

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, September 21, 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 August 31, 2017 Minutes
 - 4) Student Life Report– Devonte Jones-Randolph
 - 5) Joint report from Administrative Profession Organization and Classified Staff Organization – Mr. William Garrett
 - 6) Academic Senate Report – Dr. Anand Patel
 - 7) President’s Report - Dr. Mary Way Bolt
 - 8) 2017 Institutional Performance Accountability Report – Dr. Mary Way Bolt
 - 9) Financial Report – Mr. Daniel Thompson
 - *10) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
 - *11) Proposed Resolution: DOD – Return of Unearned Tuition Assistance – Mr. Daniel Thompson
 - *12) Proposed Resolution: Establish Classification Funds – Mr. Daniel Thompson
 - *13) Proposed Resolution: Procurement Items – Mr. Daniel Thompson
 - *14) Proposed Resolution: Consent Agenda I – Mr. Daniel Thompson
 - a) Procurement Authority Policy
 - b) Sole Source Procurement Contracts Policy
 - c) Surplus Property Disposal Policy
 - d) Bid and Quotation Limits Policy
 - e) Procurement by Competitive Sealed Proposal Policy
 - *15) Proposed Resolution: Policy – Affirmative Action Statement – Ms. Colleen Cashill
 - *16) Proposed Resolution: Policy – Non-Discrimination Policy – Ms. Colleen Cashill
 - *17) Proposed Resolution: Policy – Employee Conduct and Work Environment Policy – Ms. Colleen Cashill
 - *18) Proposed Resolution: Policy – Grievance Policy – Ms. Colleen Cashill
- * Requires Board Action

19) Academic Programs Presentation – Social Sciences – Mr. Jack Cohen

20) Old Business/New Business

*a. New Meeting, Board Meeting, Monday, October 23, 2017 at 4:00 p.m., EMB213

*b. 5:00 p.m. Dinner – Cecil College – Technology Building 208

*c. 6:00 pm. Joint Meeting with Cecil County Public Schools-Technology Building 208

21 Adjournment

CECIL COLLEGE
BOARD OF TRUSTEES

MINUTES
September 21, 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, Michael Scibinico and Kathleen Kunda and Dr. Cydney Teal. 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, Daniel Thompson, Vice President of Finance. Absent: Peter Shoudy, Chief Information Officer.
- 2) Approval of Agenda – On motion of Mark Mortenson, seconded by Cydney T. Teal, the agenda for the meeting was approved.
- 3) Approval of August 31 2017, Meeting Minutes – On motion of Donna Horgan, seconded by Raymond Hamm, the minutes of August 31, 2017, were approved as written.
- 4) Student Life Report – Devonte Jones-Randolph told the trustees the fall semester started with Welcome Week and activities that help students to get into the spirit of being at Cecil. Rita’s Water Ice was in the quad and students were able to tie dye a shirt. A student club day was held on September 14. Some of the clubs on hand were the Allies Club, The Amazing Grace Club, Art Club, Geekdom, History Club, and Hoopnotic Club. Two new clubs this year are The Outdoor Club and the Career Pop Dancing Club. Students celebrated Constitution Day on September 18. A table was set up for students to choose which part of the Constitution was most important. Freedom of Speech was chosen as the most important. The Student Leadership did a mentoring program with Bayview Elementary. Other activities that were held to get students involved included the Black Light Volleyball game. Student Life has been doing a good job of keeping students involved.
- 5) Joint report from Administrative Professional Organization and Classified Staff Organizations: William Garrett reported for both APO and CSO.

APO held their second dodgeball tournament and it was a huge success. There were five teams who participated. The Financial Aid team “Not in the Face”, won the top spot. Photos are on the Flickr account for viewing. Maryland in a Can was onsite with the food truck and donated part of the proceeds to APO for scholarships. Lee Norris won the silent auction for the parking spot with a bid of \$370, being the most raised yet for the parking spot. A total of \$734.17 was raised to go toward student scholarships.

