

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, August 25, 2016

Executive Session: 3:30 pm – 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 June 30, 2016 Minutes
- 4) Academic Senate Report – Dr. Jennifer Levi
- 5) Joint report from Administrative Professional Organization and Classified Staff Organization– Ms. Ashley Biasucci
- 6) President’s Report – Dr. Mary Way Bolt
- * 7) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- * 8) Proposed Resolution: Board of Trustee Goals for 2016-2017 – Dr. Mary Way Bolt
- * 9) Proposed Resolution: Approval of August 2016 Candidates for Graduation – Dr. Kimberly Batty-Herbert
- *10) Proposed Resolution: Associate Professor Emeritus Status to Ms. Carol White, Associate Professor, Art - Dr. Mary Way Bolt
- *11) Proposed Resolution: Board of Trustee Calendar Date Change – Dr. Mary Way Bolt
- *12) Proposed Resolution: Credit Card Policy – Mr. Daniel Thompson
- *13) Consent Agenda: Acceptance of Grant Agreements – Dr. Mary Way Bolt
 - a.) Proposed Resolution: Consolidated Adult Education and Literacy Services
 - b.) Proposed Resolution: Maryland I-Pathways Program
 - c.) Proposed Resolution: Maryland State Department of Education Local Perkins Plan for Program Improvement Grant
 - d.) Proposed Resolution: Eckerd Workforce Development Services WIA Youth Services Training Program
- 14.) Proposed Resolution: Procurement Items

* Requires Board Action

- 15) Financial Report – Mr. Daniel Thompson
- 16) Academic Update: Computer Science & Cybersecurity 2016/17– Ms. Jacqueline Wilson
- 17) Old Business/New Business

*a. Executive Session, Thursday, September 29, 2016 at 3:30 p.m., EMB213

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. Next Meeting, Thursday, September 29, 2016 at 4:00 p.m., EMB213

- 18) Adjournment

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

August 25, 2016

Closed Session:

The Board met in executive session at 3:30 p.m. Present were Chair Sarah Colenda, Vice Chair Donna Horgan, Trustees Cydney Teal, Raymond Hamm, Mark Mortenson and Michael Scibinico. 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 4:10 p.m.

- 1) Roll Call: Present: Chairperson Sarah Colenda, Vice Chair, Donna Horgan, Trustees Cydney Teal, Raymond Hamm, Mark Mortenson and Michael Scibinico.
- 2) Approval of Agenda – On motion of Raymond Hamm, seconded by Cydney Teal, the agenda for the meeting was approved.
- 3) Approval of June 30, 2016 Meeting Minutes – On motion of Mark Mortenson, seconded by Donna Horgan, the minutes of June 30, 2016, were approved as written.
- 4) Academic Senate Report – Dr. Jennifer Levi, president of the Academic Senate, said the senate has identified policies that need to be revised and will set other goals at its first meeting of the academic year. Over the summer, Carol White was recommended for Professor Emeritus status.
- 5) Joint report from CSO & APO – Ashley Biasucci, president of the Classified Staff Organization, reported on behalf of both CSO and the Administrative Professionals Organization. CSO met Aug. 18 and established its goals for the year. They would like to refine its bylaws and handbook. The January All College Day raffle and parking spot auction will continue. APO had a very successful All College Day fundraiser, which featured eight teams participating in a dodgeball tournament. There were many spectators at the competition, and four baseball players served as officials. The teams came ready to play and in costume. The Flamethrowers were the tournament champions, and Ball of Duty was the best dressed team. The Elk Mt. BBQ and Tikiz Shaved Ice and Ice Cream trucks served lunch and are donating a portion of their proceeds to the APO scholarship fund. APO also raffled off a campus parking spot. The donations are still being tabulated, but it was a very successful day. Thank you to all who supported the event. The next APO meeting will be held on Sept. 8.

- 6) President's Report – Dr. Bolt presented the President's Report. The College has been celebrating the return of our students with a full complement of Welcome Back activities. Last week 181 students and 133 family members attended one of our four new student orientation programs. Students were provided with an overview of support services, academic expectations, and academic technology. Cecil College celebrities canvassed the parking lots in a decorated gator and offered students free cab rides to class. Celebrities played Cecil trivia with the students on their way to class with a chance to win prizes. Welcome back resource stations peppered the campus as students returned. Each station was staffed so students could ask directions to class, pick up their student handbook, and collect information about college resources. Student Life hosted an open house throughout the past week so that students could drop in, meet the staff, and check out campus activities while they grabbed a snack! An annual favorite for our students was the T-shirt, tie-die party held in the quad so students could design their own wearable art. This was followed the next day by the tie-dye group photo.

