

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, April 27, 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 March 30, 2017 Meeting Minutes
- 4) Student Life Report – Blake Griffith
- 5) Academic Senate Report – Dr. Jennifer Levi
- 6) Joint report from Classified Staff Organization & Administrative Professional Organization – Ms. Ashley Biasucci
- 7) President’s Report - Dr. Mary Bolt
- *8) Proposed Resolution: Personnel Items – Dr. Mary Bolt
- *9) Proposed Resolution: Addendum: Candidates for Graduation – Dr. Christy Dryer
- *10) Proposed Resolution: Bid Award Project No. 2016-4 “Solar Photovoltaic System and Related Power Purchase Agreement – Mr. Craig Whiteford
- 11) Financial and Investment Reports – Mr. Dan Thompson
- 12) Legislative Update – Ms. Chris Ann Szep
- 13) Athletics Update – Mr. Ed Durham
- 14) Education Program Update – Dr. Jennifer Scott-Greenfield
- 15) Old Business/New Business
- *a. Regular Session: Thursday, May 25, 2017 at 4:00 p.m., EMB213
- 16) Adjournment

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

April 27, 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, Dr. Cydney Teal, Michael Scibinico and Kathleen Kunda. Also present were Dr. Mary Way Bolt, President of Cecil College, Dr. Diane Lane, Vice President of Student Services and Institutional Effectiveness; Dr. Christy Dryer, Vice President of Academic Programs, Daniel Thompson, Vice President of Finance and Peter Shoudy, Chief Information Officer.
- 2) Approval of Agenda – On motion of Raymond Hamm, seconded by Mark Mortenson, the agenda for the meeting was approved.
- 3) Approval of March 30, 2017, Meeting Minutes – On motion of Dr. Cydney T. Teal, seconded by Mark Mortenson, the minutes of March 30, 2017, were approved as written.
- 4) Student Life Report - Blake Griffith introduced himself and said as the semester comes to a close, the Student Life Office has remained as active as the first week of classes. This week has been Fun Before Finals with events happening every day to help students relax as they head into final week.

Monday was “Fun Day” with games out in the Quad and free Rita’s water ice. On Tuesday there was a Dog Day Afternoon with a visit from 5 PAWS for People therapy dogs. Unwind Wednesday is a student favorite with free chair massages. April 27th was the annual student picnic in the Student Lounge. April 28th is Games Day with board games, coloring sheets and snacks in the Student Life office. Performing Arts students will also provide relaxing music. With finals beginning on May 1st this has been a great way to “de-stress”.

Going back to the beginning of the month, on April 7 several students in the Multicultural Student Union attended the 150th anniversary of the Hosanna School Museum. Historically, the Hosanna School provided for the educational needs of black persons freed from slavery. UMBC President Dr. Freeman Hrabowski was the inspiring keynote speaker.

Also on April 7, Drs. Levi and Orsi met with a group of students for a lunch discussion about the Cecil College climate and how students feel about being here.

One of the highlights of the year in Student Life was the 4th annual CecilCon, sponsored by our Geekdom Club. Over 850 people attended 17 workshops, participated in video game tournaments, competed in Cosplay contests – or just strolled around in costume. Over 40

artists, authors and vendors displayed their creations. Several community groups, such as the Cecil County Library system, also exhibited. Blake served as one of the official Cecil Con photographers that day and had a great time.

The Student Leadership Council planned and hosted a Black Light Volleyball game on Thursday, April 20. Open to the entire College community, about 30 students and staff played in a bracket type competition. \$76 was raised for the Student Food Pantry

The Psychology Club went on a relaxing trail walk during which they stopped for a short yoga and meditation session to celebrate Earth Day.

Also in recognition of Earth Day, the **Horticulture Club** held another successful Spring Plant Sale on Thursday, April 20. The film “Hometown Habitats” was shown on April 28th.

As part of a sociology class assignment, student Ashley Novack held a book drive Monday collecting books for Bay View Elementary School and the Cecil Help Center.

On Saturday, April 29, Student Life collaborated with the Art Department to sponsor a New York City gallery trip – the bus was FULL.