CSO Report – Mr. Garrett made Breast Cancer lapel flowers and asked if he could place them around the campus in support of awareness. CSO has an initiative monthly including Breast Cancer Month in October; November will feature Diabetes and December Safe Toys. CSO is gearing up for the January auction on All College Day. Baskets and other auction items will be raffled off.

- 6) Academic Senate Report – Dr. Anand Patel reported the Academic Senate Goals for 2017-18
 - o Improve the fundraising initiatives to better support the different scholarships/affinity groups at the college.
 - o Coordinate data collection techniques for course and program assessments with the Associate Dean of Academic Assessment and Development, to help prepare for the Middle States site visit in 2020.
 - o Invite newly hired administrators and staff to attend Senate meetings for introduction and get-to-know.

- 7) President’s Report – Dr. Bolt attended “Carol White: A Retrospective.” Carol began working at Cecil as an adjunct instructor in 1976, and was promoted to full-time faculty in 1987. In 2016, the board of trustees recognized her nearly 40 years of dedicated instruction by granting her Professor Emeritus status.

Dr. Bolt participated in the monthly Local Management Board and Economic Development Commission meetings where Cecil College was applauded for the community outreach to county entities and Amazon.

The Little Black Dress event was a success and attended by so many fabulous women who support the college’s efforts in raising funds for student scholarships.

The Foundation Scholarship Breakfast hosted over 300 students and donors. Once again, our students expressed their gratitude toward our donors and our donors were in awe of our student stories. This event highlights the impact our community has on the lives of so many.

The amazing performing arts students hosted their first in a series of Lunch and Listening events at Elkton Station. Several students were able to display their talents. This event is free and open to the public.

The Northern Maryland Technology Council World of Wine Event was a great networking event. Several staff members and Dr. Bolt were able to meet with businesses and business owners who are interested in hiring Cecil students and providing internship experiences.

The college hosted Celebration of Song and Dance in the Milburn Stone Theater. Proceeds of this event support the Eva Muse scholarship fund.

Dr. Bolt had a great experience visiting Composite USA located in North East. She also visited Air Clear. Both businesses want to hire local workers and they are very interested in collaborating with the college.

The Healthcare Career Advisory Board met and two recent graduates spoke of their experience as students and now as employed Medical Assistants.

The Governor's Office of Community Initiatives hosted a "Day to Serve", which encourages volunteering with the shared goal of helping those in need and improving the communities where we live. The college assisted the Cecil County Help Center with its monthly produce drop on Sept. 21.

On September 23, the Milburn Stone Theater Season Unveiling took place. Attendees enjoy food and beverages while discovering the upcoming season of theater productions. The event is free but there are many opportunities to support the theater event.

The Association of Community College Trustees conference takes place the last week of September and Dr. Bolt thanked the trustees who were able to attend.

- 8) 2017 Institutional Performance Accountability Report – Dr. Bolt stated the Institutional Performance Accountability Report (PAR) is an annual opportunity for the State and higher education commission to evaluate the institutions efforts to fill their mission and to advance the higher education goals of the state. On the PAR report, there are thirty-four indicators and nine profile items. Colleges must answer specific questions raised by MHEC after they have reviewed the prior year's performance accountability. For PAR 2017 the college did not receive any additional questions from MHEC. The report identifies student characteristics and the goals. The goals one through five are in the State plan for Higher Education. We have opportunities and challenges. In terms of looking at data, one of the biggest challenge was very poor response rate for Alumni surveys. A total of fifteen alumni from alumni 2014 returned the survey. Often students do not return to classes due to transfer, family or work demands and financial reasons. We still have challenges with success rates, as shown in indicator five and six. Interventions are in place to accelerate student success such as in-class tutoring in English. We find students who participate have a 74% student success rate. Math is a positive story. The cumulative success rate for developmental math is 74%.

Mr. Mortenson asked if there is criteria or mechanism to find out if the course met the student expectation. Dr. Bolt responded, "Through advising there must be pathways and the exploration time is challenged. We have a program that is free to students to assess what they like, called Career Cruiser". "The advising staff also meet with students. Academic monitoring is completed three times during the semester. Advisors call and send letters to students about their classes. As we move forward we will find more initiatives and best practices from other institutions who have greater numbers that we can learn from their success."

