

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, May 25, 2017

Regular Session: 4:00 p.m. – EMB 213

A G E N D A

- 1) Roll Call
- *2) Approval of Agenda
- *3) Approval of April 27, 2017 Meeting Minutes
- 4) Auditor– Mr. Craig Whiteford
- 5) Academic Senate Report – Dr. Jennifer Levi
- 6) Joint report from Classified Staff Organization & Administrative Professional Organization – Ms. Alicia Markey
- 7) President’s Report - Dr. Mary Bolt
- 8) 2017 Employee Accomplishments – Dr. Mary Bolt
- *9) Proposed Resolution: Personnel Items – Dr. Mary Bolt
- *10) Proposed Resolution: Approval of the Board of Trustees 2017-2018 Meeting Calendar – Dr. Mary Bolt
- *11) Proposed Resolution: Policy Approval – Evaluation of Prior Learning and Experience. – Dr. Christy Dryer
- *12) Proposed Resolution – Policy Approval - Veteran’s Choice Policy – Mr. Craig Whiteford
- *13) Proposed Resolution – Project No. 2017-1, Refurbishment of Building Exteriors – Mr. Craig Whiteford
- 14) Financial Report – Mr. Craig Whiteford
- 15) Sabbatical Proposal Presentations – Dr. Christy Dryer
- 16) Continuing Education: Workforce Development and Business Solutions – Mr. Miles Dean
- 17) Old Business/New Business
- *a. Regular Session: Thursday, June 29, 2017 at 4:00 p.m., EMB213
- 18) Adjournment

*Requires Board Action

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

May 25, 2017

Chairwoman Sarah Colenda called the regular session to order at 4:00 p.m.

- 1) Roll Call: Present: Chair Sarah Colenda, Trustees: Vice Chair, Donna Horgan, Raymond Hamm, Mark Mortenson, Michael Scibinico and Kathleen Kunda. Dr. Cydney Teal was absent. Also present were Dr. Mary Way Bolt, President of Cecil College, Dr. Christy Dryer, Acting Vice President of Academic Programs, Colleen Cashill, Executive Director of Human Resources, Chris Ann Szep, Institutional Advancement and Government Relations and Peter Shoudy, Chief Information Officer. Craig Whiteford, Controller was also present.
- 2) Approval of Agenda – On motion of Mark Mortenson, seconded by Raymond Hamm, the agenda for the meeting was approved.
- 3) Approval of April 27, 2017, Meeting Minutes – On motion of Donna Horgan, seconded by Kathy Kunda, the minutes of April 27, 2017, were approved as written.
- 4) Auditor – Mr. Craig Whiteford introduced Ms. Lisa Ritter, Auditor from Maher Duessel Certified Public Accountants. Ms. Ritter shared the areas of concern they are most interested in including passwords and backups of key systems. The firm will look at any changes that have been made in controls from the last time they were reviewed as a follow up. The Maryland College Affordability Act will be reviewed for compliance. They are interested in the distance learning or web based classes for IT controls that might be relevant and will complete the data collection form that goes to a single audit-clearing house along with a financial statement. The data collection form explains the opinion that was formed including any single audits. A letter will go to the trustees with any significant journal entries or any problems found in the testing. The completion of the Maryland Higher Commission audit will be performed the same way as prior years. This may result in the issuance of a management letter containing any concerns or issues that come to their attention. Ms. Ritter asked for input regarding areas of concern that she did not mention and those concerns can be communicated through Craig Whiteford. Mr. Whiteford will email Maher Duessel and incorporate into this years' audit plan.
- 5) Academic Senate Report – Dr. Jennifer Levi reported the Senate had their last meeting on May 3. The meeting was very productive. The IT committee solicited suggestions for improving Blackboard student orientation. They gathered all of those suggestions and will work on implementing over the summer and have a roll out in the fall. The Academic Affairs committee brought forth the Evaluation of Prior Learning document that required extensive reorganization. Anand Patel worked with Dr. Dryer to get that policy completed. The Senate reviewed the new Faculty contracts with data provided by Colleen Cashill.

Preliminary discussions regarding possible revisions to the promotion and evaluation criteria, and the faculty pay and promotion policy were held. Anand Patel will continue those conversations next year. Academic Senate achieved many of the goals that were set for 2016-2017 including taking a more active role in professional development and gift giving efforts. Dr. Levi has been working with Anand Patel to transition leadership. Chairwoman Colenda expressed her thanks and congratulations to Dr. Levi for all the hard work that was done in Senate.

