

# CECIL COLLEGE

## BOARD OF TRUSTEES MEETING

Thursday, September 29, 2016

Executive Session: 3:30 p.m. – EMB 213

Regular Session: 4:00 p.m. – EMB 213

### A G E N D A

- 1) Roll Call
- \* 2) Approval of Agenda
- \* 3) Approval of August 25, 2016 Minutes
- 4) Student Life Report– Ms. Jamie Larson
- 5) Joint report from Administrative Profession Organization and Classified Staff Organization – Ms. Alicia Markey
- 6) Academic Senate Report – Dr. Jennifer Levi
- 7) Faces of Cecil Student – Ms. Erica Jones introduced by Ms. Laurie Lopez
- 8) President’s Report - Dr. Mary Way Bolt
- 9) 2016 Institutional Performance Accountability Report – Dr. Mary Way Bolt
- 10) Enrollment Report – Dr. Diane Lane
- 11) Financial Report – Mr. Daniel Thompson
- \*12) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- \*13) Proposed Resolution: ACCT Voting Delegate – Dr. Mary Way Bolt
- \*14) Proposed Resolution: Acceptance of Maryland Family Network Core Services Agreement – Mr. Daniel Thompson
- \*15) Proposed Resolution: Acceptance of Financial Statements FY 2016 – Mr. Daniel Thompson
- \*16) Proposed Resolution: Acceptance of Single Audit of Federal Financial Assistance Programs FY 2016 – Mr. Daniel Thompson
- \*17) Proposed Resolution: Procurement Items – Mr. Daniel Thompson
- 18) Middle States Follow-Up Report – Dr. Diane Lane
- 19) Old Business/New Business

\* Requires Board Action

- \*a. New Meeting, Board Meeting, Monday, October 24, 2016 at 4:00 p.m., Executive Session to follow, New Cecil County School of Technology Building – 911 Appleton Road, Elkton, MD

*CLOSED SESSION: Pursuant to the Maryland Annotated Code, State Government, 10-508(a) (7) to consult with counsel to obtain legal advice on legal matters.*

- \*b. 5:00 p.m. Dinner - Cecil County School of Technology

- \*c. 6:00 pm. Joint Meeting with Cecil County Public Schools

20) Adjournment

CECIL COLLEGE  
BOARD OF TRUSTEES

MINUTES  
September 29, 2016

Closed Session:

The Board met in executive session at 3:30 p.m. Present were Chair Sarah Colenda, Vice Chair Donna Horgan, Trustees, Raymond Hamm, Mark Mortenson and Michael Scibinico and Dr. Cydney Teal by phone. Also present were Dr. Mary Way Bolt, President of Cecil College; Daniel Thompson, Vice President of Finance, Dr. Diane Lane, Vice President of Student Services and Institutional Effectiveness, Dr. Kimberly Batty-Herbert, Vice President of Academic Programs and Colleen Cashill, Executive Director Human Resources. Personnel matters and contracts were discussed.

Sarah Colenda called the regular session to order at 4:15 p.m.

- 1) Roll Call: Present: Chairperson Sarah Colenda, Vice Chair, Donna Horgan, Trustees, Raymond Hamm, Mark Mortenson, Michael Scibinico and Dr. Cydney Teal by phone.
- 2) Approval of Agenda – On motion of Raymond Hamm, seconded by Mark Mortenson, the agenda for the meeting was approved.
- 3) Approval of August 25, 2016 Meeting Minutes – On motion of Donna Horgan, seconded by Michael Scibinico, the minutes of August 25, 2016, were approved as written.
- 4) Student Life Report - Jamie Larson provided a student activities report. After a great Welcome Week, the Office of Student Life continues to be a busy place. Club Day featured some established clubs, including Alpha Alpha Theta Honor Society, Art Club, CIAO, Geekdom, Hoopnotic, Horticulture Club, and the Multicultural Student Union, and two new clubs: the Debate Club and Extreme Couponing Club. In view of the upcoming elections and our emphasis on civic engagement, we also had the Maryland Board of Elections present, seeking polling place workers and handing out voter registration forms. Constitution Day was celebrated with a public reading of the preamble and selected sections and articles of the United States Constitution. After an introduction by Fred McDonald, 10 students read their passages to about 50 students gathered in the Student Lounge. A four-foot high copy of the Constitution was displayed, and a Constitutional quiz was available. Hot dogs and apple pie were served and were a crowd favorite. Alpha Alpha Theta had its first “Pizza with a Professor” luncheon of the year with Dr. Veronica Dougherty and her puppy in training, Killoran, as guests. More luncheons are being planned by the members. Invitations to join the honor society will be mailed to prospective members in early October. The Cecil International Affinity Organization met in September, and several members of CIAO volunteered for the Unity Day celebration. Geekdom has been meeting weekly. The group is hosting a bus trip to the Pennsylvania Renaissance Fair, and is already planning Cecil Con

