

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
June 11, 2020

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, June 11, 2020 at 3:00 p.m. via Zoom video conference. Chair Nash McMahan called the meeting to order.

ATTENDANCE

Mr. Nash McMahan, Mr. Chris Garvey, Dr. Blenda Armistead, Mr. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Milton Nagel, Ms. Brenda Shorter and Ms. Mary Dennard-Turner were present. Mr. Mike Mulligan 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. Jafari, seconded by Ms. Shorter and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes - The minutes of the April 30, 2020 meeting

Approval of Minutes - The minutes of the April 30, 2020 closed session meeting

Approval of Minutes - The minutes of the May 28, 2020 closed session meeting

RECOGNITION OF STUDENTS

The 2020 Outstanding Dual Enrollment Outstanding Student of the Year award was presented to Ms. Savanna Smith by Ms. Joan Seitzer. Ms. Smith is from Queen Anne's County High School and has been at Chesapeake College since her sophomore year. Ms. Smith has been a member of the Honors Society in high school and at Chesapeake. She achieved her degree from Chesapeake College before graduating high school. She will attend UMD College Park to study food science. On behalf of Chesapeake, Dr. Coppersmith wished her well at UMD and in the future. Mr. Garvey, on behalf of the Board, and Ms. Angela DenHerder congratulated her on her achievements. She has set the bar high for other dual enrollment students.

PRESIDENT'S REPORT

Dr. Coppersmith said we are mourning the loss of one of our alumna, Ms. Debra Jackson, who was a 1979 graduate of Chesapeake College and a Homecoming Queen. Mr. Jafari said he had the pleasure of knowing Ms. Jackson, working with her on the Channel Marker Foundation Board. She was the epitome of a public servant. Mr. Nagel said this is an emotional, tragic loss for Channel Marker. Ms. Jackson had

battled cancer for a while. She touched a lot of lives. Mr. Garvey said his wife worked for Ms. Jackson on the health needs of Channel Marker patients. Ms. Jackson-Stanley said she served on the Channel Marker Board in the 1990s, and she remembers how Ms. Jackson treated both staff and patients. She was a gentle spirit and passionate about her patients. Dr. Armistead said she worked with Ms. Jackson at Waterfowl Festival, where she had volunteered her whole life. She was a super member of our community.

Dr. Coppersmith welcomed Dr. Heather Westerfield as the new Director of the Nursing program. Dr. Westerfield received her LPN from Chesapeake College, received her RN, and then became a faculty member at Chesapeake College. She reported that the Class of 2020 did extremely well. The college graduated 41 Nursing students. One student has already passed the boards. Student NCLEX pass rates were 78% in 2018 and 63% in 2017. Over the past few years, mission criteria and other variables were reviewed and the rigor of the program was enhanced to get the pass rates up to 93% in 2019. Dr. Westerfield said the biggest challenge now is having qualified applicants and determining how the college can help them and let them know what the expectations are before they apply. The cultural and ethnic backgrounds of the student population is diverse, and plans are to increase that as well.

Dr. Coppersmith reported that he will be participating in a student town hall event on June 17 that will focus on diversity. Based on Governor Hogan's announcement that has moved the state to phase 2 of reopening, the college has begun a limited return to campus for Health Professions students, with protocols in place, including a health form to be completed and temperature checks for everyone coming on campus. The college has received guidance on reopening child care facilities and Dr. Coppersmith is consulting with Mr. David Harper and Dr. Juliet Smith on how this applies to the Early Childhood Development Center (ECDC). The college has received budget approval from the second of five counties. The college is still awaiting word on potential reductions in FY21 state funding. Summer enrollment is the highest since 2013. Dr. Coppersmith said he is confident that fall enrollment will be even with last fall. A new recovery operations group is working on a plan for a phased return to campus. He expects work-from-home will continue for most employees until a vaccine is available. Dr. Coppersmith said he is grateful for his work with the Board as these challenges are encountered and resolved.

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, June 3, 2020 at 8:00 a.m. Mr. David Timms attended to explain the action items below.

