

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
November 18, 2021

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, November 18, 2021 at 3:00 p.m. in the Board Room at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland, and via Zoom video conference. Chair Chris Garvey called the meeting to order.

ATTENDANCE

Mr. Chris Garvey, Mr. Bob Grace, Dr. Blenda Armistead, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Nash McMahan, 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

An award of contract action item is being added to the Finance & Facilities report. The Adult Basic Education Program Update is being deferred to the December Board meeting. The closed session is being removed.

PUBLIC COMMENTS

None.

CONSENT AGENDA

On a **MOTION** by Mr. Grace and seconded by Mr. Jafari, and carried unanimously, the Board approved the following consent agenda items:

- a. Approval of Minutes
 - September 23, 2021
 - September 23, 2021 Closed Session Minutes
 - October 8, 2021 Closed Session Minutes
- b. December Board Meeting Date Change (from Dec 16 to Dec 15)

PRESIDENT'S REPORT

Dr. Coppersmith offered the following report:

Giving Tuesday: The Giving Tuesday event on November 30 will support the Chesapeake College Corner of Care. Please consider donating.

ShoreRivers Project: The project is nearing completion and restoring the natural habitat. It includes a walking trail and native vegetation.

Spring 2022: The College is increasing on-campus courses for the spring semester. Continuing Education and Skilled Trades staff are bringing workforce focused programming back with expanded enrollments.

Financial Resources Available: Work study, WIB funding, grants, federal financial aid and more are available for students.

ACCT Conference: In October, Mr. Garvey, Mr. Jafari, Ms. Shorter and Dr. Coppersmith attended ACCT sessions on rural colleges, community partnerships, student success, cybersecurity, developmental education, and other informative sessions. He encouraged all trustees to consider attending the next ACCT conference to be held in New York City October 26-29, 2022.

COVID-19: The OSHA Emergency Temporary Standard will ultimately be resolved in the Supreme Court. The College is preparing for the requirements if it takes effect on January 4, 2022. A draft policy is in the works and will go to the Board for approval if the mandate is upheld. Employees are encouraged to receive the vaccine and booster.

Foundation Open Position: A search is to begin in December for the next Executive Director of the Foundation, with a hope to fill the role by March 1, 2022.

STUDENT GOVERNMENT ASSOCIATION REPORT

Mr. William Turri reported that Student Government leadership changes include Mr. Turri now serving as President, Mr. Thomas Lewis serving as Vice President, and Mr. James Hawkins serving as Secretary. Student Government raised \$635 as part of the recent Alzheimer's Association Walk. SGA sent snack boxes to students for Halloween Movie Night. SGA has collaborated with Staff Assembly to host Spirit Week November 15-18. Table events on November 29 and December 2 will promote Student Government. A Holiday Movie Night is scheduled for December 1. Mr. Turri said he is a Computer Science Technology major, and he is set to graduate in May.

FINANCE AND FACILITIES

Dr. Armistead reported that the items presented for action were vetted at the committee meeting held via Zoom on Wednesday, November 3, 2021 at 8:00 a.m., except for the addition to the agenda, which was reviewed by the committee via email. The full committee attended the Zoom meeting.

Action Item

PKS Audit Presentation

Dr. Armistead thanked all who did a great job of gathering the information in challenging times. Ms. Ashley Stern of PKS reported the results of the FY 2021 audit. She thanked the college staff for their assistance and due diligence. The College received an unmodified opinion, which is the highest level. No material weaknesses or deficiencies were found with internal controls, and there were no issues with non-compliance. Ms. Stern reviewed the Statement of Net Position, the College balance sheet, and HEERF funding. The health of the College showed modest growth of \$330,000, and it showed the large increase from federal grants/HEERF. Revenue was about \$21 million and expenditures were about \$20 million. Auxiliary Enterprise funds showed a positive trend, due to HEERF funds. The Single Audit had no findings for the third year in a row. Regarding HEERF and GEER funds, she reported that the College staff has done a great job managing this funding and maintaining internal controls. Auditor Communications identified no significant deficiencies or material weaknesses. Following up on prior recommendations, she reported that the College staff completed all recommendations. Looking forward, Ms. Stern said she is expecting more clarifications on HEERF monies spent, and GASB 87 is coming. Ms. Tracy Brinckerhoff noted that working with PKS has been great. Mr. Nagel said he is glad to have PKS back for another four years as auditor for the College.