2017, which will be held April 8. The hula hooping club, Hoopnotic, has been practicing all summer in hopes of having several routines to perform at upcoming basketball games. The Horticulture Club is hosting its fall workshop October 8. Presentations will include the importance of beneficial insects and hazards of pesticides. An open house in the Student Veterans Lounge was held. The Multicultural Student Union was actively involved with the 16th Unity in the Community celebration. Student Life assisted the Fitness and Wellness Center with its open house. In support of the Cultural Diversity Plan, Multicultural Student Services coordinated the second annual “Real Life Applications of Academic Skills Student Success Conference.” Faculty and staff members conducted sessions on study skills, learning and memorization, and math and English workshops. With a topic of time management, Disability and Support Services held the first in a series of “personal success” workshops. Future topics will focus on student resilience and independence as well as academic success. Upcoming events include the gently used business clothing giveaway, “Rock the Vote” voter registration rally, student leadership retreat, Habitat for Humanity build, and a blood drive.

- 5) Joint report from CSO & APO –Alicia Markey, president of the Administrative Professionals Organization, reported on behalf of both APO and the Classified Staff Organization. CSO met September 16. Jaclyn Cancelliere gave a facilities update, and new vendors for the All College Day raffle in January were discussed. The CSO Handbook and Bylaws are being updated and should be completed by the next board meeting. APO met September 8. Its goals for the year are the following: receive and share information to improve overall college communications; help to improve the College climate for staff members by organizing morale boosting activities; fundraise for student scholarships; review and update the APO Constitution and Bylaws. APO raised \$885.24 on All College Day. There was very positive feedback from having the food trucks on campus for All College Day. A committee has been formed, in coordination with the Academic Senate and CSO, to investigate bringing the food trucks back on a regular basis to benefit student scholarships. Apparel orders will take place in October. A foil art workshop fundraiser will take place October 14. The next APO meeting will be held October 13.
- 6) Academic Senate Report – Jennifer Levi, president of the Academic Senate, reported the senate met September 7 and filled remaining vacancies as well as those that will occur in the spring. Andrew Dickenson will serve on the Faculty Affairs Committee; Gail Wyant has been named chair of the Instructional Technology Committee; and Allan Drach will be secretary of the Academic Senate. In order to promote free discussion among faculty, the senate is experimenting with making the first 30 minutes of each session closed to guests. Ideas discussed during closed session will appear in the minutes but will not be attributable to specific members. More guests will be invited during the open sessions. Colleen Cashill will attend the next meeting to address any changes in contract language that occurred this year. Dan Thompson has offered to come to future sessions to discuss the budget process. Fundraising and gift giving were also covered. In addition to joining APO and CSO in food truck fundraising, the senate will continue the poinsettia sales for scholarships, and it is considering holiday giving to the Family Education Center or pursuing other charity opportunities.

- 7) Faces of Cecil – Laurie Lopez introduced one of the “Faces of Cecil College,” Erica Jones. Erica is currently featured on a billboard in which she says she is prepared for the real world. She is in her fourth year at Cecil and is pursuing two degrees: one in drawing and painting and another in graphic design. Erica graduated from Aberdeen High School in Harford County and is glad she came to Cecil. She is in the process of preparing her portfolio and would like to transfer to a four-year school in Philadelphia. She will be presenting her capstone exhibit in December.
- 8) President’s Report – Dr. Bolt presented the President’s Report. The Cecil College Foundation welcomed 270 students, donors and community leaders to its annual scholarship breakfast. Guests reported they were thrilled to hear firsthand from students about the positive impact that financial and other support has on their educational success. The foundation awarded \$280,250 to 346 deserving Cecil students. The Cecil College Foundation hosted 225 women at the Little Black Dress event. In addition to a full complement of foundation directors and Friends of Education who make the event a success, the participation of numerous Cecil College employees and our board chair ensure this event’s success. The event raised \$12,500 for scholarships and is being celebrated as the best Little Black Dress to date. Immediate past chair of the foundation Kent Methven hosted “Bourbon and Cigars Under the Stars” at UnWined to raise awareness and funds for the Cecil College Foundation Textbook Fund. The Milburn Stone Theatre held a successful season unveiling gala. In addition to enjoying refreshments and a sneak preview of the 2017 season, 235 attendees were able to experience the premiere of the theatre’s new sound system, and it is an experience. Dr. Bolt presented on the state of associate degree nursing education at a University of Maryland System meeting she participated in along with Maryland Association of Community Colleges executive staff. Dr. Bolt opened the FY 2018 budget meeting for the College and reminded the College Management Team to remain focused on our Strategic Plan. Approximately 200 attendees were at the 16th Unity in the Community. Cultural diversity was celebrated through musical and dance performances, children’s activities, and displays of materials. Donations totaling \$1,758 were collected in support of the Eva Muse Scholarship. Dr. Bolt addressed the Cecil County Girl Scouts as they celebrated 60 years of scouting in Cecil County. Cecil College hosted the Mid-Atlantic Technology Group to campus, and Dr. Bolt offered our college as a regional site for a workforce development summit. Leaders from industry, government and education will be organizing two programs in the upcoming year at Cecil College: one on “Big Data” and another on workforce development. Dr. Bolt hosted the second Internship Showcase and welcomed area businesses to the campus to explore internship opportunities for their organizations. Students, staff and faculty members participated in the event, which focused on careers in business. Most importantly, this created an opportunity for students to interact with regional employers to explore internship opportunities with 12 different organizations.
- 9) 2016 Institutional Performance Accountability Report – Dr. Bolt spoke about the 2016 Institutional Performance Accountability Report, an annual report that goes to the Maryland Higher Education Commission and assesses the goals of quality and effectiveness; access, affordability and completion; diversity; innovation; and economic growth and vitality. The

