

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
February 27, 2020

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, February 27, 2020 at 3:00 p.m. in Room 101 at the Chesapeake College Cambridge Center, Cambridge, Maryland. Chair Nash McMahan called the meeting to order.

Mr. Brandon Hesson, Cambridge Center Director, welcomed everyone to the Cambridge Center.

ATTENDANCE

Mr. Nash McMahan, Mr. Chris Garvey, Dr. Blenda Armistead, Mr. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Mike Mulligan, Mr. Milton Nagel, Ms. Brenda Shorter and Ms. Mary Dennard-Turner were present. None 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. Garvey, seconded by Dr. Armistead and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes – The minutes of the January 23, 2020 meeting

Approval of Minutes – The minutes of the January 23, 2020 closed session meeting

PRESIDENT'S REPORT

Dr. Coppersmith highlighted the Foundation's Annual Report that was distributed to trustees. This publication will be sent out annually to donors.

He reported the college is seeing a slight increase in enrollment for the first time since 2011. The college still experiences challenges with fall to spring retention.

The men's and women's basketball teams are having winning seasons, with the women's team placed as second seed at the state level.

On February 27, the college hosted a media event sponsored by the Federal Department of Energy, highlighting the college's successful sustainable building practices.

The Institutional Advancement office is planning the return of annual events: Pride of the Peake, recognizing John DeLuca and Robert Rauch; and the Hall of Fame dinner, which supports student athletes.

Faculty and staff at Chesapeake continue their renewed focus on serving students. This month the college celebrated Black History Month with a number of hosted and sponsored events, including the annual Queen Anne's County community celebration of MLK Day, a Black History Luncheon that raises funding for the J.C. Gibson Endowed and funded scholarships and other events remembering the leadership of Harriet Tubman and other well-known regional figures in the Civil Rights Movement. On February 27, a faculty sponsored and supported event, "We Had a Dream," written and directed by Dr. Herb Ziegler and Dr. Rob Thompson, was performed in the Cadby Theatre at the Wye Mills Campus.

FINANCE AND FACILITIES

Mr. Nagel reported the committee met on Wednesday, February 19, 2020 at 8:00 a.m.

Action Item

Ellucian Colleague Unrestricted License Upgrade

Mr. Nagel said Ellucian is the software used to manage student information, accounting, finance, payroll, human resources and reporting. Currently 69 licenses are shared among about 250 employees. There are times when some employees cannot access Colleague because all licenses are being used. The unrestricted licenses option is the most reasonable. The cost will rise by 6% each year.

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board approved the Ellucian Colleague unrestricted license upgrade at a cost not to exceed \$31,950, plus the pro-rated maintenance cost for the first year of \$2,500. (The cost for a full year of annual maintenance support is \$6,390.)

Self-Funded Health Insurance Update

Ms. Tina Jones highlighted the charts in the packet. The health insurance cost per employee has dropped 11% over the past five years. For the upcoming year, the college is looking at a 3% increase, compared to 8.5% under a traditional plan in today's market. The college has not changed its benefit package in three years, with no additional cost to employees for health benefits. The last change was offering mail-order prescriptions. The college's Benefits Committee and Wellness Committee will assist with health initiatives on campus. Individual employees pay \$50 per month, and lower income employees pay half that. Savings from this self-funded insurance initiative have made employee pay raises possible the past few years.

Update of Website RFP

Mr. Nagel reported the college received nine bids but decided not to pursue any of them. Instead they will reassess and take a different approach to improvements for the college website.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met on Wednesday, February 19, 2020 at 9:30 a.m.

Action Item

Compensation Policy Revision

Ms. Jackson-Stanley said this was previously the Salary Restriction policy. One recommendation from the 2015 compensation survey was to review the salary structure internally each year for adjustments that might be needed, as part of the budget process. Then it was recommended the college perform

compensation studies every three to five years, pending funding available to conduct the study. Ms. Jones said when the study was done in 2015, it hadn't been done previously for 12 or more years, so the gap was larger than it would be moving forward. The goal is to provide equitable pay to all employees. The college is committed to treating employees fairly with compensation.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Mulligan and carried unanimously, the Board approved the revision to the Compensation Policy.

PROGRAMS, PLANNING AND OUTREACH

Mr. Garvey reported the committee met on Monday, February 17 at 8:45 a.m.

