the college needs to clean up the process of students who graduate then come back. Mr. Jones noted that two of these we can fix immediately and the other two can be fixed soon.

## **FINANCE AND FACILITIES**

Mr. Nagel reported that the item presented for action today was vetted at the committee meeting held on Wednesday, October 30, 2019 at 8:00 a.m.

### **Action Item**

#### **FY19 Audit Presentation**

Ms. Ashley Stern and Mr. Mike Kleger of the college's audit firm PKS & Company, P.A. distributed hard copies of the FY 2019 financial statements. Ms. Stern thanked college staff and the president for their assistance and patience during the audit process. Regarding the Title IV program review, she noted that four findings is a nearly immaculate audit.

Regarding the FY 2019 audit, Ms. Stern indicated that pages 1-3 provide the independent auditors report, indicating an unmodified opinion, which is the highest level of opinion CPAs can give. Pages 62-63 report on the college's compliance with federal programs, which indicates an unmodified opinion as to compliance.

With respect to net position, there were no major changes in assets. With liabilities, the net position decreased about \$2 million in depreciation. The college's net position has remained stable. Revenues and expenses show solid fiscal management. Operating expenses by function show that the greatest expenditure is supporting students. The student financial aid audit had no findings this year.

Ms. Stern reported there were no deficiencies or material weaknesses identified in FY 2019.

Looking forward, there will be a new compliance supplement for student financial aid testing. The college has everything in place to cover this. GASB No. 84, effective June 30, 2020, redefines what activities need to be reported as "fiduciary." GASB No. 87, effective June 30, 2021, requires the recognition of certain lease assets and liabilities previously classified as operating leases.

Mr. Nagel thanked the staff and auditors for such a clean audit.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board accepted the results of the FY19 audit.

#### FY 2020 Budget Update

Mr. Jones provided a forecast of the FY20 budget. Regarding revenue, enrollment is down from budget; it's down about \$600,000 on the credit side and down about \$265,000 on the non-credit side. The college is seeing additional earnings on invested funds. Regarding expenses, Mr. Jones said the college saw savings in the first quarter due to turnover, as it has been more difficult and taken longer to fill positions. The turnover rate has dropped, though, so savings here is not anticipated during the remainder of the year. Everything is looking good overall.

#### GOVERNANCE & HUMAN RESOURCES

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

##### **Action Item**

#### Athletics Grievance Policy

Ms. Jackson-Stanley said this is a state mandated policy that mirrors the Student Grievance Policy but it removes coaches and the Athletic Director from the process.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the Board approved the Athletics Grievance Policy as presented.

#### PROGRAMS, PLANNING AND OUTREACH

Mr. Jafari reported the committee met on Monday, October 28, 2019 at 8:00 a.m.

##### **Action Item**

#### Program Terminations

Mr. David Harper said CRT 525 and NRP 516 are being terminated because they were integrated into the EMS Program last year.

On a **MOTION** by Mr. Jafari, seconded by Ms. Dennard-Turner and carried unanimously, the Board approved the terminations of the CRT 525 and NRP 516 programs.

#### Board Scorecard

Mr. Vinnie Maruggi said this will be the last report for this particular scorecard because the next one will match the new Strategic Plan priorities, starting with February's report. Mr. Grace asked why dual enrollment spiked. Mr. Maruggi said the state passed the Career and College Ready Program, which triggered more interest in dual enrollment.

## CTE Program Overview & Gap Analysis

Mr. David Harper reported the college hosted a great PAC night, with 80 attendees. The gap analysis shows what is currently offered and areas for growth. Dr. Coppersmith said it identifies shortfalls and where the college can help to fill the gaps.

## **COLLEGE REPORTS**

### Faculty Assembly

Dr. Herb Ziegler reported Academic Council met earlier this month. The APC committee had minor recommended changes to programs that were submitted to the president for review and approval.

### Staff Assembly (StARs)

Ms. Jennifer Dunker, Associate Registrar and Staff Assembly Chair, reported that Staff Assembly met last month and BIT training was conducted for staff at the meeting. Two staff members of the month have been announced for September and October – Ms. Sandy Lindenberger and Ms. Michelle Hall. A combined faculty and staff Thanksgiving lunch will be held on November 21. Staff Promotion Policy changes are still a work in progress.

### Student Government

Ms. Heidi Pippin reported SGA recently hosted Spirit Week, which included a costume contest for students and staff/faculty. The Corner of Care, both at Wye Mills and the Cambridge Center, received food donations from a local church. The proceeds of the college's auction items now go to Corner of Care. And a Corner of Care wish list is on Amazon. Corner of Care is open to all students; word gets around that it's available. Ms. Pippin reported that Student Government leaders will be attending a Leadership Conference at Frederick Community College.

## **TRUSTEES REPORT**

### Upcoming Events at Chesapeake College

Mr. Grace encouraged trustees to RSVP for the December 3 Honors Poster Session. Ms. Shorter said she attended a previous Poster Session and it was very good.

### ACCT Conference Report

Mr. Grace said he believes Chesapeake's session on strategic planning was one of the best sessions at the conference. Ms. Jackson-Stanley said she attended a session on food insecurities, which is a major concern, especially at community colleges. Mr. Grace noted that corporate partnerships was a common theme at many sessions. Mr. Jafari said he attended the session on the rural community college study that is being conducted in five states. He will forward a note to Dr. Coppersmith and Mr. McMahan regarding a second wave of the study.

### Foundation Report

Ms. Elizabeth Devlin Hackett reported that about \$31,000 was netted from the golf tournament. She said she will soon be sending out the first-ever annual report on the Foundation. The next fundraising plan is complete, with a goal of \$1.7 million over a three-year campaign. The next Scholarship Luncheon will be held on November 13.

Mr. Jafari announced that Giving Tuesday is on December 3, which raises funds for the Foundation. The focus this year is on the Student Emergency Fund. Ms. Hackett encouraged trustees to push out emails to their networks to request donations to the Foundation for Giving Tuesday.

**CLOSED SESSION**

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Nagel 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 Ms. Shorter and carried unanimously, the Board adjourned closed session at 4:46 p.m.


**ACTION FROM CLOSED SESSION**

In closed session, the President and Board of Trustees discussed personnel matters related to administrative appointments and a confidential personnel matter.

**ADJOURNMENT**

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the meeting was adjourned at 4:46 p.m.

  
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Kate Maxwell, Assistant Secretary to the Board

APPROVED:   
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Bob Grace, Acting Chair

DATE: 12/12/19  
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