

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**September 24, 2020**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, September 24, 2020 at 3:00 p.m. via Zoom video conference. Chair Nash McMahan called the meeting to order.

**ATTENDANCE**

Mr. Nash McMahan, Dr. Blenda Armistead, Mr. Chris Garvey, 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. Jackson-Stanley and carried unanimously, the Board approved the following consent agenda items:

Approval of Minutes - The minutes of the August 27, 2020 meeting

Approval of Minutes - The minutes of the August 27, 2020 closed session meeting

**RADIOLOGIC SCIENCES PROGRAM DURING COVID-19**

Mr. Justin Malecki, Program Director of the Radiologic Sciences program, reported that his department was directly affected by the pandemic, especially the cohort that was to graduate in May of 2020. For this program, remote teaching does not work well. The lessons learned so far include: flexibility for students and faculty; communication; and online instruction. He reported that the cohort did meet their qualifications in August and were able to graduate. They have one more step to take – the credentialing exam – before they can start working in the field. Dr. Coppersmith shared that Mr. Malecki's story epitomizes the challenges faced and overcome by Chesapeake College faculty. He noted that some students are on campus now for labs, and they are wearing face masks. Mr. Garvey thanked Mr. Malecki for his great work. He said he would like to see the college recognize retired faculty member Ms. Linda Blythe by naming a classroom or lab in her name. Dr. Coppersmith said he will review the Donor Naming policy and bring this request to the appropriate Board committee for consideration.

**PRESIDENT'S REPORT**

Dr. Coppersmith reported the Continuing Education catalog arrived in the mail this week. He noted that, thanks in part to the Upper Shore Workforce Investment Board, the college currently has twice as many enrollees in non-credit programs (CDL truck driving, welding, dental hygiene, certified nursing assistant, phlebotomy and early childhood education). By mid-October, the college will add marine trades, electrical and HVAC courses. Dr. Coppersmith reported that the fall headcount is just over 1,900

students and full-time equivalent (FTE) is just over 500. That is about 9% below last fall. The college is in line with its peers, which are down 7.4% on average in FTE. While most activity remains online, more students and faculty are returning to campus. Since March the college has been awarded more than \$3 million in grant funding for new or continuing college learning initiatives, including \$900,000 in CARES federal funding; various workforce specific grants; the re-approval of TRIO Student Success and STEM program; and the most recent a \$250,000 GEER state of Maryland workforce grant as well as the grants supporting the WIB from federal and state sources.

Mr. Garvey acknowledged and thanked Skilled Trades for their responsiveness to needs and for getting classes going.

## **FINANCE AND FACILITIES**

Mr. Nagel reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, September 16, 2020 at 8:00 a.m. He expressed his appreciation to all members of the committee for their participation.

### **Action Item**

#### **IT/AV Project – Phase II Amendment**

Mr. Nagel said this request replaces the previously approved vendor (Dell) with ePlus for Aruba/HPE network equipment and UPS units. The IT/AV project was approved by the state in July, and purchases began in September. It was then discovered that the Dell equipment would have an end-of-life in October 2020, so a different vendor (ePlus) was identified. The new contract would result in savings of \$18,389.91 and provide more support if purchased for Phase II of the project.

On a **MOTION** by Mr. Nagel, seconded by Mr. Garvey and carried by all but Mr. Jafari, who recused himself from the vote, the Board approved the purchase of the Aruba/HPE network equipment from EPlus in an amount not to exceed \$138,100.90. With the addition of this contract and the previously approved ePlus contract of \$466,686.65 for Phase III equipment and installation, the total for ePlus contracts is not to exceed \$604,787.55 for Phase II and Phase III of the IT/AV project.

### **Action Item**

#### **Board Designated Fund Balance Request for Future Medical Costs**

Mr. Nagel said this is a recommendation from management that sets aside a larger portion of the college's fund balance to the Board designated fund balance reserved for potential medical claims. This would cover some of the potential run-out of claims. The current reserve is \$582,000. This request is to increase the reserve by \$250,000, based on the estimated liability exposure, bringing the reserve to \$832,000.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved an increase of \$250,000 to the Board designated fund balance for future medical claims.

#### **FY2022 Budget Priorities**

Dr. Coppersmith said budget priorities for FY 2022 are based on the five priorities in the Strategic Plan (student success; programming; culture of excellence; technology; and regional & community development), with a primary focus on Student Success.

### Department of Education Audit of Financial Aid Office

Ms. Princess Williams said the college was selected for a Federal financial aid review by the Department of Education (DOE). The audit resulted in four findings reported in January 2020. The college requested an extension to respond, with resolutions presented in May 2020. The college just received notification from DOE confirming that the four findings were resolved. The college is still working on a policy for one of the findings. Mr. Nagel said that four findings in a federal audit is extraordinary. He gave kudos to Ms. Williams and her staff and others at the institution for their work on this.

### **GOVERNANCE & HUMAN RESOURCES**

Ms. Jackson-Stanley reported the committee met via Zoom on Wednesday, September 16, 2020 at 9:30 a.m.

#### **Action Item**

##### Equal Opportunity Employment Policy Revision

Ms. Jackson-Stanley said this change updates the policy to reflect a recent federal regulatory change to expand protections on the basis of sex to include gender identity.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead and carried unanimously, the Board approved the revision to the Equal Opportunity Employment policy to include gender identity.