Action Item

Award of Contract for Learning Space Enterprise

Mr. Nagel said this maintenance agreement request is to ensure continuity and management of the Health Professions simulation center using the CAE Healthcare Learning Space Enterprise platform. This is a Sole source contract.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract for Learning Space Enterprise with CAE Healthcare in an amount not to exceed \$25,000.

Action Item

Award of Contract for Simulator Support

Mr. Nagel said this contract is for maintenance and support for simulators with a new vendor: Echo Healthcare. They offer a much more competitive price than what has been paid for simulator support in the past.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of contract for one year to Echo Healthcare not to exceed \$34,999 for simulator support.

Action Item

FY2021 Budget

Mr. Nagel said the committee received a detailed update on the FY21 budget. Ms. Tina Jones said two scenarios were developed, showing projected revenue shortfalls and expense reductions. The proposed tuition increase has been rescinded. The college is expecting revenue increases from CDL programs, internet delivery fees and credit card fees. Savings are expected by reducing the use of adjunct faculty, holding vacant positions and new positions, deferring salary increases until October, postponing the compensation study, and deferring the economic impact study. The college is expecting increased expenses in unemployment costs for employees who lost part-time jobs outside the college. The state budget increase passed, but it is expected that the state will cut community college budgets, plus the Governor has the authority to cut funds by up to 25% at any time. The college is planning conservatively because funding is expected to be tight over the next few years.

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the FY2021 budget with spending reductions, contingent on expected county and state funding.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met via Zoom on Wednesday, June 3, 2020 at 9:30 a.m.

Action Item

Employment & Instruction of Relatives of College Employees Policy

Ms. Jackson-Stanley said this is a revision to the existing Employment of Relatives policy. There is not a current situation at the college, but this policy change will close the loop to prohibit instruction of relatives in the future. Dr. Coppersmith noted that this revision will bring the college in line with standards and peers. There are provisions to allow for a student to take a class with a relative and complete their program if there is no alternative.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the Board approved this policy revision.

Action Item

Student Recording Policy

Ms. Jackson-Stanley said this policy revision allows faculty to record online synchronous classes. Mr. David Harper said this change is needed because of the move to online classes in March. This enables faculty to record classroom sessions and allows students to access the content afterwards in a time that is better for them. Students will be notified that the class will be recorded. Students will have the option to have their microphone and video on mute if they choose.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Dennard-Turner and carried unanimously, the Board approved this policy revision.

Action Item

FY21 Board Meeting Schedule

Ms. Jackson-Stanley said this is the calendar for FY2021 Board of Trustees meetings. Mr. Garvey said he will not be able to attend any of the meetings that fall on the third Thursday of the month. Mr. Garvey requested a change of the day/time for upcoming PPO Committee meetings.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead and carried unanimously, the Board approved the FY21 Board of Trustees meeting schedule as presented.

PROGRAMS, PLANNING AND OUTREACH

Mr. Garvey reported the committee met via Zoom on June 1, 2020 at 8:00 a.m.

June Scorecard

Mr. Maruggi shared an update on the six strategic plan KPIs that can be reported on at this time. The targets were not met on five of the six strategic priorities. FTEs are flat, but modest increases had been expected. More students graduated and transferred out than previous years. The Student Success target was not achieved primarily because of transfers out. The student satisfaction survey was conducted during COVID after classes had been moved online, so responses regarding student services and technology were less positive than expected. Regarding programs, all targets were met. Mr. Garvey noted that the learning environment, learning style, and teaching style come into play with online classes. He suggested that faculty receive professional development to take that into consideration as they continue to teach online classes. Mr. Harper commended Dr. Chandra Gigliotti and the Teaching & Learning team for providing a system to migrate courses to online — some which had never been online — and helping faculty teach online. He noted that the college is working to re-engage students in every way possible.