Dr. Bolt reviewed the remaining goals with the Trustees and after approval, the PAR report will be sent to MHEC.

- 9) Financial Report – Mr. Dan Thompson reported year to date as of the end of August total revenue was \$8.1 million which is \$416,000 or 4.89% under budget. Year to date credit revenue verses budget is down to \$189,000 or 4.63% due to lower than projected enrollment. Non-credit revenue is down \$102,000 versus budget and is expected to rebound. Encumbrances do not influence operationally but they are \$150,000 and will not change through the end of the year. At the end of the first quarter, projections will be reported.

Expenses – year to date are \$3.6 million or \$295,000 or 8.29% better than budget.

Operating expenses are down and under budget by \$210,000 mostly due to timing.

Fiscally we are short \$122,000 as of October year to date target but will be okay with the discount of encumbrances.

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

RESOLUTION NO: 17-030
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: Kimberly Noddin
Position: Coordinator, Science Labs
Salary Grade: 14
Division: Academic Programs
Category: Exempt
Effective: September 4, 2017

Name: Nancy Norman-Marzella
Position: Dean, Nursing & Health Professions
Salary Grade: 18
Division: Academic Programs
Category: Exempt
Effective: September 18, 2017

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

RESOLVED, that the Board of Trustees approves these personnel actions.

- 11) Proposed Resolution – DOD Return of Unearned Tuition Assistance- Moved by Kathy Kunda and seconded by Michael Scibinico, the Board approved the DOD Return of Unearned Tuition Assistance.

RESOLUTION NO: 17-031

APPROVAL OF DOD RETURN OF UNEARNED TUITION ASSISTANCE

The Board of Trustees has the authority to establish policies and procedures for College employees. In accordance with Change 3, DOD 1322.25: “All institutions will have an institutional policy that returns any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.”

The Vice President of Finance, the College Management Team, and the President have reviewed the recommendations and concur, therefore be it:

RESOLVED, that the Board of Trustees approves the DOD Return of Unearned Tuition Assistance policy effective September 21, 2017.

- 12) Proposed Resolution – Establish Classification of Funds - Moved by Raymond Hamm and seconded by Michael Scibinico, the Board approved the Resolution to Establish Classification of Funds

RESOLUTION NO: 17-032

APPROVAL OF ESTABLISH CLASSIFICATION OF FUNDS

In conformance with Government Accounting Standards Board (GASB) Statement No. 54, which defines the classification of fund balances, the Vice President of Finance and the President of the College recommend the establishment of the following Fund Balance classifications as part of the Financial Statement for the Year Ended June 30, 2017:

Reserve for Encumbrances	\$ 149,825
Reserve for Capital and Programs	\$ 950,000
Reserve for Tuition/Budget Stabilization	\$ 650,000
Reserve for Self-Insurance	\$ 200,000
Reserve for Campus Safety	\$ 200,000
Reserve for Physical Plant	\$1,000,000
Physical Education Building	\$ 249,983
Engineering & Math Building	\$ 297,703

Total \$3,697,511

Therefore, be it

RESOLVED, that the Board of Trustees establishes the funds and fund balances listed above as a part of the Financial Statement for the Year Ended June 30, 2017 effective July 1, 2017 and further be it

RESOLVED, that the Board of Trustees authorizes the President to expend the reserved funds in accordance with the category of reserves subject to the requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54.

- 13) Proposed Resolution – Approval of Procurement Items – Moved by Mark Mortenson and seconded by Dr. Cydney Teal, the Board approved Procurement Items

RESOLUTION NO: 17-033
APPROVAL OF 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. The Purchasing Office has identified these items as exceptions to the College's Bid and Quotation policy. Therefore, Vice President of Finance and the President recommend approval of the following procurements.