Action Item

Program Addition, Hold and Terminations

Mr. Garvey said the recommendation is to hold the engineering technology program for review because the current program is outdated. Program terminations are recommended to streamline the Computer Information Systems programs with a single, flexible program. The recommended program addition of AAS 470 is to add a Computer Science Technology program. The next step is to send these proposed program changes to MHEC for approval and then to be effective with the next catalog year.

On a **MOTION** by Mr. Garvey, seconded by Ms. Shorter and carried unanimously, the Board approved the program addition of AAS 470, program hold of AAS 743 and program terminations of AAS 432, AAS 433, AAS 435, and AAS 477.

Strategic Plan KPI Scorecard

Mr. Garvey said Mr. Vinnie Maruggi has done a good job of consolidating data.

Mr. Maruggi said the scorecard is provided three times a year. It shows short-term and long-term indicators. These are the metrics that can be reported at this time. Credit and non-credit FTEs met targets. Spring to fall persistence fell slightly and did not meet its target. The college lost a few minority students, mostly women in the Nursing program who were not formally admitted to the program. They left the college when they weren't admitted to program; they did not transfer to another program at the college or even transfer to another college. In many cases, they couldn't complete the required math courses. The number of students admitted to the Nursing program was reduced so that those taking the NCLEX exam were less likely to fail. The college performed better than target and historically with the other Strategic Priorities. Regional & Community Development was above target because of two large gifts from Mr. John DeLuca and the Kent Farm Museum.

COLLEGE REPORTS

Faculty Assembly

Dr. Herb Ziegler reported that Faculty Assembly met on February 7. Proposals were sent to the President for approval. Faculty also approved changes to the Faculty Bylaws. As Dr. Ziegler and Dr. Rob Thompson are nearing the end of their terms as Faculty Assembly Chair and Vice Chair, the Committee for Faculty Elections accepted nominations. Three faculty are running for Chair (Mr. Nevin Crouse, Mr. David Timms and Dr. Matt Hatkoff), two for Vice Chair (Ms. Amber McGinnis and Mr. John Haas), and three for Faculty Marshal (Ms. Eleanor Welsh, Ms. Mary Beth Bailey and Ms. Robin Seal-Whitlock).

Staff Assembly (StARs)

Ms. Princess Williams, Financial Aid Director and Staff Assembly rep, reported that Staff of the Month for February was Ms. Sue Haddox. Staff member are reviewing the revised Payment for Holidays policy and a final draft of the Children in Workplace policy revision. She said the annual bowling event will be held on February 29 in Easton. The next event for Staff Assembly will be the annual staff picnic in June.

Student Government

Mr. Mark Berry reported weekly Student Government meetings are held Wednesdays at 2:30 p.m. in the SGA office. Students are scheduled to hold Tie Dye Day on March 4, birdhouse building on April 8 and open mic/karaoke on April 22. Students are looking at fundraising opportunities, such as one with Chipotle. Dr. Coppersmith said he attended the February 26 SGA meeting. He shared with students that a mandatory Active Shooter Drill is scheduled to be held this semester with students, faculty and staff involvement. Those on campus will not know the day or time it will be held, but it will be announced that "this is a drill."

TRUSTEES REPORT

Mr. McMahan highlighted several upcoming events, such as the show in the TPAC in March, the Caroline County budget hearing, and the District 37 open house in Annapolis on March 23. ACCT Leadership Congress is September 30 to October 3 in Chicago; please let Ms. Kate Maxwell know if you plan to attend.

Mr. Reza Jafari asked whether the college and trustees will be submitting a proposal for the ACCT call for presentations. If so, it should be a topic that is trustee focused and of interest. Proposals are due April 30.

Mr. Garvey reported that he attended the Junior Achievement Inspire event in Ocean City, Maryland, today. Almost 3,000 Eastern Shore 8th grade students participated. Ms. Angela DenHerder from Chesapeake College was there. He suggested the college look into hosting this event or a similar event in a future year. Mr. Jafari noted that he invited someone from Junior Achievement to speak at Talbot Rotary.

CLOSED SESSION

On a **MOTION** by Mr. Jafari, 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. Grace, seconded by Dr. Armistead and carried unanimously, the Board adjourned closed session at 4:56 p.m.

ACTION FROM CLOSED SESSION

In closed session, the President and Board of Trustees discussed personnel matters related to Department Chairs and Board Bylaws.

ADJOURNMENT

On a MOTION by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the meeting was adjourned at 4:57 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 3/26/20
Nash McMahan, Chair