

**CECIL COLLEGE
BOARD OF TRUSTEES MEETING**

Thursday, August 30, 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 June 28, 2018 Minutes
- 4) President's Report – Dr. Mary Way Bolt
- * 5) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- * 6) Proposed Resolution: Board of Trustee Goals for 2018-2019 – Dr. Mary Way Bolt
- * 7) Proposed Resolution: ACCT Voting Delegate – Dr. Mary Way Bolt
- * 8) Proposed Resolution: Cecil College Strategic Plan Extension 2015-2021- Dr. Mary Way Bolt
- * 9) Proposed Resolution: Approval of August 2018 Candidates for Graduation – Dr. Christy Dryer
- *10) Proposed Resolution: Felony and Registered Sex Offender Policy – Dr. Kimberly Joyce
- *11) Proposed Resolution: Policy on Policies – Dr. Mary Way Bolt
- *12) Proposed Resolution: Consent Agenda – Four Policies – Ms. Colleen Cashill
 - Employment of Relatives of College Employees Policy
 - Employee Conduct Policy
 - Conflict of Interest and Ethical Disclosure Policy
 - Academic Degree Stipend Policy
- 13) Proposed Resolution: Mailroom Equipment Lease – Mr. Daniel Thompson
- 14) Enrollment Report – Dr. Kimberly Joyce
- 15) Financial Report – Mr. Daniel Thompson
- 16) Employee Engagement Survey – Ms. Colleen Cashill
- 17) Old Business/New Business
 - a. Next Meeting, Thursday, September 27, 2018 at 4:00 p.m., EMB213
- 18) Adjournment

* Requires Board Action

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

August 30, 2018

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

- 1) Roll Call: Present - Donna Horgan, Vice Chair, Mark Mortenson, Raymond Hamm, Kathleen Kunda, Dr. Cydney Teal and 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, Colleen Cashill, Director of Human Resources and Daniel Thompson, Vice President of Finance.
- 2) Approval of Agenda – On motion of Mark Mortenson, seconded by Raymond Hamm, the agenda for the meeting was approved.
- 3) Approval of June 28, 2018 Meeting Minutes – On motion of Kathleen Kunda, seconded by Michael Scibinico, the minutes of June 28, 2018, were approved as written.
- 4) President's Report – Dr. Bolt participated in the Maryland Community College's President's retreat hosted by Howard Community College and provided greetings to the Workforce Investment Opportunity Act members during their meeting at Elkton Station.

Dr. Bolt was elected to the Maryland Association of Community College's Executive Leadership board.

Dr. Bolt attended an Ironbirds game where two of Cecil's students were awarded PNC scholarships. They received first and third place scholarship awards and participated in a fun evening. The first place winner also had the honor of throwing out the first pitch.

Dr. Bolt provided a warm welcome to the Boys and Girls Club. Participants spent half a day on campus learning about the college participating in classes. They enjoyed lunch before returning to their clubs. Dr. Bolt provided a huge thank you to staff and faculty for their commitment and participation in the event.

APGFCU hosted a welcome back for faculty and staff. They provided pizza for faculty and staff with plans to host a welcome back for students.

Dr. Bolt provided greetings to faculty and adjunct faculty during their Welcome Back Dinner and participated in the monthly Northern Maryland Technical Council meeting. She provided greetings and a college update during the new Foundation member orientation and shared the new marketing videos with the newest members.

Dr. Bolt attended the Maryland Association of Community College's Executive Committee meeting to review components of the Kirwan Commission recommendations.

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During welcome back week, Dr. Bolt greeted students with popcorn, bottled water, fresh fruit, and cake. She also attended Cecil College's women's volleyball game on 29 August. They won in five games to a great opponent in our neighboring county.

Dr. Bolt thanked the Trustees, staff and faculty for their support and participation in the college community.

- 5) Proposed Resolution – Personnel Items - Moved by Raymond Hamm, and seconded by Mark Mortenson, the Board approved the Personnel Items.

