

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, April 26, 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 March 29, 2018 Meeting Minutes
- 4) Bernie Sadusky – Maryland Association of Community Colleges
- 5) Student Report – Ty Boyd
- 6) Joint report from Administrative Professional Organization and Classified Staff Organization Report– Mr. William Garrett
- 7) Academic Senate Report – Mr. Chris Gaspare
- 8) President’s Report - Dr. Mary Way Bolt
- \*9) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- \*10) Proposed Resolution: Policy – Adjunct Faculty Performance Policy – Dr. Christy Dryer
- \*11) Proposed Resolution: Academic Calendar 2019-2020– Dr. Christy Dryer
- \*12) Proposed Resolution: Academic Program Computer Science – Dr. Christy Dryer
- \*13) Proposed Resolution: Code of Conduct Policy– Dr. Kimberly Joyce
- \*14) Proposed Resolution: Project 2018-2 Parking Lot Refurbishment-North East Campus – Mr. Craig Whiteford
- \*15) Proposed Resolution: Project 2018-1 Building Exterior Refurbishment – Elkton Station – Mr. Craig Whiteford
- 16) Academic Program – STEM – Dr. Veronica Dougherty
- 17) Financial Report – Mr. Craig Whiteford
- 18) Insurance Renewal Report – Mr. Craig Whiteford
- 19) Early College Academy with Cecil County Public Schools – Dr. Kimberly Joyce

\* Requires Board Action

20) Middle States Update – Dr. Christy Dryer

21) Lifion Presentation – Colleen Cashill

22) Legislative Update – Mrs. Chris Ann Szep

23) Old Business/New Business

\*a. Regular Session: Thursday, May 31, 2018 at 4:00 p.m., EMB 213.

24) Adjournment \_\_\_\_\_

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

April 26, 2018

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

- 1) Roll Call: Present: Chair Sarah Colenda, Mark Mortenson, Raymond Hamm, Kathleen Kunda, Michael Scibinico and Dr. Cydney Teal. Absent: Vice Chair, Donna Horgan. 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, and Chris Ann Szep, Vice President of Community and Government Relations and College Advancement. Absent: Daniel Thompson, VP of Finance.
- 2) Approval of Agenda – On motion of Mark Mortenson, seconded by Kathleen Kunda, the agenda for the meeting was approved.
- 3) Approval of March 29, 2018 Meeting Minutes – On motion of Kathleen Kunda, seconded by Dr. Cydney T. Teal, the minutes of March 29, 2018, were approved as written.
- 4) Maryland Association of Community Colleges – Mr. Bernard Sadusky spoke to the Trustees regarding the seventy bills that the Maryland Association of Community Colleges (MACC) or presidents of Maryland colleges testified about during the Legislative Session. Mr. Sadusky felt the session was a good one this year. State revenue is up and the economy is doing well in Maryland. Educational bills are slated to be signed on May 8, 2018.

Mr. Sadusky mentioned that Dr. Mary Way Bolt is a great president for Cecil College. She never says no to testify on behalf of the Maryland community colleges and will be part of the MACC Executive Team. He also said what a great job Mrs. Chris Ann Szep does as well.

Mr. Sadusky told Trustees they could help MACC by coming to meetings.

- 5) Student Report – Ty Boyd gave the student report for April. Mr. Boyd reviewed the many events that students were involved in this semester.
  - Transfer Day – helped students understand transferring to a four year institution
  - Career Services Dress for Success – gently used business clothes were collected and given to students
  - April is sexual assault month – a resource table with pamphlets were available
  - Robyn's Roundtable Discussions – How students can be helped when in crisis
  - Student Support and Resource Center – twenty students used the take home food service
  - Multi-Cultural Students Recruitment Day – Sixteen students were recruited
  - International students were celebrated with a flag dedication
  - Walk to Cure Arthritis – a table was set up with information on Arthritis. The Walk to Cure Arthritis will be held May 20 in Glasgow Park.

