

CHESAPEAKE COLLEGE
Wye Mills, MD
BOARD OF TRUSTEES
February 24, 2022

CALL TO ORDER

A meeting of the Chesapeake College Board of Trustees was held on Thursday, February 24, 2022 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, and Ms. Brenda Shorter were present. Mr. Mike Mulligan and Ms. Mary Dennard-Turner were absent. Dr. Clifford Coppersmith and Ms. Kate Maxwell were also present.

ADDITIONS/CHANGES TO THE AGENDA

Mr. Garvey confirmed that a closed session will be held to address one action item, a personnel matter.

PUBLIC COMMENTS

None.

CONSENT AGENDA

On a **MOTION** by Mr. McMahan, seconded by Mr. Nagel, and carried unanimously, the Board approved the following consent agenda item:

- Approval of Minutes - January 27, 2022

PRESIDENT'S REPORT

Dr. Coppersmith offered the following report:

COVID: The College will move to mask-optional effective Monday, February 28. Nearby community colleges and local school districts are also dropping mask mandates.

Spring Enrollment: The numbers are nearly flat to last spring, which gives us hope for the fall semester.

Men's Basketball: The Chesapeake College Men's Basketball team has a record of 20 wins and 2 losses this season. They were ranked #4 in the Division II NJCAA ranking as of February 14, and then fell to #9 after a loss to Cecil. With a record of 13-8, the Women's Basketball team is also having a winning season.

Public Safety: Ms. Rhonda Thomas provided the Board with information on active shooter drills, which are required by law to be held annually on campus. CRASE training (Civilian Response to Active Shooter Event) is offered twice each semester, and it includes fighting back if necessary (Avoid, Deny, Defend). It is important to practice active shooter drills as if they are actual events. Ms. Thomas indicated that from the Board Room, the closest refuge is the safe room (mechanical room) down the hall. Lock doors, turn off lights and remain silent. Don't use cell phones or post on social media. Wait for the arrival of law enforcement. In the case of fire drills, which are also mandatory, fire alarms will sound and lights will flash. Everyone must proceed outside at least 500 feet away from the building. Do not return to the building until the all clear is issued. Ms. Thomas noted that bomb threats have recently been received at HBCUs. In the event of a bomb threat phone call, remain calm, record the phone number, document as much of the message as possible, and then hit *57 to trace the phone call.

STUDENT GOVERNMENT ASSOCIATION REPORT

Mr. Alex Turri reported that the Student Government Executive Board meets every Thursday at 9:00 a.m. Student Government will host a pep rally on April 1 at 3:00 p.m. in the gym with various activities, such as tug of war. Arbor Day events are also scheduled to be held in April, including a photography contest and a sapling giveaway. Mr. Turri announced that Video Game Club and Pride Club student organizations have been approved.

FINANCE AND FACILITIES

Dr. Armistead reported that the item presented for action was vetted at the committee meeting held via Zoom on Wednesday, February 16, 2022 at 8:00 a.m. The meeting had full attendance.

Action Item

Compensation Study Results/Recommendations

Dr. Armistead said this study was delayed a year due to the pandemic. The College used Evergreen Solutions to complete the study. Ms. Susan Cianchetta introduced Dr. Jeff Ling, the President of Evergreen Solutions.

Dr. Ling said he met with constituency groups, managers and supervisors, faculty and staff to discuss the JAT tool to be completed. Salary survey data was collected from rural community colleges, local public school systems, and local county governments. Evergreen benchmarked more than 50 positions and included all staff and faculty ranks. Dr. Ling shared the market methodology, results, and recommendations. All results were adjusted for regional cost of living differences. Evergreen is recommending a new salary structure. Dr. Ling reported that staff salary differentials are down about 12% at the minimum and down 6.5% at the maximum. He is recommending a new staff pay plan and the adoption of a separate Technology pay plan. A total of 56 staff classifications would be impacted by new grade assignments. A total of 58 employees would receive salary adjustments, at a cost of \$259,272.15. This would update staff salary ranges to current market rates and improve the college's ability to recruit and retain employees. Dr. Ling reported that faculty salaries are behind the market by 9.7% for 12-month faculty. Ten-month faculty salaries are more competitive. Overall, faculty salaries are behind the market by 5.27%. Faculty recommendations include adjusting all faculty pay grades, and adding an enhanced pay plan for specific instructional programs (harder to fill positions). The total number of faculty receiving an adjustment would be 14. The total number of faculty moving to an enhanced faculty pay plan would be 18. The overall cost would be \$33,331.79. This does adjust all faculty ranks based on market and improves the ability to recruit and retain faculty in critical needs positions. For both staff and faculty salary adjustments, the overall cost to implement would be \$292,604.

Dr. Armistead said the committee discussed all of the pay plans and recommendations and agreed to move the recommendations forward to the full Board.

On a **MOTION** by Dr. Armistead, seconded by Mr. Nagel and carried unanimously, the Board approved the four proposed FY2023 salary scales (staff, IT, faculty, and enhanced faculty) and the associated recommended parity increases to implement the new pay plans with an effective date of July 1, 2022.