CTE Innovations Grant Introduction

Mr. Harper reported that Chesapeake College was awarded a CTE Innovations Grant in the amount of \$143,561 to be used for curriculum development to expand the Marine Trades program. He expressed his gratitude to Ms. Elizabeth Devlin Hackett and Dr. Gregory Warren for their role in receiving this grant. He expects this to become an action item at the August Board meeting.

Phased Reopening Plan

Mr. Harper reported that limited re-entry to the Wye Mills campus has begun for Health Professions programs, with face-to-face CDL and Skilled Trades programs scheduled to return in August. The college is following state regulations and guidelines for face-to-face training and following Queen Anne's County Health Department safety protocols on campus and in the classroom. Mr. Garvey said he believes Chesapeake College stands as a leader in this area.

COLLEGE REPORTS

Faculty Assembly

Dr. Herb Ziegler reported that Faculty Assembly overwhelmingly approved Dr. Judith Stetson as Faculty Emeritus and voted to accept changes to portfolio content and the timeline for faculty promotion. A review and decision on two probationary faculty standing committees – Diversity and Academic Sustainability – has been extended due to the pandemic. He reported that Ms. Amber McGinnis will serve as Faculty Assembly Vice Chair for one year and will serve temporarily as the second Faculty Assembly representative at College Council. Changes to Faculty Assembly bylaws will be drafted in the fall to determine a permanent second representative on College Council and to avoid runoffs for Faculty Assembly Chair, as happened this year. Dr. Ziegler introduced Mr. Nevin Crouse, who will serve as Faculty Assembly Chair for the next two years. Mr. Crouse started teaching history at the college in 1993 and has held numerous leadership roles at the college over the years. Dr. Ziegler said he is personally proud to be a member of the Chesapeake College community and represent it faculty, who have all pulled together quickly to operationalize changes to deal with the pandemic. Mr. McMahan welcomed Mr. Crouse and thanked Dr. Ziegler for his service these past two years.

Staff Assembly (StARs)

Ms. Cindy Welzel, Registration Specialist and Staff Assembly rep, reported that Staff Assembly met via Zoom on June 11, and Dr. Coppersmith answered questions in a town hall style meeting. She reported the Staff member of the Month for June is Ms. Jennifer Dunker. Newly elected Staff Assembly representatives are: Ms. Danielle Thomas and Ms. Lisa Widmaier (exempt) and Ms. LuAnn Walker and Ms. Jo-Ann Adams (non-exempt).

Student Government

Mr. Mark Berry reported that the Student Government Association (SGA) held two online events: a Workout Challenge and a Netflix Party. Four students are still members of SGA and will assist with New Student Orientation and ideas for interactive virtual student events. He reported that SGA elections have been pushed to the fall semester.

TRUSTEES REPORT

Mr. McMahan announced the Board Retreat will be held on August 13 from 10:00 a.m. to noon via Zoom. The format will be similar to the college's Leadership Retreat to be held in July. Dr. Coppersmith said he is working to make it a valuable experience and it will allow trustees to provide their view for the upcoming year and beyond. Mr. Garvey suggested that trustees share books/readings that they would recommend all trustees read.

Regarding the October ACCT Leadership Congress, ACCT has not yet announced whether it will be in-person or virtual. Dr. Coppersmith said the college is still not supporting/encouraging any travel at this time for employees, and he said he would not feel comfortable traveling by plane. Dr. Armistead said she would not encourage Board travel if the college is not doing any travel. Mr. McMahan said the funds are still available if trustees do want to travel to the ACCT conference if it is held in-person.

CLOSED SESSION

On a **MOTION** by Ms. Dennard-Turner, seconded by Dr. Armistead and carried unanimously, the Board entered into a 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. Dennard-Turner, seconded by Ms. Jackson-Stanley and carried unanimously, the Board adjourned closed session at 5:07 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees approved awarding Faculty Emeritus status to Dr. Judith Stetson and approved an equity statement that Dr. Coppersmith will send to college employees.

ADJOURNMENT

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the meeting was adjourned at 5:08 p.m.

[Redacted Signature]
Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 8/27/20
[Redacted Signature]
Nash McMahan, Chair