

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**December 17, 2020**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, December 17, 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. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Milton Nagel, and Ms. Brenda Shorter were present. Mr. Chris Garvey, Ms. Mary Dennard-Turner and Mr. Mike Mulligan were absent. Dr. Clifford Coppersmith and Ms. Kate Maxwell were also present.

**ADDITIONS/CHANGES TO THE AGENDA**

Dr. Coppersmith said Mr. Greg Wanner would like to present an informational item about a firewall purchase, with Board approval to be requested via email in early January 2021.

**PUBLIC COMMENTS**

Mr. Phil Webster, who is chairing the Foundation's \$3 million capital campaign for workforce training, said the campaign committee will begin meeting in mid-January, and they hope to complete the fundraising campaign in 2022. They appreciate the support of the Board of Trustees in this effort.

**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 November 19, 2020 meeting

Approval of Minutes - The minutes of the November 19, 2020 closed session meeting

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

Approval of Calendar – 2021-2022 Academic Calendar

Approval of Calendar – 2021-2022 Administrative Leave Calendar

**PRESIDENT'S REPORT**

Dr. Coppersmith offered the following report:

**COVID-19 Update:** The College remains in Phase Orange and continues to host the UMMS testing collection site at the Higher Education Center, which moved indoors effective December 16. He thanked Ms. Rhonda Thomas for her role in coordinating this effort.

**Spring 2021:** When classes begin on January 27 they will again be offered mostly online, with a goal of improving the student experience. The College will look to restore on-campus instruction for Health Professions and Skilled Trades as soon as possible. Shorter term offerings for the latter half of the

semester are also being planned, as the success of the Winterim session showed 3-week online courses to be more attractive to students.

**Diversity, Equity, and Inclusion:** The College is contracting with external facilitators to assist members of College Council with developing more efficient and equitable practices on campus that will enable all students to succeed and complete. Mr. Kamari Collins is working to secure individuals to assist with Title III and Upward Bound grant writing.

**FY21 and FY22 Budgets:** College employees continue to carefully manage expenditures due to the impact of lower enrollment revenues in fall 2020 and likely in spring 2021. A hiring pause is in effect as only essential open positions are being filled. The College Budget Committee has completed a draft FY2022 budget proposal. It anticipates flat funding from support counties and the state, as well as flat or slightly lower than normal enrollment in the fall 2021 semester. Of concern is the ground lost the past two years in employee compensation. The College has begun to experience difficulty in hiring new employees with its existing salary structure.

Dr. Coppersmith wished the Board members a happy and healthy holiday and thanked them for their continued support. Mr. McMahan said Dr. Coppersmith and the College have the full support of the Board. Regarding compensation concerns, Mr. Jafari asked about advocacy by MACC to assist with hiring. Dr. Coppersmith said the focus of MACC and the legislature in the upcoming year is going to be on Kirwan, pandemic economics, and police reform.

## **FINANCE AND FACILITIES**

Mr. Nagel reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, December 9, 2020 at 8:00 a.m. All committee members were in attendance.

### **Action Item**

#### **Award of Contract for Chair Replacement in Eastern Shore Higher Education Center (ESHEC)**

Mr. Nagel said this is a piggyback bid. The funding comes from the HEC budget. This is a replacement of all the chairs, many of which are in bad shape.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of contract for the ESHEC chair replacement project to Specialized Marketing, Ltd. of Annapolis in an amount not to exceed \$57,000.

### **Action Item**

#### **Expanded spending authority request for Ed2go/Cengage**

Mr. Nagel reported that this is for online CE courses, with the expectation that the original contract will be exceeded due to an increase in online Career Training and other Continuing Education offerings.

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board approved the expanded spending authority to Ed2go/Cengage in FY21 due to increased enrollments in online classes in an amount not to exceed a total of \$50,000 in FY21.