Dr. Armistead reported that at its February meeting, the committee also looked at the status of the College's medical and dental programs, which called for an adjustment to the pool to cover costs. They received an update on the grant funds used to manage COVID disruptions, which totaled more than \$7 million, with more than \$3 million of that going directly to students. They also received a status report from IT on projects currently under way, which showed that the needs across the College are being addressed. And they reviewed the status of the FY22 budget, which is all in shape.

GOVERNANCE & HUMAN RESOURCES

Ms. Jackson-Stanley said the committee did not meet in February, but one action item will be addressed in closed session.

PROGRAMS, PLANNING AND OUTREACH

Mr. Jafari reported that the information items to be presented were reviewed by the committee at a meeting held via Zoom on Tuesday, February 15, 2022 at 8:00 a.m. There are no action items, but three information items to share.

Information Item

Strategic Plan Key Performance Indicators

Mr. Chris Hall said this is a shift of how we are sharing the KPIs. There are a total of 54, but there are 11 KPIs that will be shared with the Board. The others will be shared with the President and the VPs who handle certain KPIs specifically.

Information Item

Middle States Self-Study Kickoff

Mr. Jafari said there would be a role for Trustees to participate in this self-study process. Mr. Kamari Collins reported the College kicked off the self-study with a virtual all-college event on February 11, 2022. Helpful information was gathered from the 128 participants. The College's reaccreditation status is reviewed every eight years. The College must review and provide evidence for the seven standards of accreditation. Tri-chairs and a steering committee have been formed. Work groups are being formed now. As part of the process, the College is looking for continuous improvement and engagement of all members of the college community. Trustees can participate in a work group, participate in the site visit in spring 2023, and/or a meeting with the accrediting team. Dr. Armistead asked whether there are any issues carried over from the last accreditation process. Mr. Collins said that financial stability is still a major focus. Dr. Coppersmith said Chesapeake is better prepared and is better led than any of the other colleges where he has worked during a reaccreditation process. He said he appreciates how engaged the Board of Trustees is, and he believes it is a strength for the College.

Information Item

Amarillo Project

Mr. Jafari reported that the centerpiece of this project is the innovation in education and how student success will contribute to the success of the College. Mr. David Harper briefed the Board on this project that has been successful at Amarillo Community College that he plans to develop at Chesapeake. This model creates a campus-wide culture of student care, innovation, and professional development. Chesapeake has lost a lot of students, especially adult and workforce students. More than 80% of students are now part-time. More than 20% of community colleges are looking at the process that Amarillo is using. More of their students are moving to full-time student status (12 credits is considered full time). This is a student-focused process. The 8-week term helps increase student success and completion. Students can focus more intently on fewer classes over the 8-week term. Student focus, agility, innovation, and professional development are the pillars of the project. Dr. Coppersmith said the results in Amarillo have been amazing. The College is planning a brief presentation to deans and select faculty on March 25, and a more comprehensive presentation in mid-May during faculty in-service.

COLLEGE REPORTS

Faculty Assembly

Mr. Nevin Crouse reported that faculty activities in March will include the election of the next faculty chair, vice chair, and marshall. The transition of leadership will take place in May. Committee assignments will be finalized in April. Faculty committee changes include the Diversity Committee becoming a formal committee, and in March, faculty will vote to make the Sustainability Academic Group a formal committee. Two ad hoc committees have been formed to examine gender pay equity issues and collective bargaining.

Staff Assembly (StARs)

Ms. Heather Kraus, Senior Staff Accountant and Staff Assembly rep, reported that Ms. Ellen LaFrankie has joined StARs to fill the open Exempt position. The Super Bowl lunch event on February 10 collected food donations and raised \$70 for the Corner of Care food pantry. StARs is working on plans for one more event in the spring. Ms. Kraus announced that the Staff Member of the Month for February is Ms. Kate Maxwell.

TRUSTEES REPORT

Mr. Jafari reported he attended the ACCT Legislative Summit in Washington, D.C. The guest speaker was Dr. Jill Biden. One day of the event focused on rural community colleges. He shared the list of community college legislative priorities (Green Sheet). Federal funding to community colleges is still in the works. Mr. Jafari suggested building centers of innovation on community colleges and talked with someone who leads these efforts. They are working with Anne Arundel Community College on such a project.

Mr. Jafari announced that early registration has begun for the 2022 ACCT Leadership Congress, which will be held in New York City October 26 to 29. To get the best hotel rate, reservations should be made before May 20. Please let Dr. Coppersmith or Ms. Maxwell know if you plan to attend. Mr. Jafari noted that he will need to arrive two days earlier to attend ACCT committee meetings.

CLOSED SESSION

On a **MOTION** by Mr. Nagel, 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 4:36 p.m.

ACTION FROM CLOSED SESSION

In closed session, the Board of Trustees appointed a full-time administrator to the position of Director of Development and Executive Director of the Chesapeake College Foundation.

ADJOURNMENT

On a **MOTION** by Mr. Nagel, seconded by Dr. Armistead and carried unanimously, the meeting was adjourned at 4:36 p.m.

Kate Maxwell, Assistant Secretary to the Board

APPROVED: _____ DATE: 3/24/22
Chris Garvey, Chair