RESOLUTION NO: 18-031
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: Jonathon Esser
Position: Dean of Arts Humanities and Commerce
Salary Grade: 18
Division: Academic Programs
Category: Exempt
Effective: July 9, 2018

Name: Tanya Jackson
Position: Associate Professor I of Engineering
Salary Grade: 16
Division: Academic Programs
Category: Faculty
Effective: August 20, 2018

Name: Dale Schulz
Position: Associate Professor I of Engineering
Salary Grade: 16
Division: Academic Programs
Category: Faculty
Effective: August 20, 2018

Name: Wayne Beckles
Position: Associate Professor I of Social Work
Salary Grade: 16
Division: Academic Programs
Category: Faculty
Effective: August 20, 2018

Name: Christopher Castillo
Position: Associate Professor I of Mathematics
Salary Grade: 16
Division: Academic Programs
Category: Faculty
Effective: August 20, 2018

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Name: Elizabeth Leavy
Position: Assistant Professor I of Mathematics
Salary Grade: 14
Division: Academic Programs
Category: Faculty
Effective: August 20, 2018

Name: Melissa Burke
Position: Assistant Professor I of Biology
Salary Grade: 14
Division: Academic Programs
Category: Faculty
Effective: August 20, 2018

Name: Clarence Orsi
Position: Associate Professor II English
Salary Grade: 17
Division: Academic Programs
Category: Faculty
Effective: August 20, 2018

Name: Scott Walton
Position: Associate Professor I of Business
Salary Grade: 16
Division: Academic Programs
Category: Faculty
Effective: August 20, 2018

Name: Kelsey Bianca
Position: Assistant Professor I of Social Studies
Salary Grade: 14
Division: Academic Programs
Category: Faculty
Effective: August 20, 2018

Name: Mark Donohue
Position: Associate Professor I of Art
Salary Grade: 16
Division: Academic Programs
Category: Faculty
Effective: August 20, 2018

Name: Amanda Demers
Position: Director of Library
Salary Grade: 15
Division: Student Services & Enrollment Management
Category: Exempt
Effective: July 23, 2018

Name: Amy Smythe
Position: Assistant Professor I of Nursing
Salary Grade: 14
Division: Academic Programs
Category: Faculty
Effective: August 20, 2018

RETIREMENT

Name: Lorraine Martorana
Position: Director of Library
Salary Grade: 15
Division: Student Services & Enrollment Management
Category: Exempt
Effective: August 3, 2018

Name: Judy Fuhrmann
Position: Associate Professor I of Nursing
Salary Grade: 16
Division: Student Services & Enrollment Management
Category: Faculty
Effective: August 17, 2018

Name: Cynthia Mishoe
Position: Director of Enrollment Management
Salary Grade: 17
Division: Student Services & Enrollment Management
Category: Exempt
Effective: August 17, 2018

SEPARATIONS/RESIGNATIONS

Name: Scott Kleckner
Position: Assistant Professor I of Criminal Justice
Salary Grade: 14
Division: Academic Programs
Category: Faculty
Effective: August 17, 2018

Name: William Hemphill
Position: Assistant Professor I of Engineering
Salary Grade: 14
Division: Academic Programs
Category: Faculty
Effective: August 17, 2018

Name: Joseph Kupresanin
Position: Professor I of Mathematics
Salary Grade: 18
Division: Academic Programs
Category: Faculty
Effective: August 17, 2018

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

- 6) Proposed Resolution – Board of Trustees Goals for 2018-2019 – Moved by Mark Mortenson, seconded by Dr. Cydney Teal, the Board of Trustees approved the Resolution for the Board of Trustees Goals for 2018-2019.

RESOLUTION NO. 18-032
APPROVAL OF BOARD OF TRUSTEES GOALS FOR 2018-2019

The Board of Trustees of Cecil College wishes to establish annual goals. The proposed goals for 2018-2019 are as follows:

1. Enhance the collaboration with Cecil County Public School Board of Education and Cecil College Board of Trustees as measured through increased dual enrollment, Early College Academy, and CTE participation rates.
2. Board Chair to participate in the Maryland Association of Community Colleges executive committee meetings.
3. Participate in the ACCT Conference in October 2018. Participants attending the ACCT Conference will formalize information gathering and sharing with fellow Trustees.
4. Participate and attend Trustee Retreat
5. Attend at least fifty percent (50%) of Board meetings
6. Attend at least one college event recognizing employees, and/or student success.
7. One hundred percent (100%) Trustee participation in contributing to Cecil College Foundation.

Therefore, be it RESOLVED, that the Board of Trustees approved the Board of Trustees Goals for 2018-2019 as proposed above.

- 7) Proposed Resolution – ACCT Voting Delegate - Moved by Kathleen Kunda, seconded by Dr. Cydney Teal, the Board of Trustees approved the ACCT Voting Delegate

RESOLUTION NO: 18-033
APPROVAL OF ACCT VOTING DELEGATE

The Association of Community College Trustees (ACCT) Annual Leadership 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. Sarah W. Colenda carry this responsibility. Therefore, be it

RESOLVED, that the Board of Trustees of Cecil College approves Mrs. Sarah W. Colenda as the Voting Delegate for the 2018 ACCT Annual Leadership Conference in New York City, NY.