- 6) Joint Classified Staff Organization (CSO) and Administrative Professional Reports (APO) – Ashely Biasucci provided a wrap up of her time as President of CSO. William Garrett, the incoming President of CSO was introduced to the board. The new Vice President is Amanda Brown and the Secretary is Melissa Redfield. The CSO picnic will take place on June 16.

Ms. Biasucci reviewed three goals she accomplished in the last year as President:

1. New CSO members to take on roles within the CSO. This was accomplished with the new leadership that was voted in.
2. Support the college community. CSO made over \$1,000 with their raffle and college parking spot. They donated to the Pay It Forward campaign and the FEC and supplied cookies to the college community as a thank you.
3. Revised the handbook and bylaws of CSO that were last updated in 1996. These items were completed in November 2016.

Alicia Markey provided the APO report. New officers were voted in for APO. Ms. Markey introduced Michael Jerome to the board as the new President of APO. The new Vice President/Treasurer is Courtney Mitchell and Secretary is Mayra Castillo. Ms. Markey gave a year- end report and reviewed the goals that were accomplished:

1. Receive and share information to improve overall college communication.
2. Help improve the college climate for staff members by organizing morale boosters. The second annual dodgeball tournament will take place at the next All College Day.
3. Fund raising for student scholarships. APO hosted the dodgeball tournament that raised \$854 for student scholarships and the art lunch workshop raised \$250 for FEC gifts for the holiday. Cecil College apparel sales raised \$455 for student scholarships. The food truck sales started during the dodgeball tournament and 10 percent of those sales was \$500. APO donated to the Pay It forward campaign in the amount of \$500 and also purchased holiday gifts
4. Reviewed and updated APO Constitution and bylaws. This was completed in February 2017

- 7) President's Report – Dr. Bolt participated in the Maryland Higher Education Commission's biennial forum on College Completion on May 2, 2017. The event was hosted by St. John's College in Annapolis, Maryland. Secretary Fielder shared a Cecil College student story with conference attendees including the Governor and the Secretary of Commerce and Secretary of the Department of Labor. The student successfully completed our truck driver education program. He went from being homeless to being employed by CR England trucking.

Delaware Valley University and Cecil College officially signed a transfer articulation agreement that will streamline the pathway for Cecil College associate degree earners to complete bachelor's degrees at Delaware Valley University. It is Delaware Valley University's first transfer agreement with a college in Maryland. The agreement also opens up an accelerated pathway to a four-year degree for exceptional high school students. The agreement provides a pathway towards a bachelor's degree for Cecil College students enrolled in the Early College Academy, which enrolls students in grades nine through twelve. Successful students complete high school with a high school diploma and an associate degree from Cecil College.

Dr. Bolt attended the Asian Pacific American Heritage Month event hosted at a local high school. This exhibit honored and celebrated Asian cultures in our community and explored Asian exhibits, and cultural performances.

On May 5, Cecil College's fine arts and performing arts students demonstrated their talents in the end of the year exhibit. The event was coordinated in conjunction with Elkton's monthly First Fridays Celebration and included an opening reception for the "Fine Arts Student Exhibit," a capstone exhibit by Clay Prins, and a pottery and gallery sale and a Performing Arts Showcase. Drawings, paintings, designs, sculptures and ceramics were on display in the "Fine Arts Student Exhibit," which showcased pieces selected by the art faculty and represented the range of work being created in the program. Providing an opportunity to purchase unique gifts, proceeds from the pottery and gallery sale benefit art students. The Performing Arts Showcase featured students, alumni and faculty from Cecil College and the Oxford Arts Alliance.

The Collegium de Vinum event sold out and once again was a fine event to raise money for student scholarships. This year's theme was, "Education is the key to success." Thank you to the trustees who supported the event.

The Multicultural Student Advisory Board met and is seeking new members.

The college's STEM poster presentation event had over 60 student projects. The Engineering and Math building was filled with students and visitors. Dr. Bolt thanked everyone for supporting this student event.

The Visual Communication's Program hosted their end of the year exhibit where 10 students presented their capstone projects. This event draws over 250 visitors.

Dr. Bolt attended the Howard Bank's Past, Present, and Future Celebration of Rising Sun. This was a great opportunity to meet many friends of Cecil College and learn about the history of the building that houses Howard Bank.