Each day a different campus service hosted a Resource Table in the Quad to share information. The week began with Facilities sharing information about the new Single Stream Recycling program. Other resource table included Bystander Intervention & Sexual Violence Prevention, Disability and Support Services, and Student Veteran information. College Life hosed Spirit Day and invited students and staff to wear Cecil gear and show your college pride! Rita's Water Ice was on campus to offer students free ice on their way to class. Our Fitness & Wellness center hosted Group Games in the center to encourage students to make wellness a part of their weekly routine at Cecil College. We are closing out the week with my personal favorite, Popcorn with the President. I will be greeting students with popcorn and greetings from the president. Maryland Community College Presidents met for two day at Frederick Community College. Multicultural Student Advisory Board meeting was held on the 15th of August. We had a great start of the semester with All College Day and the APO Dodgeball Tournament. Attended the Quarters One dinner at APG with Major General Bruce Crawford and wife Dianne. This was an opportunity to share Cecil College with ten other APG community members.

- 7) RESOLUTION NO. 16-039
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: Lisa Reynolds
Position: Coordinator, Student Life
Salary Grade: 14
Division: Student Services
Category: Exempt
Effective: July 25, 2016

Name: Clarence Orsi
Position: Assistant Professor of English
Salary Grade: F4
Division: Academic Programs
Category: Faculty
Effective: August 15, 2016

Name: Scott Kleckner
Position: Assistant Professor of Criminal Justice
Salary Grade: F4
Division: Academic Programs
Category: Faculty
Effective: August 15, 2016

Name: Lindsey Winters
Position: Administrative Assistant I
Salary Grade: 11
Division: Finance & Administration
Category: Non-Exempt
Effective: July 1, 2016

Name: Alexandria Kennedy
Position: Human Resources Administrator
Salary Grade: 12
Division: Human Resources
Category: Non-Exempt
Effective: July 11, 2016

Name: Meredith Cole
Position: Assistant Professor of Biology
Salary Grade: F4
Division: Academic Programs
Category: Faculty
Effective: August 15, 2016

Name: Scott Addison
Position: Officer, Special Police
Salary Grade: 11
Division: Finance & Administration
Category: Non-Exempt
Effective: August 15, 2016

Name: Amanda Peterson
Position: Librarian of Acquisition and Cataloging
Salary Grade: 14
Division: Student Services
Category: Exempt
Effective: August 1, 2016

Name: Joyce Wagoner
Position: Director, IT Operations
Salary Grade: 16
Division: Information Technology
Category: Exempt
Effective: July 1, 2016

Name: Shirley Gharbin
Position: Assistant Professor, Nursing
Salary Grade: F6
Division: Academic Programs
Category: Faculty
Effective: August 15, 2016

Name: Ebony Roper
Position: Assistant Professor, Nursing
Salary Grade: F6
Division: Academic Programs
Category: Faculty
Effective: August 15, 2016

Name: Kimberly Sheppard
Position: Professor, Mathematics
Salary Grade: F8
Division: Academic Programs
Category: Faculty
Effective: August 15, 2016

Name: Allison Symonds
Position: Professor, English

Salary Grade: F8
Division: Academic Programs
Category: Faculty
Effective: August 15, 2016

RETIREMENT– Full Time Staff

Name: Paula Bartlett
Position: Librarian of Acquisition
Salary Grade: 14
Division: Student Services
Category: Exempt
Effective: July 29, 2016

RESIGNATIONS /SEPARATIONS– Full Time Staff

Name: Kathie Lyneis
Position: Administrative Assistant II
Salary Grade: 12
Division: Academic Programs
Category: Non-Exempt
Effective: August 3, 2016

Name: Sean Grugen
Position: Athletic Trainer
Salary Grade: 13
Division: Student Services
Category: Exempt
Effective: August 19, 2016

Name: Peggy Jenkins
Position: Associate Professor, Accounting/Economics
Salary Grade: F6
Division: Academic Programs
Category: Faculty
Effective: August 11, 2016

RESIGNATIONS /SEPARATIONS– Part Time Staff

Name: Michaela Bocklage
Position: Child Care Assistant
Salary Grade: 7
Division: Academic Programs
Category: Non-Exempt
Effective: August 18, 2016

Name: Heather Ryan
Position: Child Care Assistant
Salary Grade: 7
Division: Academic Programs
Category: Non-Exempt
Effective: August 26, 2016

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

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

8) Proposed Resolution: Board of Trustee Goals for 2016-2017

Moved by Mark Mortenson and seconded by Donna Horgan, the Board approved the Board of Trustees Goals 2016-2017 as amended with addition.

