

**CHESAPEAKE COLLEGE**  
**Wye Mills, MD**  
**BOARD OF TRUSTEES**  
**January 24, 2019**

**CALL TO ORDER**

A meeting of the Chesapeake College Board of Trustees was held on Thursday, January 24, 2019 at 3:00 p.m. in the Board Room at the Chesapeake College Wye Mills Campus, Wye Mills, Maryland. Chair Blenda Armistead called the meeting to order.

**ATTENDANCE**

Dr. Blenda Armistead, Mr. Nash McMahan, Mr. Bob Grace, Ms. Victoria Jackson-Stanley, Mr. Reza Jafari, Mr. Milton Nagel and Ms. Brenda Shorter were present. Mr. Don Bradley, Mr. Chris Garvey and Mr. Mike Mulligan were absent.

Dr. Clifford Coppersmith and Ms. Kate Maxwell were also present.

**ADDITIONS/CHANGES TO THE AGENDA**

Mr. Nagel asked for the addition of an action item regarding the Early Childhood Development Center proposed tuition rate increases.

**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 6, 2018 meeting

Approval of Minutes - The minutes of the December 6, 2018 closed session meeting

**PRESIDENT'S REPORT**

Dr. Clifford Coppersmith reported that enrollment for spring is looking flat compared to last spring, which is better than expected. He credited the staff with extra efforts to reach out and help students register. Dr. Coppersmith provided a Strategic Plan update based on the summary sheet in the Board packet. Five strategic priorities have been identified, with four goals associated with each priority. A draft of the plan has been shared with the steering committee and the PPO Committee. Consultant Will Miller will be on campus on February 1 to review the draft of the plan with staff and faculty. The plan will then go to the PPO Committee and the Board of Trustees for final approval in February. A key next step will be to identify college administrators to serve as champions for each priority and to develop key performance indicators (KPIs) for each. Mr. Jafari noted that the amount of work done in a short amount of time was very impressive.

**FINANCE AND FACILITIES**

Mr. Nagel reported that the items presented for action today were vetted at the committee meeting held on Monday, January 14, 2019 at 3:00 p.m.

**Action Item**

**Approval of Operating Budget**

Mr. Nagel referred to the one-page summary document, which shows changes in projected revenues, cost savings, and increases projected next year by priorities. Many are cost of doing business, staff needs or mandates. He said this is a sound and concise budget request for FY2020.

On a **MOTION** by Mr. Grace, seconded by Mr. Jafari and carried unanimously, the Board approved the following items in the FY2020 Operating Budget.

<b>FY 2020 Operating Budget by Function</b>		<b>Total Authorization \$22,537,401</b>
Instruction	\$10,796,633	County Contribution \$6,532,537
Community Services	133,203	
Academic Support	1,832,135	
Student Services	2,050,512	
Institutional Support	5,354,657	
Plant Operations	2,281,649	
Scholarship	<u>88,612</u>	
Total Authorization	\$22,537,401	

<b>FY 2020 Maintenance and Repair Fund</b>	<b>Total Authorization</b>	<b>\$724,000</b>
Annual Project Plan	\$724,000	<b>County Contribution</b>
		<b>\$397,800</b>
		<b>Capital Improvement Fee</b>
		<b>\$92,200</b>
		<b>Fund Balance Request</b>
		<b>\$234,000</b>

**FY2020 Auxiliary Services total authorization of \$1,018,434.**

**FY2020 Tuition and Fee Schedule as presented.**

**FY2020 Course Specific Fee Schedule as presented.**

**A Credit Adjunct Faculty Pay Scale increase to \$775 per faculty load hour for Adjunct II, and \$800 per faculty load hour for Emeritus.**

**One new full-time faculty position for FY2020, a Commercial Drivers License (CDL) full-time Instructor.**

**A Fund Balance request of \$234,000 for FY2020 IT upgrades.**

Mr. Jones said the next steps are to send the budget proposal to the five support counties tomorrow, then meet with county administrators on February 8. College leaders, including applicable Board members will also attend county budget meetings as they are scheduled and present the college priorities for next year. In April, a joint five-county meeting will be held for the elected officials to determine the approved level of county support for the FY2020 college budget.

**Action Item**

Approval of County Support Request

On a **MOTION** by Mr. Nagel, seconded by Ms. Jackson-Stanley and carried unanimously, the Board approved the following FY2020 Operating Fund Requests to the five support counties.

County	Caroline	Dorchester	Kent	Queen Anne's	Talbot	Total
Shares (FY 2020)	23.69%	15.93%	7.35%	28.87%	24.16%	100%
FY2020 Request (2%)	\$1,547,558	\$1,040,633	\$480,141	\$1,885,943	\$1,578,261	\$6,532,537
Change in \$\$	\$120,067	-\$64,416	\$11,819	\$54,103	\$6,514	\$128,088

**FY 2020 Operating Budget by Function**

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**FY 2020 Maintenance and Repair Fund**

Annual Project Plan	\$724,000
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Total Authorization \$724,000  
**County Contribution \$397,800**

**A Fund Balance request of \$234,000 for FY2020 IT upgrades.**

**Action Item**

Approval of ECDC Tuition Rate Increase

Mr. Nagel said the Early Childhood Development Center (ECDC) is proposing tuition rate increases, averaging \$10 per week, as indicated in the materials in the Board packet.