successful persister rate after four years grew by 6.8 percent, and the graduation rate has grown by 16.9 percent. Our market share of county residents who are enrolled first time and full time in Maryland colleges and universities is 66.6 percent. More significantly, we enrolled almost 90 percent of part-time undergraduate students from our service area. The number of students in online classes continues to rise. Students who have transferred have a 3.04 mean GPA after the first year, and 92.6 percent of them have a cumulative GPA of 2.0 or higher after the first year. We continue to remain challenged with our retention. We have had consistent enrollment increases of minority students. Full-time minority faculty has increased. We have much work to do on getting students to complete our surveys. The number of business organizations providing training and services under contract has declined, which may be attributed to a vacated position.

- 10) Enrollment Report - Dr. Diane Lane gave an enrollment report. Headcount increased modestly by 0.6 percent, and FTEs are down slightly by 1.2 percent. We are one of three community colleges in the state to be down by less than 2 percent in FTEs. Five schools are down 2 to 5 percent, and eight are down 5 to 8 percent. We believe that our mid-semester offerings will bring our deficit to just less than 1 percent. Out-of-state enrollment continues to grow significantly, and we anticipate this trend will persist. The number of students continue to increase, but they continue to take fewer credits. For the first time in more than a decade, students are averaging slightly less than nine credits this fall. Thirty-five students enrolled full time through the Completion Scholarship. Efforts to target Hispanic communities were increased over the past year, and we were pleased to see a significant increase of 19.4 percent among these students. Traditional-age students, 20 years old and younger, are up 3.5 percent. The growth is occurring in the part-time ranks. This can be attributed to growth in the onsite program at our area high schools and the Early College Academy. Continuing students are up 2.9 percent. This will contribute to stronger retention rates and, subsequently, higher graduation and transfer rates. Enrollment by major has remained relatively constant. The addition of the physical therapist assistant program enabled nursing/healthcare to rise. Business has also grown slightly. Plans for the upcoming year include an Early College Academy in Cecil County and a special launch in private industry and community organizations.
- 11) Financial Report - Dan Thompson provided a financial report through August 31, 2016. Out-of-state enrollment has made a positive difference in revenue. Expenses are down slightly from last year to this year. We are moving to a new budget process next year, and it will include our first foray into monthly budgeting.
- 12) RESOLUTION NO 16-050  
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: Taylor Oppenhauser  
Position: Athletic Trainer  
Salary Grade: 13  
Division: Student Services  
Category: Exempt  
Effective: August 22, 2016

Name: Vincent Knight  
Position: Lead Systems Administrator  
Salary Grade: 16  
Division: Information Technology  
Category: Exempt  
Effective: September 5, 2016

Name: Curtis Felts  
Position: IT Systems Administrator  
Salary Grade: 12  
Division: Information Technology  
Category: Non-Exempt  
Effective: September 5, 2016

Name: April Stern  
Position: Academic Advisor  
Salary Grade: 13  
Division: Student Services  
Category: Exempt  
Effective: September 6, 2016

Name: John Beck  
Position: Director, Foundation & Alumni Development  
Salary Grade: 15  
Division: Institutional Advancement  
Category: Exempt  
Effective: September 9, 2016