Dr. Bolt attended the Foundation Board meeting and Northern Maryland Technical Council meetings and the Cecil County Boys and Girls Club Youth Celebration Dinner. The children participated in the celebration and had to earn the right to attend the celebration dinner.

The Physical Therapist Assistant Program's white coat ceremony was held for students completing the program. The Nursing pinning ceremony was held for students completing the nursing program. Dr. Bolt thanked the board of trustees for supporting the accomplishments of our students.

The BEPAC annual Preakness Event fundraiser that supports Cecil County Public Schools classroom teachers was held at Principio Mansion and Dr. Bolt was in attendance.

Cecil Leadership held their graduation celebration at Shaffer's Canal House. The event was well attended with participants and alumni of the leadership program. Cecil College had three employees participate in Cecil Leadership.

Cecil College celebrated students at the 48th annual commencement ceremony on May 21. Along with the students being awarded diplomas at this time, these honorees also include those whose degrees or certificates were conferred in December and have the opportunity to participate in the May ceremony. Additional students will be eligible to receive their degrees and certificates in August, following the completion of coursework in the summer session. Cecil will award 301 associate degrees and 58 certificates. Some students will receive more than one degree or certificate.

It is an honor to inform you that we have a record number of National Junior College Athletic Association Academic All-Americans. Three students made first team (4.0 grade point average), three students made second team (3.8 to 3.99 grade point average), and five students made third team (3.6 to 3.79 grade point average). We truly have student athletes at Cecil College.

- 8) 2017 Employee Accomplishments - Dr. Mary Way Bolt presented to the board of trustees a list of employee accomplishments for the past year. Dr. Bolt would like to recognize our faculty, staff and students who are committed to serving and developing themselves in a professional matter.

2017 Employee Accomplishments

Technology

Roy King, PT Technician:

- Earned Associates in Computer Programming

Academic Programs

Kyra Gaskill

- Volunteered and created the event Project Awareness

Nathanael R. Tagg, Faculty, Assistant Professor of English

- Poems and book reviews published or forthcoming in the *Colorado Review*, *Barrow Street*, *Pleiades*, *Confrontation*, *The Journal*, *Chariton Review*, *Evansville Review*, *Terrain*, *Sonora Review*, *Unsplendid*, *Arts & Letters*, *The Pinch*, *The Review Review*, *Inertia*, *The Raintown Review*, and other magazines.

Lauren Vanni, Faculty, Art Department

- Exhibitions
- *Convergence - Member Exhibition*, The Palette & The Page, Elkton, MD, February 2017
- *Ceramics and Glass*, Bookplace, Oxford, PA, Nov-Jan 2017
- <http://www.chestercounty.com/2016/11/28/128618/ceramics-and-glass-for-gift-giving-at-bookplace#.WHqr6533mww.email>
- *Spotlight on Cecil Arts Faculty Exhibition*, Cecil College, Elkton Station Gallery, Elkton, MD, March 2017
- *Mug Show*, The 3rd Place Gallery, Wilmington, DE, Juror: JoAnne Schiavone, Oct-Nov 2016
- Other
- February 2017: 10th year of donations to the Empty Bowl Dinner at the Newark Senior Center. This year the executive director, Carla Grygiel, visited our studio in recognition of 10 years.
- December 2016: Artwork was selected for the *Finder's Keeper's* event hosted by the Cecil County Tourism Finder's Keeper's is a social media effort designed to promote visitation across the county, while highlighting local art and artists. Users will have an opportunity to "find" and "keep" an art item.

Mark Donohue participated in the *Spotlight on Cecil Arts Faculty Exhibition*.

Joe Netta, Adjunct Faculty

Exhibitions

- 2017 "*The Turbide Tides*," Practice Gallery Philadelphia PA with the 181
- 2017 "*Compendium*," The Banana Factory, Bethlehem PA Juror: Hilary Harper
- 2016 "*Yesterday Has Not Been Born Yet*," Kronstadt, St. Petersburg with the 181 Collective

- 2016 "Small Wonders," Circle Gallery, Annapolis, MD juror: Amanda Burnham
- 2016 "Ghost Tech," Honfleur Gallery, Washington DC with the 181 Collective
- 2016 "The Division of Mound Exploration," The Vicki, Newburgh NY with the 181 Collective