On a **MOTION** by Mr. Nagel, seconded by Mr. Grace and carried unanimously, the Board approved the tuition rate increases proposed by the ECDC.

**GOVERNANCE & HUMAN RESOURCES**

Ms. Jackson-Stanley reported the committee met on January 15, 2019 at 9:00 a.m.

Reorganization Update

Mr. David Harper updated the Board on the reorganization follow-up process. Five recommendations were assigned to the President's Cabinet. Mr. Harper reviewed the updates for each recommendation, as indicated in the green bar under each recommendation. Mr. Harper noted college resources are matching expectations.

**PROGRAMS, PLANNING AND OUTREACH**

Ms. Shorter reported the committee met on January 15, 2019 at 10:00 a.m.

### Trades Update

Mr. Harper distributed a handout showing initiatives that are under way and those that are planned for the trades programs. The new Marine Trades class quickly filled to capacity (10 – limited due to space) and the start of the second offering was advanced from summer to April. Advancement is raising money for the purchase and placement of HVAC equipment on campus, which will expand Dual Enrollment in the trades. A pre-developed Workplace Excellence Training curriculum of soft skills modules is in development and should roll out in the spring. Work on Hospitality and Tourism short-term and long-term offerings is under way. Additionally, Mr. Harper reported faculty and staff are working to develop more purposeful use of accelerated term offerings (15-week, 12-week, 7.5 week and Winterim).

### Scholarship/Fundraising Update

Ms. Lucie Hughes said the next golf tournament is scheduled for October 7, 2019 at the Hyatt. The scholarship luncheon will be held on May 8 at noon. Fundraising to date: \$354,376 raised in FY19 versus \$348,926 in FY18. Efforts are under way to raise workforce training scholarships from organizations such as the St. Michael's Women's Club, the Elks Club, and the Bryan Brothers Foundation as well as individual donors. Scholarship distribution takes place twice a year – in July and January. Endowed funds will be distributed in March.

## **COLLEGE REPORTS**

### Faculty Assembly

Dr. Herb Ziegler reported that Academic Council met last Friday. Program proposal changes were submitted to make them more streamlined and effective and to meet the needs of the community. For example, Criminal Justice proposed dropping the crime scene tech program due to limited jobs in that field. They propose putting legal studies on hold, due to a drop in enrollment, and will evaluate its future. Dr. Ziegler said he attended the AFACCT Conference and organized a session of faculty leaders to discuss challenges. He said MHEC is proposing a change to the Faculty Advisory Committee, so that each community college will have representation.

### Staff Assembly (StARs)

Ms. Mary Branning, Health Professions Administrative Associate and Staff Assembly rep, reported that a Staff Assembly meeting was held on January 10. Mr. John Haas briefed the staff on the Academic VP search. A Strategic Plan session with Will Miller will be held on February 1 for Staff Assembly. A Super Bowl lunch hosted by StARs will also be held on February 1. The next Open House will be on February 8, and the annual Bowling event will be held on March 2, from 6:00 to 9:00 p.m. in Easton.

### Student Government

Ms. Melina Baer reported that Mr. Graham Alston will be the Student Government rep at Board meetings for the spring semester. Students are planning a variety of spring events, and the office of Student Government is partnering with the Maryland Food Bank to benefit the Corner of Care (for food insecure students). She announced that Ms. Clare Kelly is a finalist for the Jack Kent Cooke Scholarship. She reported that students have been kept informed and surveyed for the Strategic Plan, and two students are serving on the Strategic Plan steering committee.

**TRUSTEES REPORT**

Mr. Jafari reported that he, Mr. Nagel and Mr. Grace are serving with college staff on a technology task force. Mr. Wanner noted that with a push toward the cloud and SQL migration other IT projects have ground to a halt. He recommended pausing the cloud strategy and focusing on other priorities from Ellucian, such as the online application process, the CE/CTE product and third-party payments. Since cloud hosting is a significant budget concern, he suggested continued consideration of the cloud strategy. Mr. Jafari said we need to talk with other institutions to see if we can find a way to make the cost manageable. Mr. Wanner reminded the Board that a request to meet with Ellucian leadership is pending.

Dr. Armistead said she was at the Cambridge Center last night for an event and it was remarkable how many people noted the improvements to the facilities.

She reported the new Commissioners information sessions will be held on January 30 and 31, with commissioners from Talbot and Queen Anne’s coming to each session. The hope is to have one trustee from each represented county at each session. The MACC Trustee Legislative Conference and Reception is coming up on February 4. The February 28 Board of Trustees meeting will be held at the Cambridge Center.

**CLOSED SESSION**

On a **MOTION** by Ms. Jackson-Stanley, seconded by Mr. Grace 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.

**OUT OF CLOSED SESSION**

On a **MOTION** by Mr. Nagel, seconded by Ms. Shorter and carried unanimously, the Board adjourned closed session at 4:55 p.m.


**ACTION FROM CLOSED SESSION**

In closed session, the Board of Trustees approved a faculty appointment and a realignment of positions.

**ADJOURNMENT**

On a **MOTION** by Mr. Nagel, seconded by Mr. McMahan and carried unanimously, the meeting was adjourned at 4:56 p.m.

  
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Kate Maxwell, Assistant Secretary to the Board

APPROVED:   
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Blenda Armistead, Chair

DATE: 3/7/2019