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- Allies Club meet weekly and at their last meeting of the year they decorated cookies.
  - Alpha Alpha Theta had Pizza with Professors Orsi and Dillinger
  - Geekdom Club – held a very successful CecilCon.
  - Amazing Grace meets weekly to hold Bible Studies and watched the movie “I Can Only Imagine” and will celebrate a Day of Prayer on May 3
  - Horticulture Club celebrated Earth Day and hosted a plant sale
  - There was a Fun Before Finals picnic that everyone enjoyed
- 6) Joint report from Administrative Professional Organization and Classified Staff Organization  
No Report
- 7) Academic Senate Report – The Senate met on Wednesday, April 4 and passed the Academic Standards for Credit Students with minor changes. Senate also hosted and had productive discussion with John Capozzoli about ALICE training and Cathy Skelley about feedback on the revised Student Code of Conduct. Beyond minor course changes, Academic Affairs passed changes to the Paralegal program. IT has completed and posted a document for students and faculty that lists all the spots around the county with free Wi-Fi and directions for accessing free or cheap internet services. Senate will be looking at the bylines to allow for secure electronic voting if necessary and a smoother process for elections. Preparations have begun for Cecil College to host AFACCT’s annual conference in January of 2019. Faculty are serving on multiple search committees, and the English Department anniversary events were successful.
- 8) President’s Report – Dr. Bolt greeted and provided the welcome to the Commission on African American History for the State of Maryland. The members enjoyed the campus and went out of their way to say how warm and engaging our students and staff were as they encountered them throughout our campus.

On April 3, Dr. Bolt had the opportunity to present Cecil College’s capital and operating budget to the county council. It was received well by the council.

Dr. Bolt participated in the Economic Development Commission meeting hosted at the Cecil County School of Technology. Tours of the school were provided to commission members.

Dr. Bolt participated in the Northern Maryland Technical Council meeting.

Dr. Bolt attended the third and final session of the Aspen Institute and thanked the board for encouraging her participation in this amazing professional development opportunity.

Batelle Corporation hosted a tour of their Aberdeen facility and officially presented their scholarship check to two Cecil students. The company wishes to increase their engagement and support of Cecil College students.

Dr. Bolt attended an amazing event on campus called Cecil Con and said you really have to see it to believe it. There was tremendous community and regional support and participation. Thank you board members for participating.

The county council acknowledged the college’s 50<sup>th</sup> anniversary with a citation and they

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recognized the women's basketball national play with a citation as well. The council gave a cheer to the women's team –pom poms included.

W.L. Gore's Dr. John Szarka was on campus and presented a Stats talk to students and faculty. He was outstanding in promoting careers using statistics and data analysis. John enrolled in his first Cecil College math class while a student in Perryville High School.

Dr. Haq from the Middle States Commission on Higher Education was on campus and had a wonderful visit with trustees, staff, faculty, and students. He was very impressed with the board members and college community. Dr. Bolt thanked the trustees for their support.

Dr. Bolt will be attending the American Association of Community Colleges conference. She serves on the Commission on Research, Technology, and Emerging Trends and they met prior to the opening of the conference.

- 9) Proposed Resolution – Personnel Items - Moved by Raymond Hamm and seconded by Kathleen Kunda, the Board approved the Personnel Items.

**RESOLUTION NO: 18-010**  
**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:  
Position:  
Salary Grade:  
Division:  
Category:  
Effective:

**SEPARATIONS/RESIGNATIONS**

Name: Alexandria Kennedy  
Position: Human Resources Administrator  
Salary Grade: 12  
Division: Human Resources  
Category: Non-exempt  
Effective: April 6, 2018

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

- 10) Proposed Resolution – Adjunct Faculty Performance Policy - Moved by Kathleen Kunda, seconded by Raymond Hamm, the board approved the Resolution for the Adjunct Faculty Performance Policy

**RESOLUTION NO: 18-011**

**APPROVAL OF ADJUNCT FACULTY PERFORMANCE POLICY**

The Board of Trustees, under Title 13B.02.02.13 of the Code of Maryland Regulations (COMAR), has the authority to establish broad policy and is responsible for maintaining the administrative integrity of the College, and;

The Board has established a policy to evaluate teaching by adjunct faculty members, and;

The College's Faculty Senate, the College Management Team and the President reviewed the recommended policy and concur, therefore be it

RESOLVED, that the Board of Trustees approves the policy on Adjunct Faculty Performance Evaluation and recommends that the policy be publicized for all of the College's stakeholders.

- 11) Proposed Resolution – Academic Calendar 2019-2020 – Moved by Mark Mortenson, seconded by Michael Scibinico, the board approved the Resolution for Sabbatical Leave for Lauren Vanni.