Publications

- 2017 art critical: the online magazine of art and ideas
<http://www.artcritical.com/2017/04/14/letter-from-philadelphia/>
- 2016 Emergency Index: An Annual Document of Performance Practice, Vol. 4
- 2016 m-est editor, digital publication <https://m-est.org/2015/11/18/for-lo-futurity/>
- 2016 The Exchange Archive. Digital publication
<http://www.theexchangearchive.com/application/artist?artist=Joe+Netta&offset=0>

Margaret M. Creshkoff, Adjunct Faculty

- **Trashy Women Exhibition**, Elkton Station Gallery, Elkton, MD, April 2017
- **Spotlight on Cecil Arts Faculty Exhibition**, Cecil College, Elkton Station Gallery, Elkton, MD, March 2017

Haley Miller, Gallery Assistant, Studio Assistant

- Graduated from Wilmington University with a Bachelor of Science in Accounting – May 2017

Michael Dawson, Studio Assistant

- Graduated from Cecil College with an Associate of Arts in Ceramics – May 2017
- Starting a BFA at Salisbury University in the fall

Department accomplishments:

- Cecil had the maximum allowed three teams participate in SMMART on April 21, 2017 at Carroll Community College. One of our teams took second place.

Faculty/Student Accomplishments:

Catherine Grillo

- Awarded the Mathematics Department Award

Kayla Gaskill and Matthew Tress

- Fall 2016 MAT 203 students presented their semester long research at STEM Night.

All spring 2017 MAT 203 students presented at STEM night on projects they worked on throughout the semester.

- Sean Connor - "Soap Bubbles and Minimal Surfaces"
- Emilio Marmol - "The Math Behind Maps"
- Haley Miller - "Actuary Science and Risk Management"
- Lucas Calvert and Steven Lynch - "Investigating Gas Law Equations"

- Nathaniel Saenz and John Lawlor - "The Historic and Practical Significance of Maxwell's Equations"
- Ciwon Kang - "Black-Scholes Option Pricing Model"
- Chris Arrante and Grant Stewart - "Center of Mass"
- Wesley Goodnow - "Trends of High Dimensional Spheres"
- Austin Bender & Travis Straube - "Newton's Method in Higher Dimensions"
- Nathan Anderson - "Lissajous Curves"
- Joseph Steinman - "The Math Behind Curved Wine Bottle Holders"
- Catherine Grillo - "Centroids of Magic Squares"

Kristyanna Erickson:

- Presented on the success of Cecil's developmental mathematics program using ALEKS in Boston, MA on March 24, 2017 to faculty members in both community colleges and universities.
- Presented at the on the success of Cecil's developmental mathematics program using ALEKS in the following conferences:
 - AMATYC in Denver, CO in November 2016.
 - NYSMATYC in Syracuse, NY on April 8, 2017.
- Serves as a faculty mentor for HACC as they pilot ALEKS in their developmental mathematics sequence.
- Completed 3/4 of her Graduate Certificate in Applied Statistics through Penn State and will complete the program in August 2017.
- is the faculty advisor and coach for Cecil's Student Mathematics League
- Participated in Student Information Night.
- The Diocese of Wilmington requested she serve on a principal search committee because of her education background and professor position at Cecil College.
- Volunteer: Active volunteer with my dogs Rusty and Comet through Pets on Wheels. They visit the patients in the VA in Perry Point.

Destinee Moore:

- Earned her Associates of Arts in Psychology Degree

Thomas J. McFadden, Adjunct Faculty – Social Sciences

- Completed the Cecil County Master Gardener Volunteer Course through the University of Maryland Extension Office

Lori Channel, Adjunct Faculty – Social Sciences

- Completed the Cecil County Master Gardener Volunteer Course through the University of Maryland Extension Office

Kim Sheppard, Mathematics Department Chair, Professor of Mathematics

- Spent the summer in Virginia and West Virginia repairing homes with Appalachia Service Project.

