

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, December 7, 2017

Regular Session: 4:00 p.m. – EMB 213

A G E N D A

- 1) Roll Call
 - * 2) Approval of Agenda
 - * 3) a. Approval of October 23, 2017 Meeting Minutes
b. Approval of October 23, 2017 Joint Board Meeting Minutes
 - 4) Student Life Report – Lynx Cabinet-Bethouille
 - 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report– Michael Jerome
 - 6) Academic Senate Report – No Report
 - 7) President’s Report - Dr. Mary Bolt
 - 8) Financial Report – Mr. Daniel Thompson
 - *9) Proposed Resolution: Personnel Items – Dr. Mary Bolt
 - *10) Proposed Resolution: Policy – Audit Committee – Dr. Mary Bolt
 - *11) Proposed Resolution: Candidates for Graduation – Dr. Christy Dryer
 - *12) Proposed Resolution: Academic Program Approval – Associate of Arts in Teaching for Secondary Education with concentrations in Chemistry, English, Mathematics, Music and Physics – Dr. Christy Dryer
 - *13) Proposed Resolution: Academic Program Approval – Associate of Arts in Art and Design with Concentrations in Drawing and Painting, Graphic Design and Ceramics – Dr. Christy Dryer
 - *14) Proposed Resolution: Performance Management Policy – Ms. Colleen Cashill
- * Requires Board Action

- *15) Proposed Resolution: Consent Agenda: - Mr. Daniel Thompson
- a) Check Cashing Privileges for Employees Policy
 - b) Control of College Property Policy
 - c) Direct Deposit of Payroll Checks
 - d) Records Retention Policy
 - e) Senior Citizen Tuition Waiver and Fee Policy
 - f) Student Financial Obligations Policy
 - g) Tuition Waiver BRAC Policy
 - h) Tuition Waiver for Members of the Maryland National Guard

*16) Proposed Resolution: Procurement Resolution – Mr. Daniel Thompson

17) Fall Enrollment Report – Dr. Kimberly Joyce

18) Academic Programs Presentation: Lifelong Learning – Mr. Shawn Markey, Director of Lifelong Learning

19) Old Business/New Business

*a. Regular Session: Thursday, January 25, 2018 at 4:00 p.m., EMB 213.

20) Adjournment



A holiday celebration with the Foundation will take place immediately following the board meeting. Please enjoy the festivities with our Foundation.

The event will be held in the Technology Center in Room 208.

Mark your calendars!



The MACC Trustee Leadership Conference and Legislative Reception will be held on Monday, January 22, 2018 beginning at 1 p.m. at the Calvert House in Annapolis.

More detailed information will be provided prior to the holiday break.

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

December 7, 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, Chris Ann Szep, Vice President of Community and Government Relations and College Advancement, 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) a. Approval of October 23, 2017 Meeting Minutes – On motion of Mark Mortenson, seconded by Donna Horgan, the minutes of October 23, 2017, were approved as written.
b. Approval of October 23, 2017 Joint Board Meeting Minutes – On motion of Raymond Hamm, seconded by Donna Horgan, the minutes of October 23, 2017 were approved as written.
- 4) Student Life Report – Student Lynx Gabinet-Bethouille reported there has been many activities occurring within the Student Life Office since the last report. In early October, the Student Leadership Council held the annual business clothing give-away, in coordination with Human Resources and Career Services. About 20 students picked up outfits for interviewing at the Career Fair and to wear on the job.

Several students attended the annual Maryland Community College's Student Leadership Conference at Montgomery College on October 6. Student Blake Griffith co-presented with the Student Life staff.

Robyn's Roundtables continue to be popular with students and are held twice weekly every other week. This fall's topics included Test Anxiety, Group Work, Financial Literacy, and Study Skills. Twelve mentors from the College (students and staff) go to Bay View Elementary weekly to work with and encourage those future Seahawks.

A second Habitat for Humanity build was held in October. The house in Elkton is scheduled to be dedicated on December 22.

The annual Halloween party included pumpkin painting, snacks, and a costume contest sponsored by the Foundation that raised \$170 for the Student Food Pantry.

The Fall Blood Drive was a success with 47 pints of blood collected. These drives are open to the public and we are seeing more community members schedule to donate on our campus.

The Student Veterans group planned and hosted a very moving Veterans Day Observance on November 10. Several student veterans as well as a local Viet Nam war veteran spoke about their combat and civilian experiences.