RESOLUTION 16-040
BOARD OF TRUSTEES GOALS FOR 2016-2017

The Board of Trustees of Cecil College wishes to establish annual goals. The proposed goals for 2016-2017 are as follows as amended with goal number five added:

1. Provide representation at the MACC Completion Summit in spring 2016.
2. Participate in a joint Board meeting with the Cecil County Public School Board of Education.
3. Participate in the Maryland Association of Community Colleges executive committee meetings.
4. Participate in the ACCT Conference in October 2016. Participants attending the ACCT Conference will formalize information gathering and sharing with fellow Trustees.
5. Addition to goals – Continue to partner the working relationship with the Cecil College Foundation. Joint meeting to be determined.

Therefore, be it RESOLVED, that the Board of Trustees approves the Board of Trustees Goals for 2016-2017 as proposed above.

9) Proposed Resolution – Approval of August 2016 Candidates for Graduation

Moved by Raymond Hamm and seconded by Cydney Teal, the Board approved the August 2016 Candidates for Graduation as presented to them.

RESOLUTION NO. 16-041

APPROVAL OF AUGUST 2016 CANDIDATES FOR GRADUATION

The Board of Trustees has been authorized by the Maryland Higher Education Commission to award degrees and certificates. Each of the candidates on the attached list expects to complete all coursework in accordance with her/his 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 semester grades are recorded; therefore, be it

RESOLVED, that these candidates be approved for graduation as of August 25, 2016.

10) Proposed Resolution – Granting of Associate Professor Emeritus Status to Ms. Carol White,

Associate Professor, Art – Moved by Mark Mortenson and seconded by Donna Horgan, the Board approved the Associate Professor Emeritus Status to Ms. Carol White, Associate Professor, Art as presented to them.

RESOLUTION NO. 16-042

GRANTING OF ASSOCIATE PROFESSOR EMERITUS STATUS TO MS. CAROL WHITE, ASSOCIATE PROFESSOR, ART (RETIRED)

Based on the criteria established in the Board of Trustees approved Policy No. 796.70, Granting of Professor Emeritus/Emerita, and effective March 20, 1997, Ms. Carol White is submitted for consideration for the Granting of Associate Professor Emeritus Status at Cecil College.

Ms. White has met all of the criteria: 1. a minimum of 15 years of full-time service at Cecil College, with at least 10 of those years in a teaching capacity, 2. Attainment of the rank of Assistant Professor, Associate Professor, or Professor at Cecil College, and 3. Consistent fulfillment of the College's mission and goals beyond normal contractual expectations.

Ms. White began her Cecil College career as an adjunct art instructor in 1976. She was

promoted to full time faculty in July 1987. Citing her notable teaching, service record and academic credentials Ms. White was granted tenure in March of 1981. In February 1981, Carol White was recognized by President Gell for her success during academic advising registration period. In the Fall, 1983 the Board of Trustees congratulated Carol for organizing an art show showcasing her ceramics to the public. This was followed by Carol organizing many art shows that brought outside artists on to campus. Carol White was a strong advocate for student learning through travel and as such organized several student trips to Italy, France and Great Britain, as well as New York, Washington DC and Philadelphia.

Ms. White holds an A.A., Harford Community College, B.A., University of Delaware, M.F.A., Maryland Institute, College of Art. Additional graduate studies, Maryland Institute–College of Art.

Ms. White served as longtime member of the Faculty Senate, and chaired the Faculty Affairs committee several times. She is well respected by her colleagues and the many students she has impacted in close to 40 years of dedicated instruction. Based on these accomplishments, Ms. White is submitted for consideration for Granting of Professor Emeritus status.

On July 20, 2016 the Academic Senate unanimously approved the forwarding of a recommendation to the President nominating Ms. Carol White, Associate Professor, Art (Retired), to the title, rank, and status of Associate Professor Emeritus. The President concurs with this recommendation; now, therefore, be it

RESOLVED, that the Board of Trustees approves the nomination and grants the title, rank, and status of Associate Professor Emeritus to Ms. Carol White, Associate Professor, Art (Retired), to be bestowed on her.