Name: Mary Michaels  
Position: Director, Early College Academy  
Salary Grade: 17  
Division: Student Services  
Category: Exempt  
Effective: September 19, 2016

Name: Sarah Snyder  
Position: Academic Advisor  
Salary Grade: 13  
Division: Student Services  
Category: Exempt  
Effective: August 8, 2016

**RESIGNATIONS /SEPARATIONS– Full Time Staff**

Name: Russell Weaver  
Position: Director, Technical Services  
Salary Grade: 17  
Division: Information Technology  
Category: Non-Exempt  
Effective: September 2, 2016

Name: Terry Russell  
Position: Child Development Lead Preschool Teacher  
Salary Grade: 9  
Division: Academic Programs  
Category: Non-Exempt  
Effective: September 16, 2016

Name: Laurie Koulousias  
Position: Child Development Lead Preschool Teacher  
Salary Grade: 11  
Division: Academic Programs  
Category: Non-Exempt  
Effective: September 30, 2016

**RESIGNATIONS /SEPARATIONS– Part Time Staff**

Name: James Langhorne  
Position: Computer Lab Proctor Level I  
Salary Grade: 8  
Division: Information Technology  
Category: Non-Exempt  
Effective: August 15, 2016

Name: Heather Ryan  
Position: Child Care Assistant  
Salary Grade: 8  
Division: Academic Programs



Category: Non-Exempt  
Effective: August 26, 2016

Name: William Bryant  
Position: Production Assistant  
Salary Grade: 8  
Division: Institutional Advancement  
Category: Non-Exempt  
Effective: September 15, 2016

Name: Briana Emerick  
Position: Child Care Assistant  
Salary Grade: 8  
Division: Academic Programs  
Category: Non-Exempt  
Effective: September 16, 2016

The President has recommended these personnel actions, therefore, be it

RESOLVED, that the Board of Trustees approves these personnel actions. Moved by Mark Mortenson and seconded by Raymond Hamm, the Board approved the Personnel Items as presented to them.

13) Proposed Resolution: ACCT Voting Delegate

Moved by Mark Mortenson and seconded by Raymond Hamm, the Board approved the ACCT Voting Delegate as presented.

RESOLUTION 16-051  
ACCT Voting Delegate

The Association of Community College Trustees (ACCT) Annual Conference will include the opportunity to vote on behalf of Cecil College. There is one person designated from each college for that purpose. It is recommended that Mrs. Donna Horgan carry this responsibility. Therefore, be it

RESOLVED, that the Board of Trustees of Cecil College approves Donna Horgan as the Voting Delegate for the 2016ACCT Annual Conference in New Orleans, LA.

14) Proposed Resolution – Acceptance of Maryland Family Network Core Services Agreement.

Moved by Michael Scibinico and seconded by Dr. Cydney Teal, the Board approved the Maryland Family Network Core Services Agreement as presented to them.

RESOLUTION NO. 16-052

ACCEPTANCE OF MARYLAND FAMILY NETWORK CORE SERVICES  
AGREEMENT

By statute, Cecil College is empowered to seek grants.

The College applied to Maryland Family Network for funds to provide programs for families. Maryland Family Network awarded \$50,000 to provide programs for families.

The President is convinced that adequate fiscal controls and program monitoring systems are in place and recommends that the Board of Trustees accept the grant. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Maryland Family Network Core Service Agreement in the amount of \$50,000 and directs that these funds be used to provide programs for families for the period July 1, 2016 through December 30, 2016.

- 15) Proposed Resolution – Acceptance of Financial Statements FY 2016 Moved by Raymond Hamm and seconded by Donna Horgan, the Board approved the Financial Statements FY 2016 as presented to them.

RESOLUTION NO. 16-053

ACCEPTANCE OF FINANCIAL STATEMENTS FY 2016

Title 16, Section 315, of the Education Article of the Annotated Code requires each community college in the state to conduct an annual audit of “its books of accounts, accounting procedures and principles, and other fiscal and operational methods and procedures in accordance with guidelines prescribed by the Maryland Higher Education Commission.”

The College’s auditors, Maher Duessel, Certified Public Accountants, have concluded their examination of the accounts of the College entitled Independent Auditor’s Report, Component Unit Financial Statements and Supplemental Information, June 30, 2016, which they feel fairly presents the financial position of Cecil College at the end of the 2015 – 2016 fiscal year. Therefore, be it

RESOLVED, that the Board of Trustees accepts the independent public accountants’ report by Maher Duessel, Certified Public Accountants, entitled Independent Auditor’s Report, Component Unit Financial Statements and Supplemental Information, June 30, 2016 as the official financial report of the College for Fiscal Year 2015 – 2016.