**Action Item**

Award of Contract for Athletic Team Transportation in FY2021

Mr. Nagel said there is an expectation that some athletic travel will be possible in the spring. There is a COVID cancellation stipulation in the contract, so if any games are cancelled, there is no fee to the College. There is only a fee for trips that are actually taken.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract for the athletic team transportation for FY2021 to Jor-Lin Tour & Charter of Milford, DE, in an amount not to exceed \$50,000.

**Action Item**

Award of Contract for the TRIO Technology Lab Project

Mr. Nagel said this was brought to the Board by Mr. Greg Wanner for the purchase and implementation of a new technology lab that will provide computer resources to TRIO students. This is part of the technology replacement plan.

On a **MOTION** by Mr. Nagel, seconded by Mr. Grace and carried unanimously, the Board approved the purchase of the server and provisioning licenses from CDWG in an amount not to exceed \$36,718.26 for the TRIO Technology Lab Project.

**Action Item**

Auxiliary Enterprise Annual Fund Balance Transfer Request

Mr. Nagel said this request is to balance out the FY20 budgets of each of the auxiliary enterprises. The total Auxiliary fund balance as of June 30, 2020 is \$156,873.

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board approved the following FY21 Auxiliary Fund Balance transfers totaling \$204,380:

- Transfer \$47,815 from the Food Service Auxiliary to Athletics sub fund;
- Transfer \$54,092 from the Bookstore Auxiliary to the Grants Office sub fund;
- Transfer \$45,908 from the Bookstore Auxiliary to the Events Management sub fund; and
- Transfer \$56,565 from the Food Service Auxiliary to the Events Management sub fund

Proposed Grant Auxiliary Transition to College Operating Fund FY2022 Budget

Mr. Nagel said the Grants office in the auxiliary fund has a history of losing money, and the request is to move those costs to the operating budget. This would take effect in FY2022. Ms. Karen Smith said the College is trying to make the Grants function more sustainable. Taking the whole area and allocating the cost for four employees' time spent performing operating functions would be a net expense shift of \$84,265.00. Mr. Jafari asked whether this change would impact the Foundation budget? Ms. Smith said it should not, but it will better represent the percentage of time the employees spend in the Grant auxiliary and operating functions.

FY 2021 Budget Update

Ms. Karen Smith said she now has a better understanding of fall enrollment than in September. She will provide another projection in February and in April to the Board. She reviewed state funding, county funding, and tuition and fees. The big question is where Spring enrollment will end up. Budgeted

revenue is \$23,131,809, with a projected revenue shortfall of \$1,511,060. In expenses, projected expense savings of \$1,380,080. Ms. Smith said she is projecting that there will be a need to use \$130,980 of fund balance to balance the FY21 budget. Mr. Nagel said this is good fiscal management, and we will weather the storm.

#### Firewall Replacement

Mr. Greg Wanner reported his IT staff is currently in the middle of the IT/AV project. He had looked to replace the firewall next year, but there are funds available this fiscal year for this purchase. He could make the purchase without using additional funds next year for this item. He said he will run the request by Mr. Nagel before sending it to the full Board for a vote via email in early January.

Mr. Nagel reported that he has volunteered to serve on the audit RFP committee. The pre-bid meeting was held via Zoom on December 16. He gave kudos to Ms. Karen Smith and Ms. Tracy Brinckerhoff for an outstanding job running the meeting and where we are in the process of selecting an auditing firm.

#### GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee did not meet in December, as the bulk of the work was completed via email.

#### PROGRAMS, PLANNING AND OUTREACH

Mr. Jafari reported the PPO committee met via Zoom on Tuesday, December 8, 2020 at 8:00 a.m. Mr. Garvey was unable to attend the meeting.

#### **Action Item**

##### Continuing Education Audit Follow-up – Policies and Procedures Manual

Mr. Jafari said there was a request as part of the Continuing Education audit that this and the pricing be approved by the Board. Mr. David Harper said the CE group is guided by a statewide group in developing courses. This manual closes the loop. This is the recommendation of the auditing firm, and not normally something the Board would approve.