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the Board approved the FY 2021 audit as presented.

Action Item

Expanded Spending Authority Request – Ed2Go/Cengage

Dr. Armistead said funding for this service is needed for increased enrollments in online classes, especially career training programs. The usage has increased dramatically.

On a **MOTION** by Dr. Armistead, seconded by Ms. Shorter and carried unanimously the Board approved the expanded spending authority to Ed2Go/Cengage in an amount not to exceed \$100,000 for FY 2022.

Action Item

Award of Contract for an Anatomage Classic Table

Dr. Armistead said this is an equipment request for the Health Professions programs and anatomy and physiology classes for a virtual dissection table. It will help to supplement the program with an interactive experience. This is a sole source contract, and it is eligible for federal funding.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved the award of contract to Anatomage Inc. for an Anatomage Classic Table in an amount not to exceed \$71,625.

Action Item

Award of Contract for ATI Nursing Contract

Dr. Armistead said this is for a comprehensive assessment review program for the Nursing program. The College has been using a portion of this program for several years. Adding this module brings the cost to a level requiring Board approval. This is a sole source contract.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously, the Board approved the award of contract to Assessment Technologies for the ATI RN Comprehensive Assessment Review Program with Pulse and NCLEX Review Courses and Real Life & Health Assessment program in an amount not to exceed \$37,000.

Action Item

Award of Contract for CDL Parking Replacement

Dr. Armistead said MHEC has awarded \$500,000 in state funding for this project. The recommendation is to award it to the lowest bidder, David Bramble Inc., a respected contractor in the region.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried by all except Mr. Garvey, who recused himself, the Board approved the award of contract for the CDL Parking Lot Replacement to David A. Bramble Inc. of Chestertown, Maryland, in an amount not to exceed \$500,000.

Action Item

Food Services Contract Commission Waiver Extension Request

Dr. Armistead said Sodexo Management Inc. is requesting a further waiver of contract commissions beyond the previously approved date of September 30, 2021. Sodexo is continuing to find that business is slow, with a 58% sales decline. Sodexo is providing a community service and the College should continue to support them.

On a **MOTION** by Dr. Armistead, seconded by Mr. Jafari and carried unanimously, the Board approved the waiver of Sodexo commissions due to the College until March 31, 2022.

Action Item

Request to Transfer Maintenance and Repair Budgets

Dr. Armistead said this is a request to transfer \$150,000 of funds from Maintenance & Repair to renovate the former Childcare building for Public Safety offices. This request is just for approval to transfer the funds, not for the actual work to be done.

On a **MOTION** by Dr. Armistead, seconded by Ms. Shorter and carried unanimously, the Board approved the transfer of \$150,000 to the Public Safety Office Renovation project.

Action Item

Award of Contract for Caroline Center Make Up Air Unit Replacements

Dr. Armistead said this request is for the Caroline Center HVAC system. This project is eligible for HEERF funding grant monies. The low bidder is Gannon Refrigeration. The project needs to be completed before the HEERF funds expire.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried by all except for Mr. Garvey, who recused himself, the Board approved the award of contract to Gannon Refrigeration of Easton, Maryland, in an amount not to exceed \$304,000.

Dr. Armistead reported that the committee also reviewed several other items, which can be found in the supplemental portion of the Board packet.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley said the committee met via Zoom on Wednesday, November 3, 2021 at 9:30 a.m.

Action Item

Traffic Regulations Policy Revision

Ms. Jackson-Stanley said these changes allow Public Safety to take action on violations to the policy. The primary concerns are with drivers who are parking in handicapped spaces and driving the wrong way around the circle.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the Board approved the revised Traffic Regulations policy as presented.

