

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
February 25, 2021

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, February 25, 2021 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 January 28, 2021 meeting

Approval of Minutes - The minutes of the January 28, 2021 closed session meeting

PRESIDENT'S REPORT

Dr. Coppersmith offered the following report:

COVID-19 Update: With nearly all metrics regarding the pandemic in a decline, the College moved to Phase Yellow on February 15, which allows for more face-to-face classes and conditioning training for baseball and soccer athletes. Beginning March 8, COVID testing at the University of Maryland Medical System (UMMS) site in the Higher Education Center will take place on Mondays only. Queen Anne's County Department of Health has begun inviting College employees to its vaccination clinics, giving many employees an opportunity to receive the vaccine. This will enable the College to expand activity on campus and plan for a more normal level of operations in the summer and fall. Federal funding from CARES I and CARES II will provide nearly \$3 million in direct aid to students and to help the College with the costs of responding to the pandemic. The challenge will be to effectively and efficiently use these resources to support our students and to strengthen the College.

2021 Commencement: Planning for a virtual commencement is currently under way. If conditions permit, a vehicle parade around campus is also under consideration. Dr. Coppersmith announced that Mr. Kamari Collins will serve as commencement speaker.

Diversity, Equity, and Inclusion: A fantastic and moving celebration of Black History Month was held virtually on February 20, with more than 100 members of the College and community attending. More than \$1,500 was raised for the J.C. Gibson Scholarship. Progress is being made on submission of grant

applications for the Upward Bound program and a Title III grant. Both are federal grant projects that would enhance the College's TRIO program. Mr. David Harper reported that four DEI work teams have been created, and they include two Board members and several students. Three team meetings are scheduled for March and April. An April session with Eastern Shore Network for Change is being planned. Mr. Harper noted the College is dedicating significant time and talent for this initiative. The goal is to address barriers that students face and come up with concrete solutions to break down those barriers. Paraphrasing Mr. Jafari, he said, "Destinations are important, but we need to remember that this is a journey, and we take this journey together."

FINANCE AND FACILITIES

Mr. Nagel reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, February 17, 2021 at 8:00 a.m. The full group attended the meeting.

Action Item

Award of Contract for Geriatric Simulators

Mr. Nagel said the funding for these simulators is through the Perkins grant and does not require any College funds. These are replacements for two simulators that have reached end of life and will no longer be supported, per the manufacturer.

On a **MOTION** by Mr. Nagel, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract to Echo Healthcare for two Lifecast geriatric simulators in an amount not to exceed \$43,500.

Action Item

Award of Contract for Auditing Services

Mr. Nagel reported the audit firm selection committee reviewed proposals from five firms and then interviewed the top three candidates. The unanimous recommendation of the selection committee was to award the four-year contract to PKS & Company, P.A. He gave thanks and congratulations to Ms. Karen Smith and Ms. Tracy Brinckerhoff for leading a thorough selection process.

On a **MOTION** by Mr. Nagel, seconded by Mr. Garvey and carried unanimously, the Board approved the award of contract for auditing services for Chesapeake College, Chesapeake College Foundation, and the Upper Shore Workforce Investment Board to PKS & Company, P.A. in an amount not to exceed \$222,200 for a period of four years beginning with the FY 2021 audit and through the FY 2024 audit.

Action Item

Recommendation for One-Time Employee Payment

Mr. Nagel said that a 2% across-the-board salary increase was in the FY21 budget, but it was not implemented due to the pandemic and lower enrollment. After conferring with support counties, it was determined that four of the five were implementing some type of compensation action for their employees. A recommendation was made to provide a one-time lump sum payment on March 31, 2021 to College employees. This will be a separate check, not part of the March 31 paycheck. Taxes will be taken out of the lump-sum payment. Ms. Shorter expressed her appreciation for the hard work put in by the employees under extraordinary circumstances.

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the distribution of a one-time payment on March 31, 2021 for all College regular part-time and full-time employees in a total amount not to exceed \$236,000.

Cambridge Center Mural Beautification Project

Mr. Nagel said this is a zero-cost proposal to the College. The Finance & Facilities Committee had some questions, such as who will maintain the mural. After discussion, the committee green-lighted the College to move forward with a PNC Bank partnership to have the mural installed on the Race Street side of the Cambridge Center in early summer 2021. The materials are easily repaired and/or taken down. It will not damage the building. Historic Preservation had no concerns with this project. Several trustees expressed their appreciation for the installation of this beautiful concept, which will be a wow factor for Cambridge. The artist organization that will install the mural is Red Swan Walls.

Mr. Nagel said the committee also had a conversation about the Presidential Scholarship and how it is awarded. And they received a self-funded medical plan update from Ms. Brinckerhoff and an M&R update from Ms. Smith.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley said the committee met via Zoom on Wednesday, February 17, 2021 at 9:30 a.m.