April is Sexual Assault Awareness Month – our Cecil College Liaison to the Cecil County Domestic Violence and Rape Crisis Center set up and maintained a display in the Student Lounge about dating violence and sexual assault throughout the month. She is also on campus every Monday to meet with students, faculty or staff during each semester.

The Office of Disability and Support Services held 2 “personal success” workshops in April – one on test anxiety (a repeat requested by students) and Financial Literacy, which Blake co-presented.

- 5) Academic Senate Report – Dr. Jennifer Levi reported the Senate met on Wednesday, April 5th. In that meeting they discussed revisions proposed by the assessment committee to enhance the course assessment procedure so that the data gathered is more reflective of broader trends and leads to productive change. This conversation is on-going and being led by Dr. Dryer. The Instructional Technology committee is soliciting feedback from faculty on ways to improve the student orientation to Blackboard. They hope to implement suggested changes over the summer so the new orientation is available in the fall. In the fall, a small group of faculty will begin research and policy development to create an Institutional Review Board for guidance on ethical research involving human subjects. Many of our sister institutions have an IRB. In addition, they began a scheduled discussion of the 2014 Faculty Pay and Promotion policy. Senate will meet again on Wednesday, May 3rd.
- 6) Joint Classified Staff Organization (CSO) and Administrative Professional Reports (APO) – Ashely Biasucci presented the report for both CSO and APO reporting that CSO met on April 13. Chris Ann Szep attended the meeting to discuss the upcoming 50th Anniversary of

Cecil College. New officers were nominated for each position for the next term. CSO will meet again on May 12 and the picnic will be in June with a date to be determined. Goals will be presented at the meeting in May.

APO met on April 13. Peter Shoudy met the group and discussed IT Updates and held a question and answer session. The group is wrapping up their goal reporting for the year. Officer nominations will go to vote in the next week. Planning for the summer APO picnic is underway. The group will meet again on May 11th.

- 7) President's Report – Dr. Bolt presented the college budget to the county council on April 4th. Tyler, our engineering major provided remarks in support of Cecil College's budget. The Economic Development Commission meeting met this month at the Elkton library. Dr. Bolt participated in the two-day onsite Paramedic accreditation visit. The entire Healthcare team and our community partners were outstanding. We will hear the outcome of the visit within about three months.

Cecil Con was a fantastic success led by students and supported by staff, faculty, and volunteers. This event brings in a diverse group of families, and many enjoy dressing in their favorite character costume.

On April 10th Dr. Bolt attended Sine Die in Annapolis and had the opportunity to thank our local delegation for their ongoing support of Cecil College and Cecil County.

On April 14th Dr. Bolt provided the welcome to Donna Myers Executive Director for the Organization of Associate Degree Nursing Education. She was the keynote speaker for a student leadership workshop attended by nursing students from seven of Maryland's community colleges.

Dr. Bolt participated in the American Association of Community College's Commission meeting on Technology and Emerging Trends in addition to attending the annual conference.

Secretary Fielder from the Maryland Higher Education Commission will be on campus Friday to meet with me and share his archives of the Bainbridge Naval Training Center.

On April 28th from 5:30 to 7:30 our Creative Writing Awards will be showcased at the Palette and Paige. Students and faculty will participate in the reading of their specific work.

Healthcare Summit: Earlier this month Dr. Bolt hosted a forum for agencies representing health and wellness in this region. Ten different agencies attended to hear about the programs offered at the college that aligned with the skillsets they are seeking in new employees. Dr. Bolt announced that the college would be launching an Addictions Counseling program in the upcoming year. The program also included a structured

discussion regarding their needs for new and emerging programs. We received very positive responses from the participants and generated additional opportunities for our students to be placed in internships as we launch this program.

This is the time of year where we have an opportunity to visit with students as they participate in a series of programs marking their end of year accomplishments.

Grad Event Day: Dr. Bolt visited with students as they participated in Grad Event Day. Students were able to collect their graduation regalia, meet with Career Services and join the Alumni Association. It was a festive day and the students were truly excited about their upcoming graduation.

