

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, August 31, 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 June 29, 2017 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 2017-2018 – Dr. Mary Way Bolt
- * 7) Proposed Resolution: ACCT Voting Delegate – Dr. Mary Way Bolt
- * 8) Proposed Resolution: Approval of August 2017 Candidates for Graduation – Dr. Christy Dryer
- *9) Proposed Resolution: Approval of NARCAN Nasal Spray Policy – Mr. Craig Whiteford
- 10) Financial Report – Mr. Craig Whiteford
- 11) Old Business/New Business
 - a. Next Meeting, Thursday, September 21, 2017 at 4:00 p.m., EMB213
- 12) Adjournment

CECIL COLLEGE
BOARD OF TRUSTEES

MINUTES
August 31, 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 and Peter Shoudy, Chief Information Officer.
- 2) Approval of Agenda – On motion of Mark Mortenson, seconded by Donna Horgan, the agenda for the meeting was approved.
- 3) Approval of June 29, 2017, Meeting Minutes – On motion of Michael Scibinico, seconded by Kathy Kunda, the minutes of June 29, 2017, were approved as written.
- 4) President's Report – Dr. Bolt reported the Maryland Community College Presidents held their annual retreat at Montgomery College. These meetings set the agenda for the upcoming year. Cecil College hosted County Executive Alan McCarthy and Al Wein at our Bainbridge Truck Driving Program. Cecil staff were great hosts informing the county executive about workforce programs and business partnerships at Bainbridge. The county executive also had an opportunity to drive our truck on the range and he did a great job.

Dr. Bolt participated in a tour of the Army Research Laboratory - Rodman Materials Research Lab at Aberdeen. This facility is state of the art in many disciplines. There are many opportunities for our students and local businesses.

It was a great start of the semester for faculty and staff during All College Day where Dr. Bolt had the opportunity to provide the state of the college. This week is welcome back week for students and there have been many fun activities to engage students. Dr. Bolt thanked our trustees who participated in Class Cab. Students also had opportunities to enjoy Rita's Water Ice, Popcorn with the President, and they created Tie Dye T-shirts.

The County Executive and the Office of Economic Development hosted a summit to discuss business workforce needs, identifying workforce gaps, opportunities for improvement, and the accessibility of current workforce programs. Dr. Bolt was able to share Cecil College's current and future roles in economic development and workforce development.

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

RESOLUTION NO: 17-025
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: Dallas Herbert
Position: Officer, Special Police
Salary Grade: 11
Division: Information Technology
Category: Non-Exempt
Effective: July 17th, 2017

Name: Colleen Flewelling
Position: Associate Dean, Academic Assessment and Development
Salary Grade: 16
Division: Academic Programs
Category: Faculty
Effective: August 21st, 2017

Name: Kelsey Bianca
Position: Lecturer, Social Sciences
Salary Grade: 13
Division: Academic Programs
Category: Faculty
Effective: August 21st, 2017

Name: James Morgan
Position: Associate Professor, Computer Science
Salary Grade: 16
Division: Academic Programs
Category: Faculty
Effective: August 21st, 2017

Name: John Kelleher
Position: Assistant Professor, History

Salary Grade: 15
Division: Academic Programs
Category: Faculty
Effective: August 21st, 2017

RETIREMENT – Full-Time Staff

Name: Rebecca Walker
Position: Director, Academic Support
Salary Grade: 15
Division: Academic Programs
Category: Exempt
Effective: July 10th, 2017

SEPARATIONS/RESIGNATIONS – Full-Time Staff

Name: Mary Michaels
Position: Director, Early College Academy
Salary Grade: 17
Division: Student Services
Category: Exempt
Effective: August 4th, 2017

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 Trustee Goals for 2017-2018- Moved by Donna Horgan and seconded by Kathy Kunda, the Board approved the Board of Trustees Goals for 2017-2018

RESOLUTION NO: 17-026

APPROVAL OF THE BOARD OF TRUSTEES GOALS FOR 2017-2018

The Board of Trustees of Cecil College wishes to establish annual goals. The proposed goals for 2017-2018 are as follows:

1. Provide representation at the MACC Completion Summit in spring 2018.
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 September 2017. Participants attending the ACCT Conference will formalize information gathering and sharing with fellow Trustees.
5. Board participation in college events including representation at the college's 50th anniversary celebrations.