Lisa Lutwyche, adjunct English department

- **Publications:**
Full-length book – poetry collection: *A Difficult Animal*, published in 2016 by *Saddle Road Press* (Hawai'i)
- **Poetry included in the following anthologies:**
Sparrow's Trill, Writers Respond to the Charleston Shooting, published by *Minerva Rising Press*, released late in 2015
- *In the Questions, poetry by and about Strong Women* by *Spider Road Press* (Texas), released in early 2016
- *Everyday Haiku, an anthology*, published in 2017 by *Wandering Muse Press* (New Hampshire)
- **Playwright – plays produced:**
Writing Day, produced summer 2016 at Old Academy Players, Philadelphia
- *Juggling Act*, to be produced summer 2017 at Old Academy Players, Philadelphia
- **Performance (MST, Elkton Station):**
The Women of Lockerbie; won a Stoney Award for “Best Supporting Actress in a Play”
- **Short story to be published:**
Riddled with Arrows, A Literary Journal (summer 2017)
- **Teaching:**
Wilmington Writer's Conference: The Art of Words at the Delaware Art Museum: will be leading a workshop in writing *Ekphrastic* poetry (June 2017)
- New Castle County Free Library, Newark, DE: monthly creative writing workshops for adults (began in 2017)
- New Castle County Free Libraries, DE (all branches): will lead workshops in poetry and art for teens over the summer 2017

Nursing and Health Professions

Katelyn Gallagher:

- Earned her Associates of Science and Nursing

De'anna Collins, Director – Health Care Careers

- Mountain Plains FASD PIC Training of Trainers
- Introduction to Fetal Alcohol Spectrum Disorders

- The Medical Assistants Role at the AAMA Conference
- Certified Professional Biller (CPB) certification through AAPC

Katie York, Specialist – Health Care Careers

- Mountain Plains FASD PIC Training of Trainers
- Introduction to Fetal Alcohol Spectrum Disorder
- The Medical Assistants Role at the AAMA Conference

Student Services and Institutional Effectiveness

S. Tomeka Swan, Director, Records and Registration

- Completed all criteria for the Doctorate Degree in the Community College Leadership Doctoral Program at Morgan State University.

Community and Government Relations and College Advancement

Adam Kamras, Coordinator, Public Relations

- Golden Key International Honor Society
- Maryland Council of Community College Public Relations Officers Secretary

- 9) Proposed Resolution – Personnel Items– Moved by Mark Mortenson and seconded by Michael Scibinico, the Board approved the Personnel Items

RESOLUTION NO: 17-014
PERSONNEL ITEMS

By Statute, the Board of Trustees has the authority to consider recommendations from the President to appoint “qualified faculty members and other employees necessary for the efficient administration of the community college.” Consideration is requested and the President recommends approval of the following personnel items:

PROMOTIONS /NEW HIRES– Full-Time Staff

Name: Ashley Biasucci
Position: Executive Assistant II
Salary Grade: 13
Division: Community Relations & College Advancement
Category: Exempt
Effective: May 1, 2017

Name: Brooke Fisher
Position: Assistant Director, Athletics & Sports Information
Salary Grade: 16

Division: Community Relations & College Advancement
Category: Exempt
Effective: May 22, 2017

RETIREMENT – Full-Time Staff

Name: Dr. Diane Lane
Position: Vice President, Student Services
Salary Grade: 21
Division: Student Services
Category: Exempt
Effective: May 12, 2017

The President has recommended these personnel actions, therefore, be it RESOLVED, that the Board of Trustees approves these personnel actions.

10) Proposed Resolution – Approval of Board of Trustees Meeting Calendar 2017-2018-
Moved by Raymond Hamm and seconded by Donna Horgan, the Board approved the Board of Trustees Meeting Calendar

RESOLUTION NO: 17-015
APPROVAL OF BOARD OF TRUSTEES MEETING CALENDAR 2017-2018

The Board of Trustees of Cecil College derives its authority from the Education Article of the Annotated Code of Maryland, Title 16, paragraphs 201 through 203;

In addition, the Board of Trustees operates according to the Bylaws of Cecil College, which were last affirmed and amended on June 30, 2016. According to the Bylaws section 1.2, Organization, Time and Place of Meetings, the Board shall meet in regular session on the College campus the last Thursday of each calendar month.

The President has reviewed and proposed the calendar for the 2017-2018 Board of Trustees meetings. Therefore, be it

RESOLVED, that the Board of Trustees approved the 2017-2018 Board of Trustees meeting schedule.

11) Proposed Resolution – Approval for Evaluation of Prior Learning Experience Policy - Moved
by Kathy Kunda and seconded by Donna Horgan, the Board approved the Evaluation of Prior Learning Experience Policy

RESOLUTION NO: 17-016
APPROVAL OF EVALUATION OF PRIOR LEARNING EXPERIENCE POLICY

Whereas, the Board of Trustees, under Title 13B.02.02.13 of the Code of Maryland Regulations (COMAR), has the authority to establish broad policy and is responsible for maintaining the administrative integrity of the College, and;

Whereas, the Board has established a policy to award credit/s for prior learning obtained through various learning environments, and;

Whereas, the policy has been reviewed and updated by the College's Faculty Senate, therefore be it

RESOLVED, that the Board of Trustees approves the revised policy on Evaluation Of Prior Learning and Experience and recommends that the policy be publicized for all of the College's stakeholders.

