

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
January 28, 2021

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, January 28, 2021 at 3:00 p.m. via Zoom video conference. Vice Chair Chris Garvey called the meeting to order.

ATTENDANCE

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. Nash McMahan and Mr. Mike Mulligan were 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 December 17, 2020 meeting

Approval of Minutes - The minutes of the December 17, 2020 closed session meeting

PRESIDENT'S REPORT

Dr. Coppersmith offered the following report:

Spring 2021: The spring semester began on January 27, 2021 with more than 1,600 students, and with FTE enrollment down about 13% from last spring.

CARES I and II: Federal allocations of CARES I and CARES II are critical to the college's financial stability during the pandemic and also in leading economic recovery efforts in the community. At least \$500,000 is targeted for direct aid to students. The college awaits the CARES II federal spending guidelines for an additional \$1.5 million.

COVID-19 Update: The college is planning for a transition from Phase Orange to Phase Yellow around mid-February. This will allow for the return of athletes on campus as well as some additional on-campus instruction. The Queen Anne's County Department of Health has indicated that supplies of vaccine are not likely to improve until April or May. The University of Maryland Medical System is planning to open a vaccine site at the Eastern Shore Higher Education Center in February on opposing days of its COVID testing there.

Diversity, Equity, and Inclusion: Dr. Coppersmith invited the Trustees to the upcoming virtual Black History celebration on February 20 at 11:00 a.m. to raise funds for the J.C. Gibson Memorial Book Scholarship Fund. On January 21, a DEI workshop was facilitated by Dr. LaMarr Shields and Dr. Marina Gillmore for members of College Council as well as two Board members and members of the Multicultural Advisory Committee. Over the next few months, DEI work group members will bring recommendations to the Board for improvements to the college experience for all students.

Workforce Fundraising Campaign: Dr. Coppersmith invited Trustees to participate in the effort to raise \$3 million for Workforce initiatives at the College.

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, January 20, 2021 at 8:00 a.m. All committee members were in attendance. A robust discussion was held.

Action Item

Approval of FY2022 Operating Budget

Ms. Karen Smith said this material was covered at the budget workshop and discussed at the Finance & Facilities Committee meeting. There are no outstanding questions, and no changes were requested or made.

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the following items in the FY2022 Operating Budget as presented.

1 - FY 2022 Operating Budget by Function

Instruction	\$10,560,209
Community Services	23,235
Academic Support	1,542,390
Student Services	2,102,698
Institutional Support	5,971,793
Plant Operations	2,236,077
Scholarship	<u>88,612</u>
Total Authorization	\$22,525,014

Total Authorization \$22,525,014
County Contribution \$6,532,536

*For Operating Budget Details refer to page 15 of Budget Proposal.

2 - FY 2022 Maintenance and Repair Fund

Annual Project Plan	\$595,000
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Total Authorization \$595,000
County Contribution \$397,800
Capital Improvement Fee \$92,200
Transfer from Unrestricted fund \$105,000

*For Maintenance and Repair annual plan details refer to page 16.

3 - FY 2022 Auxiliary Services Operating Budget

*For Auxiliary Services annual plan details refer to page 17.

Total Authorization \$310,639

4 - FY 2022 Tuition and Fees Schedule

*For Tuition and Fee Schedule refer to page 18.

5 - FY 2022 Course Specific Fees

*For Course Specific Fee details refer to page 19 and 20.

Action Item

Award of Contract for Cambridge Center Replacement of Water-Damaged Furniture

Mr. Nagel reported that this is a request to replace furniture on the first floor of the Cambridge Center that was damaged as a result of the large water main failure in May 2020. Mr. Garvey asked whether the

responsible party was held accountable. Ms. Karen Smith reported an insurance claim was filed, and the College did receive funds to cover the damages.

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the award of contract for the Cambridge Center water-damaged furniture replacement to Specialized Marketing, Ltd. of Annapolis in an amount not to exceed \$26,000.

Action Item

Authorization to Negotiate and Purchase One Used CDL Truck and One Trailer

Mr. Nagel said this is a request to negotiate and purchase these vehicles due to growing demand in this Skilled Trades area.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved the authorization of the College to negotiate and purchase a used CDL truck and trailer that meets the CDL Used Truck criteria in an amount not to exceed \$40,000.

Action Item

Next Generation Firewall (NGFW) Upgrade

Mr. Nagel said this was brought to the Board by Mr. Greg Wanner, who is recommending an upgrade to the firewall with a 4-hour level of support, due to ever-increasing cyberattack attempts. The firewall needs to be as robust as possible to thwart these attacks. The funds for this upgrade are available in the FY21 budget due to upgrades that have been deferred due to COVID-19. Mr. Jafari noted that this is a great idea and a must for the College.

On a **MOTION** by Mr. Nagel, seconded by Mr. Grace and carried unanimously, the Board approved the purchase of the Palo Alto Networks NGFW upgrade from e-Plus in an amount not to exceed \$92,449.64.

Mr. Nagel commended Ms. Karen Smith and Ms. Tracy Brinckerhoff for their efforts in the College's fiscal affairs, especially the Maintenance & Repair (M&R) budget. Mr. Nagel is participating in the auditing services RFP process, with four firms scheduled to present their proposals to the College on January 29. He said this has been a very thorough and accurate process, thanks to Ms. Smith and Ms. Brinckerhoff, with everyone on the same page.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley reported the committee met via Zoom on Wednesday, January 20, 2021 at 9:30 a.m.