The ALLIES group took an apple-picking excursion to Milburn's Orchard. They also screened the film "Do I Sound Gay?" prior to the Thanksgiving break. Alpha Alpha Theta Honor Society sponsored a campus wide canned food drive during November. Food bags were put together for students to take home for the Thanksgiving break. Twenty-five students have joined the honor society this semester.

The new Outdoor Adventure Club took a hike behind the college through Gilpin Falls and plan to sponsor the annual Ski Trip in February. The Psychology Club is planning a social media campaign to bring awareness to mental health issues that typically affect college age students. They hope to post student stories during the spring semester.

Hoopnotic (hula hooping club) continues their weekly practices and hope to present a halftime show during basketball games next semester.

Multicultural Student Union sponsored several cultural heritage events at both North East and Elkton Station. "Shaping the Future of America" was the topic addressed by Attorney Lindsey Sweet and faculty member Daniel Roman in celebration of October's Hispanic Heritage Month. Native American Heritage Month included Wolf Portugal whose interactive presentation was titled "Standing Together" and Rose Marie O'Brien who spoke about volunteering. A traditional Thanksgiving dinner was served

The Student Leadership Council planned and screened the movie La La Land on November 21 in the Student Lounge. Popcorn was served. The annual New York City bus trip – open to student faculty, staff, and alumni- was December 2.

Amazing Grace distributed over 100 stress buster kits during Fun before Finals this week. Other Fun Before Finals activities including free chair massages, visits with the PAWS dogs, free hot chocolate, a Holiday Gift market featuring handmade items by students, alumni and local artists. All items were under \$20 to be mindful of our students' budgets.

The Student Leadership Council held their Black Light Volleyball game last night. Open to the entire College community, about 30 students and staff played in a bracket type competition.

5) Joint report from Administrative Professional Organization and Classified Staff Organization

Michael Jerome, President of the Administrative Professional Organization reported APO is hosting a Stuff-A-Truck on campus. APO is asking for new items such as toys, non-perishable items, and clothing; however, they will accept slightly used items. Some items needed include diapers, baby wipes, baby formula, and infant clothing. This event is open to the public and runs until six pm. Donations will be going to Deep Roots Homeless Shelter in Earleville.

APO is hosting a Cecil College Employee Cook-Off on Friday, January 12. There will be three categories including chili/soup, bread, and dessert. The cost to sample will be \$5. Proceeds will go to support the Student Pantry.

Classified Staff Organization is still accepting and gathering donations for their January auction. Sondra McKeever has been invaluable in her efforts and dedication to the CSO.

CSO are also partnered with the Academic Senate and APO in supporting families at the MRDC (Maryland Rural Development Corporation) in gift giving this year to families in need. Each group was given an age range. Overall, around 45 children from newborn to 3 years old will have a Christmas this year thanks to Affinity Groups at Cecil College.

- 6) Academic Senate Report – No Report
- 7) President's Report – Dr. Bolt participated in the Upper Bay Ruritans Spaghetti Dinner. This amazing group continues to contribute generously to the Cecil College Foundation.

Dr. Bolt also attended the Cecil County NAACP Annual Dinner with students and faculty member Dr. Ebony Roper. Our students receive scholarship support from the organization.

The annual Cecil County Public School Guidance Counselor breakfast was held on the North East campus and Dr. Bolt provided the welcome. Cecil staff and faculty continue to work closely with CCPS and specifically the guidance offices within each high school.

Dr. Bolt attended the Cecil County First Responder dinner where our own Curtis Baranco was recognized for his outstanding service to public safety.

Dr. Bolt provided the welcome to participants at Cecil's Veterans Day Celebration that was led by Cecil College veterans who are students. She also provided a welcome to the Community College Humanities Association annual conference on behalf of Maryland Community College presidents. Two of our faculty members were able to participate in the conference.

Dr. Bolt completed the second session of the Aspen Institute on Leadership held in Virginia. Part of the professional development focused on equity and transfer. The reading materials have been shared with president's staff and they in turn have shared materials with their staff.

The Multicultural Student Services Advisory Board meeting was hosted on the North East campus where Dr. Bolt provided the welcome.

Dr. D'ette Devine and Dr. Bolt met to continue the discussions on partnerships and paths forward for CCPS and Cecil College. Cecil staff will be meeting to discuss Early College Academy for CCPS students.