- 12) Proposed Resolution – Veteran's Choice Policy – Moved by Donna Horgan and seconded by Mark Mortenson, the Board approved the Veteran's Choice Policy

RESOLUTION NO: 17-017
APPROVAL OF VETERAN'S CHOICE POLICY

The Board of Trustees has the responsibility for establishing the policies of the College.

The Administrative Services Division has proposed a policy to expand access for eligible veterans, and their dependents, to higher education by setting tuition rates at a level that does not exceed the maximum rate for Maryland residents, regardless of their state of residence. Eligible veterans, and their dependents, who reside in Cecil County will continue to be charged the lowest tuition rate.

Further, the College will uphold state and federal laws pertaining to veterans, and their dependents, access to higher education and complies with Sections 701 and 702 of the Public Law 113-146, the Veterans Access, Choice, and Accountability Act of 2014 and Amendment to Public Law 114-315 (Veterans Health Care and Benefits Improvement Act of 2016), which modifies 38 U.S.C. 3679(c). Cecil College will ensure full compliance by granting a waiver of out-of-state tuition rates for Veterans and other "Covered Individuals" as defined by law.

The proposed Veterans Choice Policy has been reviewed by the College Management Team and the Vice President of Administrative Services and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the attached Veterans Choice Policy to become effective June 1, 2017.

- 13) Proposed Resolution – Project No. 2017-1, Refurbishment of Building Exteriors – Moved by Raymond Hamm and seconded by Kathy Kunda, the Board approved Project No. 2017-1, Refurbishment of Building Exteriors.

RESOLUTION NO: 17-018
APPROVAL OF PROJECT NO. 2017-1, REFURBISHMENT OF BUILDING EXTERIORS

The Annotated Code of Maryland, Education Article 16, Higher Education, Community Colleges, Subtitle 4, Fiscal Matters, paragraph 16-40, Bids and Contracts, provides that the Board of Trustees shall advertise for any building, improvements, equipment, or supplies that will cost more than \$25,000 through competitive proposals or bids at least two weeks in advance.

Four buildings at the North East Campus (Buildings A-D) have been identified as needing a complete building exterior refurbishment. The scope of work includes, but is not limited to, restoration, resealing and tuck pointing of all concrete and mortar joints, concrete spall repair, replacement of brick (if necessary), removal and replacement of aged window caulk, rusted lintels prepared and repainted, pressure washing and application of masonry sealer.

The Refurbishment of Building Exteriors Project was approved for funding in the FY 2017 County Capital Improvement Program budget. An RFP related to **Project No. 2017-1 Refurbishment of Building Exteriors – North East Campus**, was advertised publicly beginning March 9, 2017 in the Cecil Whig and instructions were subsequently distributed by e-mail to prospective vendors accordingly. Separate pricing for each of the four buildings and several options was requested. One (1) proposal was received and evaluated by the Selection Committee based on the criteria delineated in the RFP. The responding firm was Joseph Dugan, Inc. of Erdenheim, PA. The submitted price and current authorized budget amount allows for the refurbishment of one of the four buildings.

Based on this information, the Director of Capital Planning and the Manager of Procurement recommend that the Refurbishment of Building Exteriors – North East Campus proposal and pricing from Joseph Dugan, Inc. be accepted for the Arts and Sciences building only. The Vice President of Finance and the President concur with this recommendation. Now, therefore be it;

RESOLVED, that the Board of Trustees affirms the award of Project No. 2017-1, Refurbishment of Building Exteriors – North East Campus to Joseph Dugan, Inc. for their proposal not to exceed \$282,000 for the refurbishment of the Arts and Science Building. Refurbishment of the remaining three buildings will be delayed until budget allows.

- 14) Financial Report and Investment Report– Craig Thompson provided a financial report through April 30, 2017. The end of April year to date revenue came in at \$24.1 million or .8

percent better than budget. The credit side revenue is positive \$42,000. Non-credit revenue is positive by \$145,000 largely due to truck driver training. Other income and investment income versus year to date income is neutral. Year-end revenue will match the budget. Continuing Education is up slightly on revenue side of the house.