Diversity, Equity, and Inclusion Initiative

Ms. Jackson-Stanley reported the College held a kickoff event on January 21, with participation by College Council members as well as herself and Mr. Jafari. She said it will be important to work with the College in its entirety to focus on DEI, with an "I am because we are" mindset. Discussion topics in the session included equity vs. equality, micro aggressions and much more. Ms. Jackson-Stanley applauded Dr. Coppersmith for taking on a sensitive topic. Mr. Jafari said it is the College's leadership, including Dr. Coppersmith and Mr. David Harper, that is taking on this important matter. Mr. Jafari suggested that DEI be part of the next Board Retreat. Mr. Harper noted that you lead best when you best reflect the group you serve.

Board Chair/Vice Chair Discussion

Ms. Jackson-Stanley said the Board will have a transition in July, as Mr. McMahan completes his two years of service as Chair. Mr. Garvey has agreed to serve as Chair next year, but just for one year. She asked Board members to please consider serving as Vice Chair for one year, then serve as Chair for two years. Dr. Armistead said the term had been one year, then one Chair served for three years, and upon reflection it was determined that a two-year term as Chair would be best. Mr. Jafari said there was talk last year about changing the bylaws to a one-year term as Chair, with an option to serve a second year. Ms. Jackson-Stanley said she will take that back to the Governance & HR Committee for further discussion.

Mr. Garvey thanked Ms. Jackson-Stanley for her years of service as Mayor of the City of Cambridge.

PROGRAMS, PLANNING AND OUTREACH

Mr. Garvey reported the PPO committee met via Zoom on Tuesday, January 12, 2021 at 8:00 a.m.

Action Item

New Certificate – CT 241 Global and Intercultural Studies

Mr. Harper reported this 15-credit curriculum comes from current courses. It is in line with offerings at universities.

On a **MOTION** by Mr. Jafari, seconded by Ms. Shorter and carried unanimously, the Board approved submitting the CT 241 - Global Studies Certificate to MHEC and including it in the College Catalog for Academic Year 2021-2022.

Student Success and Enrollment Management Update

Mr. Kamari Collins reported Spring 2021 began on January 27, with 73% who are continuing/returning students. He said it took a collaborative effort from marketing and communications outreach, as well as staff and faculty reaching out to students via more than 1,000 phone calls to boost spring enrollment. This personal touch showed support and allowed students to ask questions. Mr. Collins said he always found this type of engagement successful, so he will keep this strategy in the playbook. He shared a list of reasons students gave for not registering for spring classes, as well as a list of employees who made calls to students. Ms. Shorter and Mr. Jafari gave kudos to Mr. Collins and his team.

COLLEGE REPORTS

Faculty Assembly

Mr. Nevin Crouse reported that AFACCT (Association of Faculties for the Advancement of Community College Teaching) was founded for the purpose of continued learning and sharing for faculty. Colleges across Maryland share the load for this training/professional development. He introduced Ms. Shannon Fleishman, who reported that Chesapeake College hosted this year's virtual AFACCT conference on January 7-8. The theme was Rejuvenate Yourself, Your Students, and Your College. The sessions were very timely on reorienting to this new world and teaching craft. Many members had been looking forward to coming to Chesapeake College and the Eastern Shore, but then AFACCT had to pivot and go virtual. The conference had 471 participants, with every community college across the state represented, and 17 participants from Chesapeake.

Staff Assembly (StARs)

Ms. Danielle Thomas, Intake Assessment Specialist and a Staff Assembly rep, reported that the next Staff Assembly meeting is set for February 11, with Dr. Coppersmith presenting a Town Hall session for staff.

Student Government

Ms. Jessica Anthony (SGA's PR Chair) reported the Student Government Association held a Winter Retreat on January 15 at which the Executive Board received wisdom from Dr. Coppersmith, Mr. Kamari Collins and Mr. David Harper. They also brushed up on their leadership skills – such as organized goal setting and leading through a pandemic – and began planning 2021 student events. On January 21 and 23 they participated in the New Student Orientation sessions to connect with new students. The SGA Executive Board began holding brainstorming sessions with other student leaders across the state, starting with Howard Community College.

TRUSTEES REPORT

Ms. Elizabeth Devlin Hackett announced the Foundation has begun a \$3 million capital campaign. A steering committee has been formed, with Mr. Phil Webster serving as Chair of the committee. Their role is threefold: advise on overall strategy and messaging; assist with identifying donor prospects; and open doors and make connections to those prospects, so the Foundation can move forward on the asks. She said she worked to get participation from the five counties as well as participation of Trustees – Mr. Jafari and Mr. Grace have agreed to serve on the committee. Mr. Grace said the campaign is laid out very well, and there is a very good team on the steering committee. Mr. Jafari noted that having representation from all five counties is important.

CLOSED SESSION

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board entered into a closed session in accordance with Md. Code, General Provisions Article § 3-305(b)(1), to discuss a personnel matter.

OUT OF CLOSED SESSION

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board adjourned closed session at 4:57 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees discussed a personnel matter.

After the return to open session, Mr. Jafari suggested a mid-year Board retreat in February or March. Mr. Garvey agreed this is a good idea. Mr. McMahan and Dr. Coppersmith will put that together.

Mr. Nagel suggested the February Board meeting be held at the Cambridge Center for those trustees willing to meet there, and Zoom for others. Dr. Coppersmith said he will look into doing that, though first floor renovations after the water main break are still under way.

ADJOURNMENT

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the meeting was adjourned at 5:01 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 2/25/21
Nash McMahan, Chair