Math League: Last weekend our students placed second in the regional Math Competition. Students representing colleges from a tristate area participated and we are very excited that our students out performed so many other teams in the competition.

Math Capstones: On April 26th Dr. Bolt had the opportunity to attend the Capstone Presentations of our most talented math students. These students produced projects and analysis that far exceeded expectations. Dr. Bolt was so proud hearing about their understanding of math functions.

STEM exhibit on May 9th from 4 to 6 pm in the Engineering and Math Building.

- 8) Proposed Resolution – Personnel Items– Moved by Donna Horgan and seconded by Raymond Hamm, the Board approved the Personnel Items

RESOLUTION NO: 17-011

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: Maria Glockner
Position: Finance Business Manager
Salary Grade: 16
Division: Finance & Administration
Category: Exempt
Effective: March 31st, 2017

Name: Margaret Brumit
Position: Executive Assistant II

Salary Grade: 13
Division: Finance & Administration
Category: Exempt
Effective: April 10th, 2017

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

- 9) Proposed Resolution – Approval of Addendum to May 2017 Candidates for Graduation - Moved by Donna Horgan and seconded by Michael Scibinico, the Board approved the Addendum to the May 2017 Candidates for Graduation.

RESOLUTION NO: 17-012
APPROVAL OF ADDENDUM TO MAY 2017 CANDIDATES FOR GRADUATION

The Board of Trustees has been authorized by the Maryland Higher Education Commission to award degrees and certificates. Resolution No. 17-010 - *Approval of the May 2017 Candidates for Graduation* - was approved at the March 30, 2017 meeting. Additional candidates have been identified that should be approved for degree conferral. Each of the candidates on the attached list expects to complete all coursework in accordance with his/her prescribed curriculum and the Registrar has verified that the academic record of each candidate is accurate and that each candidate is eligible to receive their certificate or degree pending final review after the current semesters grades have been recorded.

The Vice President for Academic Programs has certified that each is an eligible candidate who expects to fully meet the requirements of his/her specific curriculum.

The President is satisfied that these candidates are in fact eligible for graduation pending a final review once the current semesters grades are recorded; therefore, be it

RESOLVED, that these candidates be approved for graduation on May 21, 2017

- 10) Proposed Resolution – Approval for Solar Photovoltaic System and Related Power Purchase Agreement, Sublease and Agreement for Purchase and Sale of Solar Renewable Energy Certificates - Moved by Raymond Hamm and seconded by Dr. Cydney Teal, the Board approved the Solar Photovoltaic System and Related Power Purchase Agreement, Sublease and Agreement for Purchase and Sale of Solar Renewable Energy.

RESOLUTION NO: 17-013
APPROVAL OF SOLAR PHOTOVOLTAIC SYSTEM AND RELATED POWER PURCHASE AGREEMENT, SUBLEASE AND AGREEMENT FOR PURCHASE AND SALE OF SOLAR RENEWABLE ENERGY CERTIFICATES

Cecil College developed a Request for Proposal (RFP) known as **Project No. 2016-4, Solar Photovoltaic System – Power Purchase Agreement RFP** to engage a third party contractor in a Power Purchase Agreement (PPA) for energy produced from a Solar Photovoltaic System. The Board of Trustees authorized the College administration in June 2016 to enter into contract negotiations for a Power Purchase Agreement with NRG Solar Vienna LLC. The third party contractor will be responsible for the design, construction, operation and maintenance of a Solar Photovoltaic System with the capacity up to 2 Megawatts of electrical energy at an off-campus location at no cost to the College. The purpose of the PPA is threefold. First, the system will be designed to provide renewable energy that will offset the energy currently being supplied by the local electric utility company. Second, the power generated will be produced at a cost per kWh rate lower than currently available to the College from its current suppliers and the Delmarva grid. In addition, the site for the installation of the solar panels must be able to connect to Delmarva Power and Light (Delmarva) grid and be located in Maryland.