- 8) Proposed Resolution – Cecil College Strategic Plan Extension 2015-2021 – Moved by Michael Scibinico, seconded by Raymond Hamm, the Board of Trustees approved the Cecil College Strategic Plan Extension 2015-2021

RESOLUTION NO: 18-034
APPROVAL OF CECIL COLLEGE STRATEGIC PLAN EXTENSION
2015-2021

The Board of Trustees has the responsibility for approving the institution's Strategic Plan.

Cecil College develops a new strategic plan every five years. The plan establishes priorities that are used to determine resource allocation and set overarching actions.

The proposed document was guided by the President and prepared through a college-wide committee, reviewed by the College Management Team and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees approve and reaffirm the attached Mission, Vision, Values and Priorities for Cecil College and extend the Cecil College Strategic Plan 2015-2020 for one year to 2021, to become effective August 30, 2018.

- 8) Proposed Resolution – Approval of August 2018 Candidates for Graduation. Moved by Mark Mortenson, seconded by Kathleen Kunda, the Board of Trustees approved the Resolution for the August 2018 Candidates for Graduation

RESOLUTION NO: 18-035
APPROVAL OF AUGUST 2018 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 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 as of August 30, 2018

- 10) Proposed Resolution – Convicted Felons and Registered Sex Offenders Policy – Moved by Mark Mortenson, seconded by Raymond Hamm, the Convicted Felons and Registered Sex Offenders Policy is approved

RESOLUTION NO: 18-036
APPROVAL OF CONVICTED FELONS AND REGISTERED SEX
OFFENDERS POLICY

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

The Student Services and Enrollment Management Division has proposed a new policy whereby all Cecil College community members are subject to these standards of behavior, regardless of sex, sexual orientation, gender identity and gender expression. This includes all students, faculty, and staff, as well as third parties and contractors under the College's control.

The College practices an open door admission policy. However, in order to help foster a safe learning environment, the College requires those individuals who have been convicted of a felony or registered as a sex offender, and who are interested in attending classes at the College, to disclose this information prior to registering for credit or continuing education classes.

Based on the nature of the offense and other factors, the College reserves the right to deny enrollment, revoke admission, limit enrollment and/or restrict activities of a student. Campus notifications will be initiated as deemed necessary. Failure to disclose a felony conviction may result in the student being immediately withdrawn from current classes and may result in disciplinary action including dismissal or expulsion, as outlined in the Code of Student Conduct.

The proposed Convicted Felons and Registered Sex Offenders Policy has been reviewed by the College Management Team, the Title IX representative, and the Vice President of Student Services and Enrollment Management and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the attached Convicted Felons and Registered Sex Offenders Policy to become effective August 30, 2018.

- 11) Proposed Resolution – Policy on Policies – Moved by Donna Horgan, seconded by Dr. Cydney Teal, the Policy on Policies has been approved.

RESOLUTION NO: 18-037
APPROVAL OF POLICY ON POLICIES

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

Policies at Cecil College are adopted by the Board of Trustees and serve as statement so principle to inform decision making and guide actions in pursuit of the college's mission, vision, and goals

Procedures are issued by the College President and sets forth action steps required to carry out a Board policy and/or a standard method for implementing actions

Cecil College is committed to providing clearly articulated policies that support the advancement of the college's mission. The Board of Trustees, in consultation with the president of the College, develops and establishes policies that serve as the general principles for operations and decision making, and, where appropriate, for delegating authority to the president. These policies are established pursuant to authority granted to the Board of

Trustees under the Maryland Education Article, Title 16 Community Colleges, and are intended to address the responsibilities entrusted to the trustees under that Title. As chief executive officer of the College, the president is responsible for implementing these policies through appropriate procedures.

The proposed Policy on Policies and Procedures Policy has been reviewed by the College Management Team, and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the Policy on Policies and Procedures Policy to become effective August 30, 2018.

- 12) Proposed Resolution – Consent Agenda – Four Policies – Moved by Raymond Hamm, seconded by Donna Horgan, the Consent Agenda of Four Policies was approved.

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

- **RESOLUTION 18-038 EMPLOYMENT OF RELATIVES OF COLLEGE EMPLOYEES**
- **RESOLUTION 18-039 EMPLOYEE CONDUCT POLICY**
- **RESOLUTION 18-040 CONFLICT OF INTEREST AND ETHICAL DISCLOSURE POLICY**
- **RESOLUTION 18-041 Academic Degree Stipend Policy**

The proposed four policies in the Consent Agenda have been reviewed by the College Management Team, and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the Consent Agenda of the above four Human Resources Policies to become effective August 30, 2018

- 13) Proposed Resolution – Mailroom Equipment Lease – Moved by Mark Mortenson, seconded by Michael Scibinico, the Mailroom Equipment Lease has been approved.