**RESOLUTION NO: 18-012**

**APPROVAL OF ACADEMIC CALENDAR 2019-2020**

The Board of Trustees has the authority to establish the College Calendar each academic year.

The Vice President of Academic Programs, in consultation with College staff, has developed a recommended calendar for Academic Year 2019-2020 and the College Management Team and Faculty Senate have carefully reviewed the schedule. The Vice President of Academic Programs

has certified that the recommended calendar meets the minimum hours of credit instruction as established by the Maryland Higher Education Commission (MHEC).

The President has accepted the calendar as proposed and recommends it for adoption by the Board of Trustees, therefore, be it

RESOLVED, that the proposed calendar is adopted as the official calendar for academic year 2019-2020.

- 12) Proposed Resolution – Academic Program Approval – Associate of Applied Sciences in Computer Science – Programming. Moved by Kathleen Kunda, seconded by Mark Mortenson, the board approved the Resolution for Academic Program Approval – Associate of Applied Sciences in Computer Science - Programming.

**RESOLUTION NO: 18-013**  
**APPROVAL OF ACADEMIC PROGRAM APPROVAL – ASSOCIATE OF APPLIED SCIENCES IN COMPUTER SCIENCE - PROGRAMMING**

The Board of Trustees, under Title 13B.02.03 of the Code of Maryland Regulations (COMAR), Education Article, Title 11 and Title 16, Annotated Code of Maryland has the authority to approve new academic programs, and;  
the academic program proposals must be approved or endorsed according to the procedures of the appropriate institutional or segmental governing boards before formal submission to the Secretary of Higher Education for approval, and;

the proposed programs must meet a regional or statewide need consistent with the State Plan for Postsecondary Education, and;

the Board of Trustees has reviewed the following new program:

- Associate of Applied Sciences in Computer Science - Programming

the Board of Trustees has determined that the programs fulfill academic, cultural, and workforce needs of the region consistent with the State Plan for Postsecondary Education; therefore, it is

RESOLVED, that the Board of Trustees has approved the programs and recommends that the College proceed with the process of obtaining approval from the Maryland Higher Education Commission.

- 13) Proposed Resolution – Student Code of Conduct Policy – Moved by Mark Mortenson, seconded by Raymond Hamm, the Student Code of Conduct Policy was approved

**RESOLUTION NO: 18-014**  
**APPROVAL OF THE STUDENT CODE OF CONDUCT POLICY**

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

The Student Services Division has proposed a renewal of policy to sustain standards for student/guest behavior when enrolled in classes and/or during their participation in on and off campus events in an effort to create the optimal learning environment for all members of the College community.

The proposed revision of the Student Code of Conduct 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 Student Code of Conduct Policy to become effective April 26, 2018.

- 14) Proposed Resolution – PROJECT NO. 2018-2, Parking Lot Refurbishment – North East Campus – Moved by Mark Mortenson, seconded by Kathleen Kunda, the Project No. 2018-2,

Parking Lot Refurbishment was approved.

**RESOLUTION NO: 18-015**

**APPROVAL OF PROJECT NO. 2018-2, PARKING LOT REFURBISHMENT – NORTH EAST CAMPUS**

The Md. Code Ann., Educ. §16-311 provides that the Board of Trustees shall advertise for any building, improvement, equipment, or supplies that will cost more than \$50,000 through competitive proposals or bids at least two weeks in advance.

Parking lot #1 on the North East Campus has been identified as needing a complete refurbishment. In addition, the swale along 272 adjoining the parking lot is to be altered to prepare for future conversion to a bio retention pond. The scope of work includes, but is not limited to;

- installing two 12” storm drain pipes from 2 of the three storm drains to transfer storm water from the top 2/3 of this parking lot,
- installing a stone check dam at the end of the swale,
- removing and replacing 1350 linear feet of concrete curb and gutter,
- improving the level of the handicap parking areas,
- milling the asphalt and installing 2” of new asphalt over the existing milled surface
- re-stripping the existing layout onto the newly paved parking lot.

The Parking Lot Refurbishment Project was approved for funding in the FY 2018 County Capital Improvement Program budget. An RFP related to **Project No. 2018-2 Parking Lot**

**Refurbishment North East Campus**, was advertised publicly beginning March 8, 2018 in the Cecil Whig and instructions were subsequently distributed by e-mail to prospective vendors accordingly. Three (3) proposals were received and evaluated by the Selection Committee based on the criteria delineated in the RFP. The responding firms were Johnson’s Excavation of Elkton, MD, A-Del Construction of Newark DE and Reybold Construction of Bear, DE.