Procurement Method	Vendor Name/Address	Procurement Item	Total Cost
State of Maryland Contract	A.S. Midway Trail ways Baltimore, MD	Athletic Travel	\$ 53,500

Therefore, be it

RESOLVED that the Board of Trustees approve these procurement actions.

- 14) CONSENT AGENDA – Approval of Consent Agenda I- Moved by Kathy Kunda and seconded by Mark Mortenson, the Board approved the Consent Agenda I.

a) Proposed Resolution – Procurement Authority Policy

RESOLUTION NO: 17-034
APPROVAL OF THE PROCUREMENT AUTHORITY POLICY

The Board of Trustees has the authority to establish policies and procedures for College employees. Pursuant to MD EDUCATION Code Ann. §16-104, the President is the College's designated Procurement Authority, which permits the purchase, lease, disposal or acquisition of any property, and is authorized to delegate this responsibility to appropriate College personnel and to establish the limits of purchasing authority as deemed necessary for the proper administration of the College. The authority delegated includes the right and responsibility to question specific quantities, quality, and necessity for items requested, in order that the best interest of the College may be served. This authority includes all contracts and agreements including maintenance and service agreements that create a financial obligation for the College. Individuals with designated procurement authority will select the source, contact, negotiate, and procure supplies, equipment, and services required by the College, in cooperation with the requisitioning department whenever feasible. The President will approve procedures that establish the limits of procurement authority, as appropriate, for specific individuals within the Finance Division.

The Vice President of Finance, the College Management Team, and the President have reviewed the recommendations and concur, therefore be it

RESOLVED, that the Board of Trustees approves Procurement Authority policy effective September 21, 2017.

b) Proposed Sole Source Procurement Contracts Policy

RESOLUTION NO: 17-035
APPROVAL OF THE SOLE SOURCE PROCUREMENT CONTRACTS POLICY

The Board of Trustees has the authority to establish policies and procedures for College employees. Pursuant to Md. EDUCATION Code Ann. §16-314, whenever the Vice President of Finance has determined that there is only one source for a procurement contract of \$50,000 and over that would otherwise require a formal bid, the procurement officer may award the contract, without competition to that source. Before awarding the contract, the purchasing officer must first obtain the approval of the Board of Trustees, and any other approval required by law. Sole source contracts for "small procurement" purchases between \$15,000 and \$49,999, may be awarded by the procurement officer without Board of Trustees approval.

The Vice President of Finance, the College Management Team, and the President have reviewed the recommendations and concur, therefore be it

RESOLVED, that the Board of Trustees approves the Sole Source Procurement policy effective September 21, 2017.

c) Proposed Surplus Property Disposal Policy

RESOLUTION NO: 17-036

APPROVAL OF THE SURPLUS PROPERTY DISPOSAL POLICY

The Board of Trustees has the authority to establish policies and procedures for College employees. Pursuant to Md. EDUCATION Code Ann. §16-103, it is the policy of the Board of Trustees to obtain maximum utilization from all of its tangible property and dispose of surplus property, other than real estate, using the following methods. Listed in order of preference, surplus property may be disposed of by:

1. Trade-In: The issuance of purchase orders, which include trade-ins for items such as computers, electronics, business machines, and motor vehicles, are acceptable.
2. Intra-College Transfer: Item is used for parts.
3. Direct Sale: Employees and/or general public
4. Indirect Sale: Use of third party organization such as auction houses
5. Donation to tax-exempt organizations
6. Disposal without sale in publicly owned dump

The disposal of surplus property must be authorized by: the Board of Trustees when the original asset value exceeds \$25,000 (\$50,000 for assets purchased as of 10/1/2017); by the President when the original asset value exceeds \$15,000 or the item is to be donated to a tax-exempt organization, and by the Vice President of Finance when the original asset value is less than \$15,000.

The Purchasing Office is responsible for coordinating the disposal of assets and submitting an annual report to the Board of Trustees which includes the description of the property, quantity, method of disposal, date of disposal, recorded value and amount received by the College.