RESOLUTION NO: 18-042
APPROVAL OF MAILROOM EQUIPMENT LEASE

Cecil College currently leases mailroom equipment from Neopost through a State of Maryland Contract. The current lease expires on November 4, 2018. The College requested proposals from Neopost and Pitney Bowes (both under State of Maryland Contracts). After reviewing the equipment, software and price proposals, the College recommends the acceptance of the Neopost proposal.

The lease agreement is for a 48-month term with a total cost of \$94,268.16. The lease includes the addition of 1) an updated address printer with improved sensors to accommodate varying media thicknesses 2) WTS handheld scanners which offers improved capabilities over current. This represents a 23% increase in cost over the current lease, while the increase is only 12%

compared to the current approved budget. The department has the existing budget authority to absorb the additional costs.

Therefore, be it

RESOLVED, that the Board of Trustees of Cecil College authorizes the College administration to enter into a lease agreement with Neopost for Mail Room Equipment for a period of four (4) years not to exceed the total cost of \$94,268.16. Funding is available through the College's annual operating budget.

- 14) Proposed Resolution – Priority Enrollment Policy –Moved by Kathleen Kunda, seconded by Donna Horgan, the Priority Enrollment Policy has been approved.

RESOLUTION NO: 18-043
APPROVAL OF PRIORITY ENROLLMENT POLICY

The Board of Trustees has the responsibility for approving the institution's Policies.

In accordance with the Code of Maryland (Article – Education 15–123: Public Institutions of Higher Education – Priority Registration for Members of the Armed Forces) Cecil College grants priority enrollment to currently serving members, dependents, and veterans of the armed forces of the United States. Eligible students may meet with an Advisor for enrollment purposes beginning three days prior to general registration.

Now, therefore, be it

RESOLVED, that the Board of Trustees approves the Priority Enrollment Policy to become effective August 30, 2018.

- 15) Financial Report – Mr. Daniel Thompson reviewed the financial report as of July 31, 2018. Actual Revenue versus Budget: Current revenue is down 1.32% or \$91,000 with the fall off in Credit Tuition that is partially offset by favorable Non-credit tuition. Year-end projections will begin in the second quarter.

Actual Expenses versus Budget: Currently favorable to budget with this being timing related and may begin to flatten over the next few months

Working Capital: Working Capital as of July 31 was \$4.093 million versus projected \$4.414 million. This is \$321,000 or 7% above the forecast. There are no cash flow issues forecasted through the remainder of the fiscal year.

- 16) Employee Engagement Survey – Ms. Colleen Cashill, Director of Human Resources reviewed the Employee Engagement Survey. The survey is part of the ModernThink partnership with The Chronicle of Great Colleges to Work For. The program is designed to assess workplace quality at institutions of higher education. It measures critical organizational dynamics and managerial competencies and provides insight into the quality and health of various relationships that impacts Cecil's culture. The survey was administered from February 26, 2018 to March 12, 2018. There was a great response rate from Full-time Faculty and Staff. Eighty-eight percent (88%) participated in the survey. Values from the strategic plan and the

Middle States standards were used to select additional questions. The survey is not only a diagnostic tool but a communication tool as well.

The next steps are to create Action Planning Teams that will decide which opportunities we would like to address now and in the future.

16) Old Business/New Business

Old Business

- Mark Mortenson recognized additional individuals and companies that donated supplies, time and in-kind donations for the Athletics pole building.
- Sarah W. Colenda thanked the Trustees on behalf of the college for attending the Trustees Retreat today. Trustees received a lot of great information and the time and efforts the Trustees put into the college is very much appreciated.

New Business

- Dr. Bolt invited everyone to attend Cecil Fest on September 22 from noon to 4pm. The entire college will be open with fun events and the celebration of our 50th Anniversary.
- Donna Horgan, Kathleen Kunda, Sarah Colenda and Dr. Mary Way Bolt will be attending the ACCT Congress in New York City from October 24 through October 27, 2018.
- Cecil College is closed for Labor Day

Close Regular Session

- a. Next Regular Session will be held on Thursday, September 27, 2018 beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. Moved by Kathleen Kunda, seconded by Donna Horgan, and approved.

17) Adjournment - The regular meeting adjourned at 4:40 p.m. Moved by Mark Mortenson, seconded by Michael Scibinico