#### **Action Item**

##### Harassment/Bullying Policy Revision

Ms. Jackson-Stanley said this change updates the policy to reflect a recent federal regulatory change to expand protections on the basis of sex to include gender identity.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Grace and carried unanimously, the Board approved the revision to the Harassment/Bullying policy to include gender identity.

#### **Action Item**

##### Retirement Policy Revision

Ms. Jackson-Stanley said this changes the eligibility requirements to be recognized as a retiree of Chesapeake College, changing it to employees who have at least ten years of service and who are at least 55 years of age. Dr. Armistead suggested adjusting the wording in section C. to say: "Presentation of awards will take place..."

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Jafari and carried unanimously, the Board approved the revised Retirement Plans policy with the recommended minor wording adjustment.

#### **Action Item**

##### FY21 Board Goals

Ms. Jackson-Stanley said these goals are a collaboration from several Board members. On equity, diversity and inclusion (Goal #2), with wording provided by Ms. Shorter, Ms. Jackson-Stanley said this will be a primary focus with regular updates to the full Board on Trustees' perspectives.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Jafari and carried unanimously, the Board approved the FY21 Board of Trustees Goals as presented.

**Action Item**

FY21 President Goals

Mr. McMahan said he worked with Dr. Coppersmith to create these eight goals, and he said they are aligned with the Strategic Plan.

On a **MOTION** by Mr. McMahan, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the FY21 President's Goals as presented.

**PROGRAMS, PLANNING AND OUTREACH**

Mr. Garvey reported the committee met via Zoom on September 8, 2020 at 8:00 a.m. He expressed his appreciation for the work Ms. Michele Wayman is doing in her role as Diversity & Inclusion Coordinator.

**Action Item**

MHEC Cultural Diversity Report

Mr. Vinnie Maruggi said the deadline for submitting this year's report to MHEC was extended due to COVID. He noted the role of the IRPE department is to serve as editors of this document, which focuses on the past year's cultural diversity initiatives and actions across campus. The format of the report requires five responses to include summaries and descriptions of plans, efforts and strategies. The report notes that the college struggles to attract a diverse workforce due to college's rural area.

On a **MOTION** by Mr. Garvey, seconded by Dr. Armistead and carried unanimously, the Board approved Chesapeake College's 2020 Cultural Diversity Report for submission to the Maryland Higher Education Commission (MHEC).

**Action Item**

MHEC Performance Accountability Report

Mr. Vinnie Maruggi said this report documents the progress made by the college toward the three goals of access, success and innovation. He noted that for the 2020 report, two sections were eliminated and the report page limit was reduced from eight to five pages. He said the report focuses on 2020 data and the COVID impact, which forced college employees to be innovative.

Mr. Garvey asked how the college is addressing training for faculty who were not used to teaching online. Mr. David Harper said federal CARES funds have supported this need for training. Through the summer and into the fall the college's Teaching and Learning Center has worked with faculty to get them up to speed on teaching online. He noted that GEER funding will help with non-credit programs.

Regarding benchmarks in the data tables, Mr. Maruggi said the college developed the targets and they were approved by the Board in 2016. The college can't change them until the next cycle, which will start next year.

Regarding whether the college can provide input to MHEC, Dr. Coppersmith said MHEC is 4-year focused, and they do not solicit feedback. They do, however, allow the college to set its own targets/benchmarks.

On a **MOTION** by Mr. Garvey, seconded by Dr. Armistead and carried unanimously, the Board approved Chesapeake College's 2020 Performance Accountability Report for submission to the Maryland Higher Education Commission (MHEC).

**COLLEGE REPORTS**

Faculty Assembly

Mr. Nevin Crouse reported the faculty provided a gift to IT staff yesterday for their assistance in getting classes online. He said program and course changes have been proposed by the Curriculum Committee for the October Academic Council meeting. He reported that an ad hoc committee has proposed a Freedom of Speech statement. He gave thanks to Mr. John Haas, Ms. Susan LeRoy, and Ms. Christine Schuette for their work on that statement.

Staff Assembly (StARs)

Ms. Sharon Dove, Accounting Specialist and Staff Assembly Chair, reported that Staff Assembly met on September 10. The agenda included a budget update, a website and marketing update, an AIG update and a benefits reminder. The next meeting on October 8 will include a Halloween costume contest with prizes, and an update from Dr. Matt Hatkoff on COVID-19 and reopening the campus.

Student Government

No report.

**TRUSTEES REPORT**

Mr. McMahan reminded Trustees that the ACCT Leadership Congress will be held virtually this year from October 5-8. The ACCT website is ready for attendees to begin signing up for sessions.

**CLOSED SESSION**

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley 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 Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board adjourned closed session at 5:09 p.m.

**ACTION FROM CLOSED SESSION**

In closed session, the Board of Trustees supported the President's recommendation regarding COVID-related employment actions and sabbatical requests. And the Board of Trustees was updated on an employee performance issue.

**ADJOURNMENT**

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the meeting was adjourned at 5:09 p.m.

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Kate Maxwell, Assistant Secretary to the Board

APPROVED: \_\_\_\_\_ DATE: 10/22/20  
Nash McMahan, Chair