

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, January 25, 2018

Regular Session: 4:00 p.m. – EMB 213

A G E N D A

- 1) Roll Call
 - * 2) Approval of Agenda
 - * 3) Approval of December 7, 2017 Meeting Minutes
 - 4) IT-Website – Joe Torre
 - 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report– William Garrett
 - 6) Academic Senate Report – Dr. Ebony Roper
 - 7) President’s Report - Dr. Mary Way Bolt
 - 8) Tuition Discussion – Dr. Mary Way Bolt
 - 9) Financial Report – Mr. Daniel Thompson
 - *10) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
 - *11) Proposed Resolution: Probationary Policy – Colleen Cashill
 - 12) Academic Programs Presentation: Nursing Program Update, Nancy Norman-Marzella, Dean of Nursing and Health Professions
 - 13) Update on Facilities – Mr. Peter Shoudy
 - 14) Early College Academy – Dr. Kimberly Joyce
 - 15) Old Business/New Business
 - *a. Regular Session: Thursday, February 22, 2018 at 4:00 p.m., EMB 213.
 - 16) Adjournment
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CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

January 25, 2018

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

- 1) Roll Call: Present: Chair Sarah Colenda, Trustees: Raymond Hamm Via phone: Mark Mortenson, Kathleen Kunda and Dr. Cydney Teal. Absent: Vice Chair, Donna Horgan, Michael Scibinico Also present were Dr. Mary Way Bolt, President of Cecil College, Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Chris Ann Szep, Vice President of Community and Government Relations and College Advancement, 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 December 7, 2017 Meeting Minutes – On motion of Kathy Kunda, seconded by Dr. Cydney Teal, the minutes of December 7, 2017, were approved as written.
- 4) Cecil Website Redesign – Joe Torre from the college IT Department, presented information to the Trustees about the Cecil College Website Redesign. He explained that the importance of the website is to make a good first impression, provide quality content for a great user experience and make information easy to find regardless of the device type. Some key points of the redesign include utilizing a modern web platform as a solid foundation to build upon. It is also to maintain a unified brand and to craft a seamless user experience across various devices. Mr. Torre further mentioned the new website was built using WordPress. Sixty million websites run on WordPress and it is an open source with powerful features and limitless extendibility. The existing content of the website was a solid starting point for the redesign. There were minor changes to improve the flow and larger changes made in an effort to make finding information easier and all new imagery was added. Unified branding on the redesign maintains unity between the website and marketing materials and is very important for consistency. The color palette of the Cecil College web redesign is white, gray, green and gold.
- 5) Joint report from Administrative Professional Organization and Classified Staff Organization Mrs. Sondra McKeever reported that she is covering for Amanda and filling in as the Vice President of the Classified Staff Organization. The Classified Professional Organization (CSO) held the largest raffle to date on All College Day. There were twenty nine donations and CSO started sending out letters to businesses in November 2017. Mrs. McKeever mentioned they received more donations when members visited the businesses in person. CSO donated several baskets for the raffle. CSO raised \$1,170 from the raffle and it is the largest amount raised for scholarships to date. Lee Norris had the winning bid for the employee parking spot and paid \$260. CSO met on January 18 and there were eight members in attendance. Updates from the College Management Team (CMT) meetings

were reviewed, the Blue Rewards Program and the upcoming Lifion program. CSO members were invited to the Socrates Society event held in February. The next CSO meeting is February 8th. There were no updates for the Administrative Professional Organization.

- 6) Academic Senate Report – Dr. Ebony Roper took over the position of Senate President after Anand Patel left his position at the college. Dr. Roper explained that Chris Gaspare, Vice President, will provide Senate updates going forward due to her class schedule that coincides with the Trustees meetings. Last semester to help students, Senate implemented an orientation for Blackboard and also made a list of Wi-Fi areas for students to access the internet. Senate had discussions with Academic Affairs and made program changes. Course changes were made to two English Courses. Academic Affairs is doing very well this semester. Policies are being brought up to date. Senate raised money for holiday gift giving. In the future, Senate will discuss and finalize Faculty Pay and Promotion Policy.
- 7) President's Report – Dr. Bolt participated in the Economic Development Commission meeting hosted on the North East campus. She also met with a County Council candidate along with Dr. Devine and Morgan Miller and shared Cecil College priorities. Dr. Bolt suggested that the candidate contact her if he had any questions or requested additional information about the college.