Actual year to date expense is \$19.3 million or about 7.5 percent positive versus the budget. Salaries, operating expenses, healthcare, utilities, programing, supplies and timing issues are all accounted for in projections. Looking at 3.5 percent to 4 percent favorable variance to the budget barring anything unforeseen at this time.

Working capital is 6.1 projected at 4.8 percent. Ebbs and flows match along with the financial performance throughout the year. Based on the initial cash flow grants are up significantly versus the original projections.

15) Sabbatical Proposal Presentation – Dr. Christy Dryer introduced faculty members Andrew Dickinson and Allison Simone. Both gave Sabbatical proposal presentations.

16) Continuing Education – Workforce Development and Business Solutions – Mr. Miles Dean presented a slide presentation on what is occurring in the Workforce Development and Business Solutions area of continuing education.

The vision of Workforce Development and Business Solutions is to be mindful of the needs of the companies and individuals that are served and treat all those we serve with respect and civility.

Goals include:

- Present with professionalism
- Grow customer base
- Contract training and trades program
- Expand geographic area we serve
- Continually analyze programs for improvement

Current Initiatives include:

- Organize business files of former and present customers
- Cultivate a highly skilled and diverse instructor pool
- Focus on customer retention
- Expand market beyond Cecil County borders

Programs in Development

- Electrical – residential
- Plumbing – residential
- General Contracting – residential
- Criminal Justice programs

17) Old Business

- Ms. Colenda read a note from Dr. Diane Lane thanking trustees for the flowers for her retirement and how much she enjoyed being a part of Cecil College.
- Ms. Horgan asked what is the next project on campus? Dr. Bolt responded the next project will be for fiscal year 2020. The green building in the middle of the parking lot will be deconstructed and moved after which the construction of the new Student Services Building will commence. A traffic study was conducted for an emergency exit. Gravel and signage has been put in for the emergency exit. Cecil is working closely with MACC to ensure we can get our projects up and running.
- Ms. Colenda said congratulations on a well done gala and the money that was raised.

New Business

- a. Ms. Colenda thanked the Trustees who will be attending the scholarship awards at area high schools.
 - b. Ms. Colenda would like to create a clothing center on campus for suits, dresses, etc. to give to anyone who is needy for interviews.
 - c. The Trustees, Staff, Faculty and the community will receive the President's evaluations electronically. Ms. Colenda asked for everyone to complete when received.
 - d. The federal fiscal year 2018 budget was handed out to trustees and does not fair well for the college. Ms. Colenda asked for any comments or suggestions. The Board of Trustees act as one body and if the decision is made, could compose a letter on behalf of the students regarding the budget. The budget affects many of our programs. We currently get \$78,000 in CTE money and that money is at risk along with other funding. Dr. Bolt mentioned a document from Dr. Lane that provides information on the financial impact to the college and students. Ms. Colenda asked for thoughts on how to continue. Several trustees feel the board should be heard on this issue because we will be deeply impacted. Dr. Bolt will draft a letter and forward to Trustees.
 - e. Close Regular Session – Moved by Raymond Hamm and seconded by Donna Horgan.
 - f. Next Regular Session – Moved by Donna Horgan and seconded by Kathy Kunda, the next regular session of the Board of Trustees will be held on Thursday, June 29, 2017, in the Engineering and Math Building, Room 213.
- 18) Adjournment of Regular Session – On the motion made by Raymond Hamm, seconded by Donna Horgan and carried unanimously, the Trustees moved to convene a closed session. The regular meeting was adjourned at 5:15 p.m.

Pursuant to the Annotated Code of Maryland, General Provisions Article §3-305 (b) (1) and (8) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals. To consult with staff, consultants, or other individuals about pending or potential litigation.

19) Closed Session:

The Executive Session was called to order at 5:18 p.m. Present were Chair Sarah Colenda, Trustees Donna Horgan, Mark Mortenson, Kathleen Kunda, Raymond Hamm, and Michael Scibinico. Also present were Dr. Mary Way Bolt. *General Provisions Article § 3-305 (1) and (8)* personnel matters and consulting with staff, consultants, or other individuals about pending or potential litigation were discussed. The executive session was adjourned at 6:00 p.m. with a motion by Raymond Hamm, seconded by Michael Scibinico.