Action Item

Sick and Safe Leave Policy Revision

Ms. Jackson-Stanley said this policy change allows former full-time College employees who return on a part-time basis to retain their sick leave to use when they return. The employee has 37 weeks to return to the College to take advantage of this change in the policy.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Grace and carried unanimously, the Board approved the revised Sick and Safe Leave policy as presented.

Action Item

Title IX Policy Revision

Ms. Jackson-Stanley said this is a regulatory revision from the Trump administration regarding sexual and gender based harassment. The College attorney vetted this revision. More changes to this policy are expected by the Biden administration in the future.

On a **MOTION** by Ms. Jackson-Stanley, seconded by Ms. Shorter and carried unanimously, the Board approved the revised Title IX policy as presented.

PROGRAMS, PLANNING AND OUTREACH

Mr. Jafari reported a meeting of the Programs, Planning and Outreach Committee was held on Tuesday, November 2, 2021 at 8:00 a.m. via Zoom. All members were in attendance.

Information Item

FY 2021 Strategic Plan Key Performance Indicators Scorecard

Mr. Jafari said this is related to the Strategic Plan and is a framework for the College, including the Board of Trustees, to follow. Mr. Chris Hall provided a full review of this report at the PPO meeting. Mr. Hall said this is the year-end report for FY 2021. All of the KPIs are aligned with the Strategic Plan and other College plans. The report shows the College has met 30 of the 55 KPI targets. Many that are unmet are related to enrollment, which was affected by the pandemic. These targets were set for FY 2021. Targets will be set for FY 2022. Long-term KPIs were set for the five years of the Strategic Plan. There has been a discussion about reducing the number of KPIs with more realistic goals.

Information Item

Skilled Trades Update

Skilled Trades Director Jason Mullen presented an outline of six areas that Skilled Trades will focus on over the next few years. He reviewed current programming and programming the College plans to add. In addition, he explained the pathways that are in process for students to go from earning a certificate to an associate's degree and a four-year degree, if the student so chooses.

COLLEGE REPORTS

Faculty Assembly

Mr. Nevin Crouse reported the faculty are busy grading papers and projects, meeting with students, and helping to line up adjunct instructors for next year. Dr. Sherri Foster is the coordinator for adjunct faculty.

Staff Assembly (StARs)

Ms. LuAnn Walker, Lead Accounts Receivable Specialist and Staff Assembly rep, reported that staff hosted a Thanksgiving lunch for staff and faculty on November 18, with more than 100 employees participating. A Holiday Door Decorating Contest for employees is set to be judged by SGA on Dec 6, with winners announced at the Holiday Breakfast event on December 9.

TRUSTEES REPORT

Mr. Garvey reported he and Mr. Jafari, Ms. Shorter and Dr. Coppersmith attended the ACCT Leadership Congress in San Diego in October. He attended three sessions on rural community colleges. Chesapeake College experiences the same challenges of other rural colleges, including broadband access, the cost per FTE, funding challenges, and limited mental health support. He also attended a session about repurposing urban buildings and converting them into training spaces for community colleges.


Ms. Shorter reported that she attended several Diversity, Equity & Inclusion sessions. The initiatives implemented by one college included buy-in by the entire institution, student lunches with the President, scholarships, dual enrollment, hard conversations, safe spaces, and spaces to be vulnerable and uncomfortable. DEI was tied in with everything. Their motto was "many voices, but one call." Another session talked about how the institution infused DEI in academic programs, used data to drive initiatives, and got buy in from employees. The Board of Trustees will continue the DEI discussion at its mid-year retreat in February.

Mr. Jafari said he attended a session on the branding of community colleges. He noted that April is Community College Month, and ACCT offers technology support and resources to promote it. He said he attended two sessions on the rise of entrepreneurship and innovation partnerships with community colleges. He recommended adding this to the Board's mid-year retreat. More details about the retreat are coming soon.

ADJOURNMENT

On a MOTION by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the meeting was adjourned at 4:37 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED:  _____ DATE: 12/15/2021
Chris Garvey, Chair