Dr. Bolt provided mementos of appreciation to the donor who has asked to remain unacknowledged for her generous donation to the college. She has been a strong supporter of the college.

Dr. Bolt, a few staff members and fellow trustees attended Cecil Night in Annapolis. This is an event where Cecil College can show our support to our delegation.

Dr. Bolt attended the 28th Wright's AME Church celebration of Dr. Martin Luther King, Jr. The message was very uplifting and timely.

Each Monday Dr. Bolt participates on the Maryland Association of Community College's Legislative committee where they review and discuss bills that may impact community colleges. She also participated in a RAMP-MD board meeting where there are plans for a March 28, 2018 Symposium entitled "The 3D Medical Revolution." This is a great venue to learn about bio-printing and the future of 3D printing in medicine.

Dr. Bolt attended the 1968 classic movie Barbarella which was hosted by Milburn Stone Theater as part of the college's 50th anniversary film series and free popcorn was offered.

The Maryland Association Community College Trustee Leadership Conference was held in Annapolis. Materials provided at the event are located in the Document Vault of Director Access.

County Executive Dr. Alan McCarthy will provide his state of the county on Monday, January 29th at Schaffer's and members of Cecil College will attend.

Cecil College's Dr. Martin Luther King, Jr. celebration will occur on January 31, 2018 in the Technology Center.

- 8) Tuition Discussion: Dr. Bolt reminded the Trustees of the discussion that was held during the retreat regarding a tuition increase. Based on the data that has been collected, it is important for Cecil College to raise tuition to ten dollars a credit hour. For the school years 2015, 2016 and 2017, Cecil is number fifteen out of sixteen colleges in regards to tuition cost. Currently, a credit hour is \$109. It is proposed to have a \$10 increase per credit hour for in-county residents.

The Governor stated last year if community colleges did not raise tuition more than 2% the State would give a one-time allocation of \$70,000. This year the Governor would provide \$35,000 to the college if a tuition increase was held at 2%. This does not help to meet the budget.

Senate Bill 317 puts into effect starting in the 2019/2020 academic year that community colleges in the state may not increase the in county tuition rate over the prior year by more than the increase in the three year rolling average of the state's median family income. Finance pulled data on the three year rolling average family income. In 2016 it was 2%, in 2015 1.05%, in 2014 .55%, in 2013, 2012, 2011 and 2010, it was a negative number. If the tuition is not increased this year and the proposed legislation goes into effect, it will lock the college's ability to raise tuition and meet budget needs for many years. Twenty-seven legislators have signed onto this bill.

A discussion followed about the increase.

- 9) Financials – Mr. Dan Thompson reported as of December month end, actual year to date total revenue was \$17.1 million, which is \$731,000 or -4.10% under budget. Year to date credit revenue versus budget is currently down \$229,000 or -3.48% primarily due to lower than projected enrollment. Budgeted growth is \$303,277 or 4.4% and down 94 FTE's

Non Credit revenue is down \$110,000 or -11.21% versus budget. Last month Non Credit was down \$85,000 versus budget or 11.57%. The group is working on a number of contract and if signed then it will minimize variance to budget. In driver's education, there was a new competitor who was undercutting prices, however, they have left the County. Truck driver training is closing the gap and the current class is larger than expected.

Investment and other income are \$33,000 positive.

Encumbrances are \$425,000 and will not change for the remainder of the year. They do not impact operationally but they do show up in reports. Year-end encumbrances are \$150,000 and \$275,000 represents the use of the fund balance for building repairs.

The current year-end revenue projection indicates \$829,000 or -3.16% short to budget. \$425,000 of the projected shortfall is related to encumbrances. Credit is down \$320,000 and non-credit is down \$125,000.

As of December month end actual year to date expenses were \$12 million, which is \$940,000 or 7.8% better than budget. The variance of \$341,000 is primarily salaries. There are unfilled positions and timing issues. Operating expenses are \$591,000. Year-end

January 25, 2018

expense projections indicate \$653,000 or 2.55% positive to budget. Overall, year to date net revenue and expenses are \$210,000 positive to budget. However, year-end net projection of revenue and expenses indicate a \$176,000 shortfall against the budget.

Working capital as of December month end was \$4.199 million versus projected \$4.496 million. This is \$297,000 or 6.6% lower than expected primarily due to the timing of the Aramark quarterly payment. The budget was updated to reflect the transfer of funds to MLGIP. There are no cash flow issues forecasted through the remainder of the fiscal year.