Based on this information, the Director of Capital Planning and the Manager of Procurement recommend that the Parking Lot Refurbishment – North East Campus proposal and pricing from Johnson’s Excavation be accepted. The Vice President of Finance and the President concur with this recommendation. Now, therefore be it;

RESOLVED, that the Board of Trustees affirms the award of Project No. 2018-2, Parking Lot Refurbishment – North East Campus to Johnson’s Excavation for their proposal not to exceed \$211,350.

- 15) Proposed Resolution – PROJECT NO. 2018 -1, Refurbishment of Building Exterior-Elkton Station Campus- moved by Mark Mortenson, and seconded by Kathleen Kunda

**RESOLUTION NO: 18-016**

**APPROVAL OF PROJECT NO. 2018-1, REFURBISHMENT OF BUILDING EXTERIOR-ELKTON STATION CAMPUS**

The Md. Code Ann., Educ. §16-311 provides that the Board of Trustees shall advertise for any building, improvement, equipment, or supplies that will cost more than \$50,000 through



competitive proposals or bids at least two weeks in advance.

The Elkton Station Building on the Elkton Campus has been identified as needing a complete building exterior refurbishment. The scope of work includes, but is not limited to, restoration, resealing and tuck pointing of all concrete and mortar joints, concrete spall repair, replacement of brick (if necessary), removal and replacement of aged control joints, (expansion joints), rusted door frames prepared and repainted and masonry pressure washing.

The Refurbishment of Building Exterior Project was approved for funding in the FY 2018 County Capital Improvement Program budget. An RFP related to **Project No. 2018-1 Refurbishment of Building Exterior – Elkton Station Campus**, was advertised publicly beginning March 8, 2018 in the Cecil Whig and instructions were subsequently distributed by e-mail to prospective vendors accordingly. Two (2) proposals were received and evaluated by the Selection Committee based on the criteria delineated in the RFP. The responding firms were Joseph Dugan, Inc. of Erdenheim, PA and Jones Masonry Restoration Corporation of Harrisburg, PA.

Based on this information, the Director of Capital Planning and the Manager of Procurement recommend that the Refurbishment of Building Exterior – Elkton Station proposal and pricing from Joseph Dugan, Inc. be accepted. The Vice President of Finance and the President concur with this recommendation. Now, therefore be it;

RESOLVED, that the Board of Trustees affirms the award of Project No. 2018-1, Refurbishment of Building Exterior – Elkton Station Campus to Joseph Dugan, Inc. for their proposal not to exceed \$91,460.

- 16) Academic Program – Science – Technology – Engineering-Mathematics (STEM) – Dr. Veronica Dougherty reviewed what has been going on in the STEM programs at Cecil College. In Sciences there is Astronomy as well as Chemistry. In Chemistry, there is Chemistry and Art, Chemistry I and II and Organic Chemistry.

In the Physical Sciences (Geosciences), classes are held in Geology, Meteorology, Ocean Studies, Weather and General Physical Sciences.

Classes are held in Physics, Biology and Technology including Computer Sciences.

Dr. Dougherty reviewed the Engineering classes that include Civil, Electrical and Mechanical. The Engineering Science classes included aerospace, chemical and computer.

Since Cecil collaborates with Frostburg University, students can earn a degree in engineering here on campus and we are looking at developing an Engineering Terminal degree. A new articulation agreement with University of Delaware is on the horizon.

Faculty include: Meredith Dillard, MS; Prameela Kuraguntla, PhD; Jacqueline Wilson, MS; James Morgan, PhD; Ebony Roper, PhD; Christine Warwick, MS; Nancy Vinton, MD and Gail Wyant, MS. There are thirty-five Adjunct faculty per semester with Masters Degrees, Bachelor's degrees and five with a PhD.