Action Item

Foundation-College MOU Revision

Ms. Jackson-Stanley said this document has been vetted by the committee and Dr. Coppersmith. It is a wonderful opportunity to update the Memorandum of Understanding between the College and Foundation. Mr. Jafari noted the previous document was 20 years old; it is a document that should be reviewed and renewed more regularly. Dr. Coppersmith said this MOU is in line with COMAR, it meets best practices and is legally sound. Ms. Lesley Schless, Mr. Jafari, Dr. Armistead and Dr. Stuart Bounds were involved with updating the document. Mr. Garvey questioned whether, in paragraph 4, the President and Board of Trustees members are ex officio and not voting members? He believes it should read that the President is not a voting member, but the Board of Trustees members are voting members. The MOU will be taken back to the Foundation for clarification and revision. The Board will not vote on the MOU at this time but will revisit it at its March meeting.

PROGRAMS, PLANNING AND OUTREACH

Mr. Garvey reported the PPO committee met via Zoom on Tuesday, February 9, 2021 at 8:00 a.m.

Strategic Plan KPI Scorecard

Mr. Chris Hall reported the results of the February scorecard, one of three per year. Targets are set annually. Of the nine key performance indicators (KPI), targets were met on seven of them. While the target was met for credit FTE, it was tempered by COVID. Fortunately, the College had strong summer and winter enrollments. The non-credit target was not met primarily because of classes that were cancelled due to COVID. Targets were met for Student Success, Technology, Programs, and for all three metrics related to Culture of Excellence and Accountability. The College did not meet the Donations to the Foundation target. Many fundraising efforts were restricted due to COVID. Dr. Armistead remarked that it is encouraging and exciting to see an improvement in the employee survey results and technology.

Early Childhood Development Center Report

Dr. Juliet Smith thanked taskforce members for their involvement in this process. After careful review and assessment, the recommendation of the taskforce is to keep the ECDC closed. It is unsustainable and not in the best needs of students. They propose a partnership with the Chesapeake Child Care Resource Center and application of a Child Care Access Means Parents in School Program (C-CAMPIS) grant. They believe this will serve College students well. It will provide subsidies to student parents for childcare. And it will offer them parenting classes, which can be taught by students in the AAS and AAT programs. Ms. Shorter gave thanks to the taskforce members for proposing the C-CAMPIS grant for the parenting classes that will be offered and the funds that will be provided for childcare. Mr. Jafari commended Dr. Juliet Smith for setting the tone for the childcare services offered to students.

COLLEGE REPORTS

Faculty Assembly

Mr. Nevin Crouse thanked the Trustees for approving the one-time payment for employees. He said faculty preparing for faculty elections, which will be presented at the March 5th Faculty Assembly meeting. Faculty are also working on changes to the Faculty Assembly Constitution & Bylaws, which will come to the Board when ready. He reported that diversity electives are being added to the Arts & Humanities program.

Staff Assembly (StARs)

Ms. Laura Livingston, Administrative Associate for Teaching & Learning and a StARs rep, expressed appreciation for the one-time 2% increase. She reported that Staff Assembly met on Feb 11. Dr. Coppersmith provided a Town Hall session, and Ms. Cindy Zuella shared changes to the FY22 Wellness and Flex Spending programs. She announced that the Staff Member of the Month for February is Mr. Mark Berry.

Student Government

Mr. James Cockey reported the Student Government Association held its first weekly meeting on January 29. They will meet every Monday at 2:00 p.m. via Zoom. SGA members participated in a Scholarship Writing workshop with the Learning Resource Center on February 8, and in Student Advocacy Day on February 9. They met with legislators, lobbied for community colleges and asked questions. A Creativity Slam is planned for March 10 via Zoom to promote submissions to The Beacon. Plans are also under way for a heart-healthy cooking event on April 1, and a virtual 5K in partnership with the Green Team in April. Participants will be encouraged to pick up trash while completing their 5K.

TRUSTEES REPORT

Mr. Jafari reported he participated in the ACCT 2021 National Legislative Summit, held virtually February 8-10. Dr. Jill Biden was a keynote speaker. Outlined at the summit were five high-level priorities: 1) Fund community colleges and their students to meet the pandemic's challenges; 2) Support Dreamers; 3) Focus Student tax policy on those who can benefit the most; 4) Invest in higher education and workforce development in the Appropriations process; and 5) Reauthorize the Higher Education Act for today's colleges and students.

Mr. McMahan reminded trustees that State Ethics Commission Financial Disclosures are due by April 30.

CLOSED SESSION

On a **MOTION** by Mr. Jafari, seconded by Ms. Shorter and carried unanimously, the Board entered into a closed session in accordance with Md. Code, General Provisions Article § 3-305(b)(1), discuss performance evaluations of employees, and under General Provisions Article 3-305(b)(9) to discuss collective bargaining legislation.

OUT OF CLOSED SESSION

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board adjourned closed session at 4:38 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees were updated on faculty performance evaluation concerns and they received an update on collective bargaining legislation.

ADJOURNMENT

On a **MOTION** by Ms. Jackson-Stanley, seconded by Dr. Armistead and carried unanimously, the meeting was adjourned at 4:40 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 3/25/21
Nash McMahan, Chair