On a **MOTION** by Mr. Jafari, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the Continuing Education Policies and Procedures Manual.

#### **Action Item**

##### Continuing Education Pricing Model

Mr. Harper said two tools – a pricing template and a profitability worksheet – have been developed to be used by staff to set pricing and profitability targets. This data can then be used to continuously review and analyze pricing and profitability.

On a **MOTION** by Mr. Jafari, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the Continuing Education Pricing Model.

## **Action Item**

### Program Terminations – Landscape Architecture

Mr. Jafari said this is a change in program offerings. Mr. Harper said this was approved by Faculty Assembly and is due to low enrollment. This program will be terminated as a separate stand-alone program and rolled into the Agriculture program.

On a **MOTION** by Mr. Jafari, seconded by Ms. Shorter and carried unanimously, the Board approved the program terminations of the Landscape Design A.S. Degree (390) and the Landscape Management A.S. Degree (395).

### Program Advisory Council Update

Mr. Jafari said there is an update to the Program Advisory Councils. Chesapeake College now shares a Local Advisory Council with the five county CTE programs and is continuing to expand CTE partnerships. Ms. Marci Leach reported the Program Advisory Committees are still meeting virtually. She is working with PAC groups and CTE programs and partnerships. She is also providing information to PAC groups in hopes they will be advocates for the College in the community.

## **COLLEGE REPORTS**

### Faculty Assembly

Mr. Nevin Crouse reported that faculty are in the middle of General Education course reviews, which are due in mid-February. This work will continue over winter break. That review then moves into the program review, which feeds into the College's self-study. Transfer agreements are being reviewed as well. Curriculum and other committee work is also being conducted. Mr. Crouse reported that Ms. Amber McGinnis, who serves as Faculty Assembly Vice Chair and Honors Program Director, is leaving Chesapeake in January for a marketing position at Washington College. Ms. McGinnis taught Communication, which is a skill that is fundamental for students to succeed after they graduate.

### Staff Assembly (StARs)

Ms. Jo-Ann Adams, Cambridge Center Business & Registration Associate and a Staff Assembly rep, reported that Staff Assembly held a Festive Decorating Contest for employees. At the December 10 Staff Assembly meeting, Dr. Coppersmith reported to the group, and Ms. Michele Wayman and Mr. Mark Berry provided an interactive and thoughtful session on Diversity, Equity, and Inclusion.

### Student Government

Mr. James Cockey reported the Student Government Association recently held an Instagram Challenge. On November 19, SGA members attended the Student Engagement Poetry Slam. SGA members are assisting Dr. Tammy Field with her Green Team activities. Student Government will hold a Winter Retreat on January 15 to brush up on their leadership skills and begin planning 2021 events.

## **TRUSTEES REPORT**

Mr. McMahan announced that Mr. Reza Jafari has been appointed to the ACCT Member Communications and Education Committee for a one-year term, ending Oct 2021. His first meeting is in February at ACCT's virtual National Legislative Summit.

**CLOSED SESSION**

On a **MOTION** by Mr. Jafari, seconded by Mr. Nagel 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, and General Provisions Article § 3-305(b)(7) to consult with counsel on legal matters.

**OUT OF CLOSED SESSION**

On a **MOTION** by Mr. Nagel, seconded by Mr. Grace and carried unanimously, the Board adjourned closed session at 5:15 p.m.

**ACTION FROM CLOSED SESSION**

In closed session, the Board of Trustees reaffirmed the approval of the appointments of Mr. Chris Hall to Director of IRPE and Ms. Nicole Rioux to Public Services Librarian. And they discussed personnel/legal matters.

**ADJOURNMENT**

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead and carried unanimously, the meeting was adjourned at 5:20 p.m.

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Kate Maxwell, Assistant Secretary to the Board

APPROVED: \_\_\_\_\_ DATE: 1/28/21  
Nash McMahan, Chair