Therefore, be it RESOLVED, that the Board of Trustees approves the Board of Trustees Goals for 2017-2018 as proposed above.

- 7) Proposed Resolution – ACCT Voting Delegate - Moved by Raymond Hamm and seconded by Mark Mortenson, the Board approved the ACCT Voting Delegate

RESOLUTION NO: 17-027
APPROVAL OF THE ACCT VOTING DELEGATE

The Association of Community College Trustees (ACCT) Annual 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. Donna Horgan carry this responsibility. Therefore, be it

RESOLVED, that the Board of Trustees of Cecil College approves Mrs. Donna Horgan as the Voting Delegate for the 2017 ACCT Annual Conference in Las Vegas, NV.

- 8) Proposed Resolution – Approval of August 2017 Candidates for Graduation – Moved by Donna Horgan and seconded by Dr. Cydney Teal, the Board approved August 2017 Candidates for Graduation

RESOLUTION NO: 17-028
APPROVAL OF AUGUST 2017 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/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 semester grades are recorded; therefore, be it

RESOLVED, that these candidates be approved for graduation as of August 31, 2017.

- 9) Proposed Resolution – Approval of NARCAN Nasal Spray Policy – Moved by Raymond Hamm and seconded by Mark Mortenson, the Board approved the NARCAN Nasal Spray Policy.

RESOLUTION NO: 17-029

APPROVAL OF THE NARCAN NASAL SPRAY POLICY

The Board of Trustees has the authority to establish policies and procedures for College employees. In accordance with Maryland Statute §11-1203(B) of HB1082, Public Safety has identified the need for a policy and procedure to provide guidance in the administration of NARCAN overdose reversing nasal spray. The objective is to treat opioid overdoses and reduce the result of a fatal opioid overdose.

Cecil College will maintain a supply of overdose reversing medication to be used in an emergency at the North East and Elkton Campuses. Cecil College's Public Safety Officers will be trained to recognize the symptoms of an opioid overdose, to administer overdose-reversing medications, and conduct follow-up emergency procedures related to an opioid overdose. Public Safety Officers or other designated personnel who have been trained and respond in good faith may not be held personally responsible for any act or omission in the course of responding to the emergency.

Trustee Mortenson asked: *“Since the statute 112031203B states instead of designated personnel, it states health personnel on the actual language on the statute; I want to make sure we are all okay that we can say designated personnel.”* Dr. Bolt replied: *“Yes, many small schools do not have health centers or health personnel. The larger schools have health center, those health personnel would be mandated to provide Narcan training. We have nurses on campus and they are faculty, not service providers and not mandated for that. We also have additional staff on campus that have volunteered and can administer Narcan. This is acceptable according to MACC.”*

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 NARCAN Nasal Spray Policy effective August 31, 2017.

10) Financial Report and Investment Report– Craig Whiteford provided a financial report through July 31, 2017, which is also the first month of the fiscal year. Finance is not tracking the budget with previous actuals, it is strictly a timing issue and FTE's are down through August 31. On the credit side, there is a \$163,000 variance on the revenue side through July. Through August it should be around \$60,000 to start to bridge the gap. Some of the impact has been lessened by the increase in course and lab fees and increases in tuition. On the expenditure side tracking well and there has been some work related to the year to date budget. The Governor announced information that he is intending to release budgetary cuts that could affect community colleges. Working capital is within \$7,000. Investments are largely MLGIP and we have three certificate of deposits with interest rates between 0.25 and 0.5%. The MLGIP rate of return is at 1.05%. Interest earnings are better than expected. The college will continue to monitor the revenue progress.

11) Old Business - None

New Business

- Ms. Colenda thanked the trustees who brought donations for the food pantry at the college and spoke of appreciation for the generosity.
- A motion to go into closed session at the next Trustees Board meeting on September 21, 2017 to review the President's contract was made by Raymond Hamm and seconded by Mark Mortenson
 - a. Close Regular Session – Moved by Donna Horgan and seconded by Dr. Cydney Teal.
 - b. Next Regular Session – Moved by Donna Horgan and seconded by Kathy Kunda, the next regular session of the Board of Trustees will be held on Thursday, September 21, 2017, in the Engineering and Math Building, Room 213.
 - c. The meeting adjourned at 4:25 p.m.