- 11) Proposed Resolution – Board of Trustee Calendar Date - Change – Moved by Michael Scibinico and seconded by Donna Horgan, the Board approved the Board of Trustee Calendar Date change as presented to them.

RESOLUTION NO. 16-043

CHANGE OF DATE FOR OCTOBER 2016 BOARD OF TRUSTEES MEETING

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 on June 30, 2016, and;

According to the Bylaws section 1.2, Organization, Time and Place of Meetings, the Board shall meet in regular session on the College campus on October 27, 2016, the Board of Trustees meeting will be moved to Monday, October 24, 2016.

On occasion, the approved calendar of the Board is amended.

The President has reviewed and proposed the date change of the October 2016 Board of Trustees meeting from October 27 to October 24, 2016. Therefore, be it

RESOLVED, that the Board of Trustees approves the new date of October 24, 2016 for the scheduled October Board of Trustees meeting.

- 12) Proposed Resolution – Usage of Credit Card Policy – Moved by Mark Mortenson and seconded by Raymond Hamm, the Board approved the Credit Card Policy as presented to them.

RESOLUTION NO. 16-044
USAGE OF CREDIT CARD POLICY

The Board of Trustees has the authority under the Annotated Code of Maryland to establish policies necessary for the effective operation of the College.

Strong fiscal management is critical for the effective operation of the College. The Manager of Procurement recommends that the current policy regarding the regulation and issuance of College credit cards be updated in order to limit the issuance of College credit cards to full-time College employees, including outsourced Facilities Management staff. In order to maximize the annual rebate the College receives from a major credit card company, it is also recommended that the College pay specific approved invoices via credit card.

The College Management Team has reviewed the revised policy and concurs with the recommendation. The Vice President of Finance and the President accept the recommendation and believe it to be sound financial management and in the best interest of the College.

Therefore, be it

RESOLVED, that the Board of Trustees approves the revised Use of College Credit Cards Policy to limit the issuance of College credit cards to full-time College employees, including outsourced Facilities Management staff and to include the ability to pay specific approved invoices via credit card to maximize the annual rebate.

It is the policy of Cecil College to restrict the issuance of College credit cards (both major credit cards and store credit cards) to full-time College employees, including outsourced Facilities Management staff. The use of credit cards is restricted to expenses legitimately incurred for business travel or for special circumstances or events and other College related expenses. College credit cards are the responsibility of the individual to whom the card is issued or the individual who is an authorized user on a store account. Use by an unauthorized individual is the financial responsibility of the authorized signer (the person

whose name is on the credit card) or the authorized user on the store account. Expenses and purchases incurred by credit card are subject to budget head and/or approval of the president. Credit cards are not to be used to circumvent the Procurement Policy #461.10. Unauthorized or inappropriate use of the College Credit Card may result in disciplinary action for the cardholder as provided for in the College's Performance Management Policy. In addition, cardholders will be held personally liable for all unauthorized purchases.

- 13) Proposed Resolution – Consent Agenda – Acceptance of Grant Agreements – Moved by Donna Horgan and seconded by Mark Mortenson , the Board approved the Consent Agenda – Acceptance of Grant Agreements

CONSENT AGENDA – ACCEPTANCE OF GRANT AGREEMENTS

RESOLUTION NO. 16-045

13. (a) CONSOLIDATED ADULT EDUCATION AND LITERACY SERVICES

By statute, Cecil College is empowered to seek grants.

The College applied to the Maryland Department of Labor, Licensing and Regulation for a grant to provide support for Consolidated Adult Education and Literacy Services. The Maryland Department of Labor, Licensing and Regulation awarded \$175,469 to support the program.

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

RESOLVED, that the Cecil College Board of Trustees accepts the Maryland Department of Labor, Licensing and Regulation agreement in the amount of \$175,469 and directs that these funds be used to provide support for the Consolidated Adult Education and Literacy Services for the period July 1, 2016 through June 30, 2017.

RESOLUTION NO. 16-046

13. (b) MARYLAND I-PATHWAYS PROGRAM

By statute, Cecil College is empowered to seek grants.

The College applied to the Maryland Department of Labor, Licensing and Regulation for a grant to provide support for online instruction for GED Test preparation services. The Maryland Department of Labor, Licensing and Regulation awarded \$170,319 to support the program.