The Vice President of Finance, the College Management Team, and the President have reviewed the recommendations and concur, therefore be it RESOLVED, that the Board of Trustees approves the Surplus Property Disposal policy effective September 21, 2017.

d) Proposed Bid and Quotation Limits Policy

RESOLUTION NO: 17-037

APPROVAL OF BID AND QUOTATION LIMITS POLICY

The Board of Trustees has the authority to establish policies and procedures for College

employees. Pursuant to Md. EDUCATION Code Ann. §16-311, the Board of Trustees of Cecil College shall advertise for bids at least two (2) weeks before bids are due, award or reject all bids for every contract for buildings, improvements, equipment or supplies that will cost \$50,000 or more. This policy is applicable except as the state law provides for the purchase of books or other materials for instruction; emergency repairs; any contract or purchase made by a county for a community college under procedures authorized by the county charter or an act of the General Assembly; any contract or purchase that qualifies as a “small procurement” as defined in the State Procurement Regulations; or any sole source procurement as defined in the Annotated Code of Maryland which is approved by the Board of Trustees.

Written quotations are required from qualified and responsible vendors for any buildings, improvements, equipment or supplies costing \$15,000 up to the bid limit.

The Vice President of Finance, the College Management Team and the President have reviewed the recommendations and concur, therefore be it

RESOLVED, that the Board of Trustees approves the Bid and Quotation Limits policy effective September 21, 2017.

e) Proposed Procurement by Competitive Sealed Proposal Policy

RESOLUTION NO: 17-038
APPROVAL PROCUREMENT BY COMPETITIVE SEALED PROPOSAL
POLICY

The Board of Trustees has the authority to establish policies and procedures for College employees. Pursuant to Md. EDUCATION Code Ann. §16-313, the Board of Trustees of Cecil College allows for procurement by competitive sealed proposals, rather than competitive sealed bids, for procurement contracts of \$50,000 or more. Competitive sealed proposals may be used if the procurement is for:

1. Educational or consultant services;
2. Any building, improvement, equipment, or supplies for which the Vice President of Finance determines that specifications cannot be prepared that allow an award based on the lowest bid price, the lowest evaluated bid price, or the bid most favorable to the College; or
3. The Vice President of Finance determines that the use of competitive sealed bidding for a procurement contract is not practicable or not advantageous to the College that the need to use a method other than competitive sealed bids is sufficiently compelling to override the College’s Bid and Quotation Limits policy, which favors awarding procurement contracts on the basis of competitive sealed bids.

The Vice President of Finance, the College Management Team, and the President have reviewed the recommendations and concur, therefore be it

RESOLVED, that the Board of Trustees approves the Procurement by Competitive Sealed Proposal policy effective September 21, 2017.

- 15) Proposed Resolution: Policy – Affirmative Action Statement - Moved by Mark Mortenson and seconded by Michael Scibinico, the Board approved the Affirmative Action Statement Policy

RESOLUTION NO: 17-039
APPROVAL OF AFFIRMATIVE ACTION STATEMENT

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

Cecil College maintains an Affirmative Action Plan in compliance with the law to promote equal employment opportunity access for all persons including minorities, women, protected veterans, and individuals with disabilities.

The proposed Affirmative Action Policy has been reviewed by the College Management Team and the Vice Presidents and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the attached Affirmative Action Policy to become effective October 1, 2017.

- 16) Proposed Resolution: Non-Discrimination Policy – Moved by Cydney T. Teal and seconded by Donna Horgan, the Board approved the Non-Discrimination Policy

RESOLUTION NO: 17-040
APPROVAL OF NON-DISCRIMINATION POLICY

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

Cecil College strives to create and maintain a work environment where people are treated with dignity, decency, and respect. Cecil College will not tolerate discrimination or harassment of any kind. All employees, regardless of their positions, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur.

Cecil College prohibits discrimination against any member of the College community or any applicant for employment based on race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity and expression, genetic status, genetic information, veteran status or any other status protected by federal, state, or local law.

The proposed Non-Discrimination and Harassment Policy has been reviewed by the College Management Team and the Vice Presidents and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the attached Non-Discrimination and Harassment Policy to become effective October 1, 2017.