- 10) Proposed Resolution – Personnel Items - Moved by Raymond Hamm and seconded by Cydney Teal, the Board approved the Personnel Items.

**RESOLUTION NO: 18-001
APPROVAL OF 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: Katherine Magana
Position: Technical Director
Salary Grade: 12
Division: Community Relations & College Advancement
Category: Exempt
Effective: December 11, 2017

Name: Richard Haubert
Position: Public Relations Coordinator
Salary Grade: 14
Division: Community Relations & College Advancement
Category: Exempt
Effective: January 2, 2018

Name: Tracey Kempzell
Position: Accounting Technician II/Disbursement
Salary Grade: 11
Division: Finance
Category: Non-Exempt
Effective: January 2, 2018

Name: Turquoise Grinnage
Position: Financial Aid Advisor
Salary Grade: 13

January 25, 2018

Division: Student Services and Enrollment Management
Category: Exempt
Effective: January 8, 2018

Name: Melanie Ford
Position: Research Analyst
Salary Grade: 14
Division: Student Services and Enrollment Management
Category: Exempt
Effective: January 22, 2018

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

- 11) Proposed Resolution – Acceptance of Probationary Policy – Moved by Mark Mortenson, seconded by Raymond Hamm, the board approved the Probationary Policy

RESOLUTION NO: 18-002
APPROVAL OF PROBATIONARY POLICY

All initial staff appointments are subject to a 90 day probationary period. The probationary period is defined as the 90 day period an employee is required to serve in order to demonstrate their knowledge, skills and ability to satisfactorily perform the job duties required of their position. At the end of 90 days, the College will decide whether to grant the employee regular employee status, extend the probationary period, or terminate the employment relationship. During the probationary period, an employee is subject to dismissal without right of appeal pursuant to the College's Employee Grievance Policy.

Upon successfully completing the 90 day probationary period, full-time staff will receive a written evaluation from their supervisor. Evaluations for part-time and contract staff are optional.

The college faculty are subject to a different policy, the Faculty Probationary Policy. The policy was approved by the Board of Trustees at the December 8, 2011 board meeting. The resolution number is 11-055.

RESOLVED, that the Board of Trustees approves the Cecil College Staff Probationary Policy effective January 25, 2018.

- 12) Academic Programs Presentation: Nursing Program Update. Nancy Norman-Marzella, Dean of Nursing and Health Professions provided an overview to the Trustees about Credits/Degrees, Non-credit and Certificates for the Nursing and Health Professions program. The nursing faculty has seven full-time, two part-time and eleven adjunct teachers. Full-time faculty have four Doctoral degrees and three Certified Nurse Educators. The part-time and Adjunct staff have seven MSN and four BSN degrees and are employed at area hospitals and health offices.

Cecil teams up with Community Partners in Clinical Practice to foster a dynamic learning environment. These partners include Union Hospital, Christiana Care Health Systems,

January 25, 2018

Jennersville Hospital, Saint Francis Healthcare, Calvert Manor Healthcare, Visiting Nurses Association, U.S. Department of Veterans Affairs, University of Maryland Upper Chesapeake Health, Nemours Alfred I. DuPont Hospital for Children and the Cecil County Health Department.

The nursing faculty belong to many professional organizations throughout Maryland, Pennsylvania and Delaware. They also work hard to expand and deepen community alliances by performing community service. Several have given their time in International Health Care Volunteers in Guatemala, Career day at local schools, Canine Partners for Life, Unity in the Community and the American Red Cross.

The Nursing curriculum has required credit hours. Thirty-four credits are needed in general education or pre-requisite or co-requisite coursework. Also needed are thirty six credits in nursing coursework. Twenty-two credits in theory and fourteen credits in clinical – equal to six hundred thirty hours.

Graduate success on licensure exams are a significant benchmark for the nursing program. Cecil nursing graduates were top in State NCLEX-RN Scores in 2015 and 2016. In 2017 the Associate of Science degree (ASN/RN), Cecil had thirty five graduates with a NCLEX pass rate of 94.12%. The national average was 82.65%. There were eleven PN graduates with a NCLEX pass rate of 100%.