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

RESOLVED, that the Cecil College Board of Trustees accepts the Maryland Department of Labor, Licensing and Regulation agreement in the amount of \$170,319 and directs that these funds be used to provide support for online instruction for GED Test preparation services for the period July 1, 2016 through June 30, 2017.

RESOLUTION NO. 16-047

13. (c) ACCEPTANCE OF MARYLAND STATE DEPARTMENT OF EDUCATION
LOCAL PERKINS PLAN FOR PROGRAM IMPROVEMENT GRANT

By statute, Cecil College is empowered to seek grants.

The College applied to the Maryland Division of Career and Technology Education for Federal funds for program improvement. The Division of Career and Technology Education awarded \$68,852 to improve vocational and technical education.

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 Local Perkins Grant in the amount of \$68,852 and directs that these funds be used to improve vocational and technical education programs for Cecil County for the period July 1, 2016 through June 30, 2017.

RESOLUTION NO. 16-048

13. (d) ACCEPTANCE OF GRANT AGREEMENT – ECKERD WORKFORCE
DEVELOPMENT SERVICES VIA YOUTH SERVICES TRAINING PROGRAM

By statute, Cecil College is empowered to seek grants.

The College applied to Eckerd Workforce Development Services for a grant to provide adult education services to out of school youth. Eckerd Workforce Development Services awarded \$26,276 to support the program.

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

RESOLVED, that the Cecil College Board of Trustees accepts the Eckerd Workforce Development Services agreement in the amount of \$26,276 and directs that these funds be used to provide adult education services to out of school youth for the period July 1, 2016 through June 30, 2017.

- 14) Proposed Resolution – Procurement Items – Moved by Raymond Hamm and seconded by Michael Scibinico, the Board approved the Procurement Items as presented to them.

RESOLUTION NO. 16-049

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
Contract – MEEC	Visual Sound Baltimore, MD	PE Upgrade for Distance Learning (County CIP)	\$ 74,743
Sole Source	Lyrasis Atlanta, GA	Library Software Renewal	\$ 34,215
Contract - MEEC	Bell Tech Logic Richmond, VA	Microsoft EES Renewal	\$ 32,061
Piggybacking County Contract	MD Dept of Information Technology Annapolis, MD	Blanket for Internet Services	\$ 46,606

therefore, be it

RESOLVED that the Board of Trustees approves these procurement actions.

- 15) Financial Report – Mr. Daniel Thompson - Mr. Thompson provided a financial report through the first month of the fiscal year and showed the new format the monthly reports will be presented in.
- 16) Academic Update: Computer Science & Cybersecurity 2016/17 – Ms. Jacqueline Wilson - Jackie Wilson presented an update on computer science and cybersecurity. There are many courses being offered in this area. The classrooms are well equipped, and enrollment is strong in the required courses. There are opportunities to retire and add courses. Qualified instructors can be difficult to recruit. Jackie would like to have the program receive Center for Academic Excellence in Cyber Defense designation. The CAE2Y endorsement

acknowledges that our curriculum is strong and our graduates are qualified to handle cybersecurity entry-level positions. The certification process is lengthy and involves many of the college's departments. Curriculum opportunities for the program include eliminating duplication, cross-listing and engaging with other departments, retiring obsolete and outdated material, and updating courses and syllabi to align with employer, student and CAE2Y expectations. Potential new frontiers include data science, geospatial, Internet of things, malware analysis and reverse engineering, information assurance, cryptography, and database security.

- 17) Old Business – Chair Sarah Colenda thanked Kimberly Batty-Herbert for attending a reception for 150 new Cecil County Public Schools teachers.

New Business – Chair Sarah Colenda thanked Dr. Bolt and her staff for their support and presentations at the board retreat. Trustee Mortenson welcomed Michael Scibinico to the board.

Executive Session – Moved by Mark Mortenson, seconded by Raymond Hamm, the next Executive Session will be held on Thursday, September 29, 2016 at 3:30 p.m. in the Engineering and Math Building, Room 213, where the Board will discuss legal matters.

Regular Session – Moved by Raymond Hamm and seconded by Michael Scibinico, the next regular session of the Board of Trustees will be held on Thursday, September 29, 2016 at 4:00 p.m. in the Engineering and Math Building, Room 213.

- 18) Adjournment – A motion to adjourn was moved by Donna Horgan, seconded by Michael Scibinico. The meeting was adjourned at 5:15 p.m.