- 17) Proposed Resolution: Employee Conduct and Work Environment Policy - Moved by Donna Horgan and seconded by Cydney T. Teal, the Board approved the Employee Conduct and Work Environment Policy.

RESOLUTION NO: 17-041
APPROVAL OF EMPLOYEE CONDUCT AND WORK ENVIRONMENT POLICY

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

All employees are expected to maintain a work environment that encourages mutual respect, promotes collegial relationships, and is free from all forms of intimidation and violence.

Cecil College adopts this Employee Conduct Policy to ensure the best possible work environment for the College community. This policy applies to activities on campus as well as off-campus when an employee is engaged in College business or attending any College function, event or activity.

This policy will be maintained and enforced in accordance with applicable federal, state, and local laws.

The proposed Employee Conduct Policy has been reviewed by the College Management Team and the Vice Presidents and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the attached Employee Conduct Policy to become effective October 1, 2017.

- 18) Proposed Resolution: Grievance Policy – Moved by Donna Horgan and seconded by Cydney T. Teal, the Board approved the Grievance Policy.

RESOLUTION NO: 17-042
APPROVAL OF GRIEVANCE POLICY

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

Any full-time employee of the College may use the grievance procedure outlined in the Grievance Policy to file a complaint with the College regarding: (1) the employee's own

working conditions, or (2) disciplinary action taken against the employee. For complaints related to discrimination, harassment, or retaliation, employees will be directed to the College's Nondiscrimination and Harassment Policy for reporting procedures.

The proposed Grievance Policy has been reviewed by the College Management Team and the Vice Presidents and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the attached Grievance Policy to become effective October 1, 2017.

19) Academic Programs Presentation: Mr. Jack Cohen presented on the Social Sciences department. Under the Social Sciences umbrella there are numerous disciplines including Anthropology, Geography, Sociology, Criminal Justice, Counseling, Philosophy and many more. Degrees and Certificates include Associate of Applied Science Degree for Criminal Justice, Associate of Arts for Psychology and Social Work. The most popular Social Science courses taken at Cecil College are Psychology with 436 students and Sociology with 262 students. There are 1,059 students taking various Social Science courses. Cecil College partners with Cecil County Public Schools for the Senior Option and currently have 137 students enrolled. The next steps include new course development, sequence, and a renewed and revised Paralegal Studies articulation with Widener University. An Articulation agreement with Salisbury University is being promoted and they are working on an articulation agreement with Neumann University. There are new addiction and chemical dependency courses. The creation of eight new courses are in the works. These courses are in accordance with the Maryland State Legislation and are currently awaiting MHEC approval for the Academic Affairs Committee

20) Old Business - None

New Business

- Ms. Colenda thanked the trustees and staff who attended the Foundation Scholarship Breakfast.

Close Regular Session – Moved by Mark Mortenson and seconded by Dr. Cydney Teal.

- a. Next Regular Session will be held on Monday, October 23, 2017 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. 5:00 p.m. Dinner with Cecil College and Cecil County Public Schools in the Technology Building, Room 208. Moved by Kathy Kunda and seconded by Donna Horgan and approved.

- c. 6:00 p.m. The joint meeting with Cecil College and Cecil County Public Schools will take place in the Technology Building, Room 208, moved by Donna Horgan and seconded by Kathy Kunda and approved.
- d. A motion was made by Mark Mortenson and seconded by Raymond Hamm to go into Executive Session.
- e. A motion to adjourn the regular session was made by Donna Horgan and seconded by Kathy Kunda and approved.

21) The meeting adjourned at 5:05 p.m.

22) The closed session meeting was brought to order at 5:08 p.m. under General Provisions Article § 3-305(b), only:

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Individuals present at closed session: Sarah W. Colenda, Chair, Donna Horgan, Vice Chair, Raymond Hamm, Mark Mortenson, Dr. Cydney Teal, Kathy Kunda, Michael Scibinico

The closed session meeting was adjourned at 5:20 p.m.