Subsequent to the satisfactory negotiations between the College, the College's legal team, and NRG Solar Vienna LLC, at this time,

Now, therefore be it

RESOLVED, that the Board of Trustees authorizes the College administration to execute the contract agreements identified as 1. Remote Power Purchase Agreement 2. Solar Site Sublease Agreement, and 3. Agreement for the Purchase and Sale of Solar Renewable Energy Certificates, between the College and NRG Solar Vienna LLC.

- 11) Financial Report and Investment Report– Daniel Thompson provided a financial report through March 31, 2017. College continues to be in a good place financially. As of the end of March our year to date revenue was \$23.7 million which is approximately \$190,000 or .8% ahead of budget. This represents about 96% of our annual budget. Tuition numbers in total are over 100%. Non-credit is about \$60,000 below annual goal. Still forecasting to be essentially just above flat revenue. We will be up in the credit and non-credit side. Continuing Education has done a lot of work. Truck driving school is up substantially as well as the children's camps.

Expenses – We are in a good place against our expense budget. At March month end our year to date expense was \$17.7 million so we are up about \$1.2 million against our current budget or just under 7%. Operating expenses there are savings in healthcare, and utilities. At the end of the year we expect to come in at \$900,000 positive.

Working capital – last month came in low due to timing issue. No concerns with cash flow.

- 12) Legislative Update – Chris Ann Szep presented various Legislation that was presented for approval and will send a link to Sherry Pistor of all the Legislation that has passed or not

passed to be sent to the Trustees. Ms. Szep said this year was the least controversial session for community colleges. Chair Colenda thanked Donna Horgan and Chris Ann for all of their hard work.

- 13) Athletics Update – Mr. Ed Durham presented a slide presentation on Cecil College Athletics including athletic facts, academics and accomplishments. Mr. Durham introduced several athletes from various Cecil teams including: Natalie Daly, Crystal Zella, Alicia Nutter and men’s soccer coach Patrick Lutz and Volleyball coach Gary Preston. Ed made mention that Charlie O’Brien won his 700th game this year and was nominated for Coach of the Year. Natalie Daly spoke to the board saying that she is a North East High School Graduate. She was recruited by Gary Preston to play volleyball. She loves being an athlete but being a student was her number one priority. Natalie will move to Keystone College to get her Biology degree.
- 14) Education Program Update – Dr. Jennifer Scott-Greenfield shared a few things that are going on in the Education Department. Dr. Jennifer Scott-Greenfield is the full time faculty and there are eleven adjuncts. Degrees in education include AAT in Early Childhood Education and Elementary Education and AA in Secondary Education. Dr. Scott-Greenfield reviewed data for the teacher education majors. Over 90% of the students are Cecil County residents. Transfer options include Towson University, Millersville, Salisbury, West Chester, Wilmington, George Washington University and the University of Maryland. An exit survey of the program yielded very satisfied or satisfied in the program
- 15) Old Business – Chair Colenda thanked everyone who attended the Top 100 Women celebration honoring Dr. Mary Way Bolt and all of the other women who were chosen for this prestigious award. Chair Colenda attended the retirement party for Dr. Diane Lane and conveyed to Dr. Lane that she personally would like to thank her for everything she has done for Cecil College wishing her many happy years in the next chapter of her life.
- 16) New Business
 - a. Guardian article came out about our commitment to arts through the college. Very nice article.
 - b. Close Regular Session – Moved by Mark Mortenson and seconded by Donna Horgan.
 - c. Next Regular Session – Moved by Donna Horgan and seconded by Michael Scibinico, the next regular session of the Board of Trustees will be held on Thursday, May 25, 2017, in the Engineering and Math Building, Room 213.
- 17) Adjournment of Regular Session – On the motion made by Raymond Hamm, seconded by Michael Scibinico and carried unanimously, the Trustees moved to convene a closed session. The regular meeting was adjourned at 5:25 p.m.

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

18) Closed Session:

The Executive Session was called to order at 5:30 p.m. Present were Chair Sarah Colenda, Trustees Donna Horgan, Mark Mortenson, Kathleen Kunda, Dr. Cydney Teal, 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 7:10 p.m. with a motion by Raymond Hamm, seconded by Michael Scibinico.