- 16) Proposed Resolution – Acceptance of Single Audit of Federal Financial Assistance Programs FY 2016 – Moved by Mark Mortenson and seconded by Michael Scibinico, the Board approved the Single Audit of Federal Financial Assistance Programs as presented to them.

RESOLUTION NO. 16-054  
ACCEPTANCE OF SINGLE AUDIT OF FEDERAL FINANCIAL ASSISTANCE  
PROGRAMS FY 2016

Federal regulations require that an external audit (single audit) be conducted of funds received under Federal financial assistance programs. The firm of Maher Duessel, Certified Public Accountants, was engaged to conduct the single audit according to Office of Management and Budget Circular A-133 for the year ended June 30, 2016.

The audit confirms the College's practices and procedures for the use of Federal funds and contains no findings related to internal compliance controls. Therefore, be it

RESOLVED, that the Board of Trustees accepts the Annual Financial Report (single audit) of Federal financial assistance programs for the year ending June 30, 2016.

Mr. Raymond Hamm expressed heartfelt gratitude to the finance department for getting the type of results they did and the appreciation of the accolades that were conveyed to the board by the audit firm. Ms. Colenda also mentioned that the auditors reported how well everyone worked with the audit firm and it is greatly appreciated.

- 17) Proposed Resolution – Procurement Items – Moved by Raymond Hamm and seconded by Donna Horgan, the Board approved the Procurement Items as presented to them.

RESOLUTION NO. 16-055  
PROCUREMENT ITEMS

According to the Annotated Code of Maryland, Education Article § 16-103 (2014), the Board of Trustees has the authority to purchase, lease, condemn, or otherwise acquire any property it considers necessary for the operation of the College. In addition all procurements including multi-year lease agreements that exceed \$25,000 require Board of Trustee approval.

The following list includes procurements for instructional materials, supplies and equipment. State contracts and competitively bid procurements by other qualified entities. These items have been identified as exceptions to the College's Bid and Quotation policy by the Purchasing Office. Therefore, Vice President of Finance and the President recommend approval of the following procurements.

Procurement Method	Vendor Name/Address	Procurement Item	Total Cost
Piggybacking Hagerstown Community College RFP HCC16-005	WJ Strickler Signs, Inc New Oxford, PA 17350	Replace LED Sign Message Section (CIP Funds)	\$ 38,775

therefore, be it

RESOLVED that the Board of Trustees approves these procurement actions.

- 18) Middle States Follow Up Report – Dr. Diane Lane gave a Middle States follow-up report. At its session on November 19, 2015, the Middle States Commission on Higher Education acted to accept the Periodic Review Report to reaffirm accreditation. To request a progress report, due October 1, 2016, documenting further development of the assessment of student learning outcomes at the program level (Standard 14). Cecil College has actively invoked the program review process. Fifty-one reviews and three program self-studies were completed in three years, which was two years ahead of schedule. Eighty-six recommendations resulted from the program review process: 66 have been completed; six were deemed non-feasible; nine were postponed; and five are incomplete. Middle States was provided with the process on all 86 recommendations. The sample of programs discussed (biology, business, English, mathematics and nursing) provides a view of significantly different types of improvements the College is making across a range of disciplines at the institution. The detailed examples provide an institutional response to external factors, student progression within a department, low completion rates, and professional preparation as guided by a third-party accrediting agency. Each finding required a very different response to a documented opportunity, threat, or recommendation culled from specific program reviews. Cecil College has established the foundation for continuous review and improvement of our academic enterprise.

- 19) Old Business – None

New Business – The next open session board of trustees meeting will be held at 4 p.m. October 24, 2016 at the Cecil County School of Technology. A joint meeting will be held with Cecil County Public Schools at 6 p.m. Sarah Colenda informed Trustees that CCPS will provide a tour of the new Technology Building from 4:45 p.m. – 5:00 p.m. the day of the Joint Board Meeting for anyone who would like a tour.

Executive Session – Moved by Mark Mortenson, seconded by Raymond Hamm, the next Executive Session will be held on Monday, October 24, 2016 at 4:00 p.m. at the School of Technology, where the Board will discuss legal matters.

Regular Session – Moved by Donna Horgan and seconded by Michael Scibinico, the next regular session of the Board of Trustees will be held on Monday, October 24, 2016 immediately following the Executive Session at the School of Technology.

- 20) Adjournment – A motion to adjourn was moved by Raymond Hamm, seconded by Donna Horgan. The meeting was adjourned at 6:05 p.m.