Nursing graduate outcomes: 80% are employed in nursing within nine months of graduation. Employment areas by practice: Trauma/Critical Care 44%, Medical/Surgical 8%, Ambulatory Care 8%, Community/Home Health 8%, Psych 22%, LTC 8% and other 2%. Cecil has RN-to-BSN agreements with at least seventeen different college/universities and currently working on an agreement with George Washington University. Over half of the Cecil Nursing graduates currently seeking advanced degrees plan to complete a Bachelor's of Science Degree in Nursing. More than 30% plan to complete a Master's of Science Degree in Nursing and 10-26% plan to complete a Doctorate in Nursing Degree.

- 13) Update on Facilities – Mr. Peter Shoudy reviewed a summary of five facilities initiatives relating to the proposed request for funding.

Building A has the issue of the water infiltration where the marketing and admissions area were directly affected. That project is on schedule and under budget. Will be finishing up restoration with paint and carpeting.

Progress has been made in the Arts and Science Building in regards to the odor problem. Chairperson Sarah Colenda asked about the air quality assessment and safety of those working in the building. Mr. Shoudy said an air quality assessment was done as recently as the end of September 2017 and there were no issues. Since then, there was a recent flood in the Arts and Sciences building, a new air quality and mold assessment will be conducted.

A purchase requisition was released for the restoration work on the Technology Building. A tentative quote on the repair work has been received and the project will begin once the weather conditions improve.

The new chillers in the Technology Center have been delivered. They will be installed once the weather is above fifty degrees.

January 25, 2018

The theatre heat pump replacements are in progress. Once a new and larger doorway is completed the heat pumps will be installed.

- 14) Early College Academy – Dr. Kimberly Joyce provided information on the Early College Academy (ECA). Dr. Christy Dryer and Dr. Joyce have been meeting with Ms. Anne Gelrich and Ms. Joanne Zimmerman of Cecil County Public Schools (CCPS). Cecil College is ready to launch ECA in Cecil County schools in 2018. Parameters were set concerning the program. CCPS requested that ECA be held at Elkton High School. The plan is to offer seventeen seats to Elkton High students and reserve two seats for all other high schools with a cohort of twenty five. All students will become Elkton High School students. The cost will be shared between the parents and Cecil College Scholarships. For students who are receiving Free and Reduced Meals, the Cecil County Public Schools will pick up the cost. The curriculum will be the same that is used for Oxford area schools. A district wide CCPS guidance counselor meeting will be held on February 6th. Dr. Joyce and her team plan to attend the meeting and will market the ECA program. Dr. Joyce will also attend parent’s nights and open houses to include a round of question and answer sessions. The application deadline for students is April 1, 2018. Cecil College has been clear with the school district regarding the deadline of May 1, 2018 to ensure the program will proceed and there must be a cohort of at least 25. Everyone is very excited about the program and feel it is a win for the students and the college.

15) Old Business/New Business

Old Business – Dr. Bolt, Sarah Colenda, Donna Horgan, Kathy Kunda and Chris Ann Szep attended the MACC Trustee Leadership Conference and Legislative Reception in Annapolis on January 22, 2018. The MACC meeting was full of interesting topics. The Legislative Reception was informative and attendees thought it was enjoyable to meet with the delegation in the evening.

New Business

- February 3, 2018 - Socrates Society event at Elkton Station beginning at 6:00 p.m. Any Trustees who have not responded, please do so.
- February 22, 2018 – NMTC Visionary Awards – Barbara Morton/Math Lab is being honored. Let Sherry know if you can make it.

Close Regular Session

- a. Next Regular Session will be held on Thursday, February 22, 2018 beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. Moved by Mark Mortenson, seconded by Dr. Cydney Teal, and approved.
- b. A motion to adjourn the regular session was made by Mark Mortenson and seconded by Cydney T. Teal and was approved.
- c. A motion was made by Raymond Hamm and seconded by Kathy Kunda to go into Executive Session.
- d. The regular meeting adjourned at 5:45 p.m.

CLOSED SESSION:

The closed session meeting was brought to order at 5:50 p.m. under General Provisions Article § 3-305(b) (1) and (8), only:

- (1) Personnel matters that affect an individual
- (8) Consult with staff about potential litigation

Individuals present at closed session: Sarah W. Colenda, Chair, Raymond W. Hamm, Jr. and Mary Way Bolt.

By phone: Mark Mortenson, Dr. Cydney Teal, and Kathy Kunda

Absent: Donna Horgan, Vice Chair, and Michael Scibinico

The closed session meeting was adjourned at 6:15 p.m.