New and future plans include:

- General lab coordinator – purchasing and safety

- CAE2Y recognition (Center for Academic Excellence for 2 Year)
- Agricultural degree – fusing HCS, EQS and BUS
- CSC, PHE – 2 year terminal degrees
- New faculty – Engineering and Biology
- Articulations
- New equipment: NMR, microscopes, virtual reality
- Remodeled Cybersecurity rooms
- Outreach to CCPS:
  - Girls in STEM day
  - STEM mentors
  - Career days

17) Financial Report – Craig Whiteford reviewed the financials as of March 31, 2018

REVENUE:

- As of March 31 month end, actual Year-to-Date total revenue was \$24.11 million, which is \$601,000 or -2.43% under budget.
- Year-to-Date Credit Revenue versus budget is currently down \$296,000 (-4.12%) primarily due to lower than budgeted enrollment
- Non-Credit revenue is down \$227,000 (-14.80%) vs. budget. Last month: \$140,000 versus budget (10.70%).
- Investment and other income are ~ \$71,000 positive
- Our current Year End Revenue projection indicates we will be ~\$636,000 or -2.5% short to budget.
  - i. Credit –down \$285,000
  - ii. Non-Credit – down \$252,000
  - iii. Encumbrances – accounting variance as previously indicated

EXPENSES:

- As of March, month end actual Year to Date expenses were \$18.3 million, which is \$1.4 million or 7.59% better than budget.
- The Variance is primarily:
  - a. Salaries: \$283,000
    - Unfilled positions. Full-time, Part-time and Adjunct
  - b. Operating Expenses: \$995,000
    - Curtailment in spending, particularly in Non-credit
    - Employee Benefits costs - \$75,000 savings
    - Supplies/Program Supplies spend rate 25% below budgeted
    - Utilities: \$132,000 savings
    - Timing of Repairs: \$394,000 repairs and maintenance

Year-end expense projections indicate we will be positive to budget.

Overall, year-to-date, net revenue and expenses are currently \$786,000 positive to budget. Year-End net projection of revenue and expenses indicates the college will be positive \$263,000 or 1.02% against the budget.

WORKING CAPITAL

Working Capital as of March month end was \$5.73 million versus projected \$5.544 million. This is \$192,000 above the forecast. No forecasted cash flow issues are expected through the

remainder of the fiscal year.

- 18) Early College Academy with Cecil County Public Schools – Dr. Kimberly Joyce reported that Cecil College accepted twenty-seven of the fifty-nine applicants that applied for the Early College Academy. The Grade Point Average (GPA) cutoff was 3.63. Nine of the students who will be attending are Free and Reduced Meal Students (FARM). They will earn their Associates Degrees coming out of high school. This year fifteen will graduate from the Early College Academy at Oxford Area High School.
- 19) Middle States Update – Dr. Christy Dryer said the Middle States liaison Dr. Haq felt very welcomed during his visit to Cecil College. He said our board is very engaged and knowledgeable. Dr. Dryer will make amendments based on Dr. Haq’s recommendations and said it is an honor to serve on this board with the great team that Cecil has.
- 20) Lifion Presentation – Colleen Cashill reported that Cecil implemented a new capital management system called Lifion. Lifion is located in Chelsea, New York City and is part of the ADP organization with innovation labs across the nation. They made it very simple for Cecil College to be a part of their Beta system and are now branching out to other schools. Cecil College went live on April 14 for faculty, staff and employees. There has been a lot of testing including parallel payrolls for several months. Tomorrow will be the first payroll that can viewed when signing into Lifion accounts. As of now, payroll and leave are the only items that are available to view. The next step will be health benefits followed by applicant tracking and professional development. A single sign on approach will be utilized in the future.
- 21) Legislative Update – Mrs. Chris Ann Szep reported the next session would start on January 9, 2019. Our Delegates and Senators were wonderful in the Legislative process. They want to hear from everyone with their thoughts. Cecil County had a wonderful delegation. Mr. Hamm asked what we pay to the Maryland Association of Community Colleges (MACC). A small college like Cecil pays \$36,000 a year. Mrs. Colenda thanked Dr. Bolt and Mrs. Szep for all of their hard work during the Legislative session
- 22) Old Business/New Business

Old Business – None

New Business - May 5 – Foundation Gala – 50<sup>th</sup> year celebration.

Nurses pinning will be held on May 18

Graduation – May 20. Students and the first Early College Academy

As a reminder, please complete the evaluation on Dr. Bolt

Close Regular Session

- a. Next Regular Session will be held on Thursday, May 31, 2018 beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. Moved by Mark Mortenson, seconded by Kathleen Kunda, and approved.

17) Adjournment - The regular meeting adjourned at 6:01 p.m.