Dr. Bolt attended the Annual Army Alliance Breakfast meeting where Major General Randy Taylor greeted the contingency from Cecil County. Dr. Bolt also participated in a meeting and dinner with the Economic Alliance of Greater Baltimore (EAGB).

Dr. Bolt provided an update on Cecil College at the APG Community Social hosted in Harford County. APG personnel, members of the local delegation, Harford, and Cecil county business leaders attended.

The Maryland Association of Community Colleges hosted the eighth Annual Completion Summit at the Community College of Baltimore County. Several Cecil College staff and faculty attended the summit.

This is the time of the year for student events including athletics, fine and performing art exhibits, and STEM poster presentations. Please come out and see our students in action.

- 8) Financials – Mr. Dan Thompson reported that year to date revenue as of October 2017 is \$10.7 million or \$434,000 under budget and slightly better than last month. Credit revenue versus budget is down \$228,000 or 5.52% this is related to enrollment being lower than projected. Non-credit revenue is down \$85,000 versus budget. This is a pick up from last month when revenue was down \$122,000. Year-end projections, the college is projecting a \$630,000 shortfall of our budget or 2.43%. Mrs. Horgan asked what we would do about the shortfall. Mr. Thompson answered the non-credit team is working to pull themselves back up to budget. The truck driving side is starting to come back around. On the credit side as a team, we are looking at what we can do to make it easier for students to enroll. Dr. Bolt said in January we will look at enrollment and Vice Presidents are looking at expense reductions as well. We anticipate that continuing education revenue will increase.

Expenses year to date are better than budget which is mostly attributed to open positions. Year-end projections will be positive to the budget by \$609,000, which offsets revenue shortfall.

Working capital was adjusted to the budget to reflect that a transfer of funds was made into the MLGIP investment account. No concerns with cash flow for the year.

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

RESOLUTION NO: 17-055
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: April Stern

Position: Assistant Director of Advising

Salary Grade: 15

Division: Student Services and Enrollment Management

Category: Exempt

Effective: November 27, 2017

RETIREMENT

Name: Connie Madison
Position: Payroll Specialist
Salary Grade: 12
Division: Finance
Category: Non-Exempt
Effective: December 15 2017

Name: Patricia Richardson
Position: Assistant Professor, Communications
Salary Grade: 13
Division: Academic Programs
Category: Faculty
Effective: December 31 2017

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

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

- 10) Proposed Resolution – Acceptance of Audit Committee Policy – Moved by Donna Horgan, seconded by Michael Scibinico, the board approved the Audit Committee Policy

RESOLUTION NO: 17-056
APPROVAL OF AUDIT COMMITTEE POLICY

Title 16, Section 315 of the Education Article of the Annotated Code of Maryland provides that each community college in the State shall have an annual audit of its books of accounts, accounting procedures in, accordance with guidelines as prescribed by the Maryland Higher Education Commission. Title 13B of the Code of Maryland Regulations Chapter 02 Section 222 paragraph G:

- (1) An in State institution shall have a financial audit conducted at least every two years by an independent certified public accountant or a State legislative auditor, which provides a detailed and accurate picture of the financial status of the institution since the preceding audit.
- (2) The audit shall be an unqualified audit.
- (3) In the case of management issues raised by an audit, the latest audit shall indicate resolution of exceptions noted in the previous audit.
- (4) An institution shall maintain a copy of its certified annual audit.
- (5) A copy of the certified annual audit shall be made available to the Commission upon request.

RESOLVED, that the Board of Trustees approves the Audit Committee Policy effective December 7, 2017

- 11) Proposed Resolution Acceptance of Candidates for December 2017 Graduation – Moved by Donna Horgan and seconded by Kathy Kunda, the board approved the Candidates for December 2017 Graduation.

RESOLUTION NO: 17-057

APPROVAL OF CANDIDATES FOR DECEMBER 2017 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 December 31, 2017.

- 12) Proposed Resolution: Academic Program Approval - Moved by Michael Scibinico and seconded by Mark Mortenson, the board approved the Academic Program.

RESOLUTION NO: 17-058

APPROVAL OF ACADEMIC PROGRAM APPROVAL

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 revised program:

- Associate of Arts in Teaching for Secondary Education with concentrations in Chemistry, English, Mathematics, Music and Physics

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 – Academic Program Approval - Moved by Raymond Hamm and seconded by Donna Horgan, the board approved the Academic Program.

RESOLUTION NO: 17-059
APPROVAL OF ACADEMIC PROGRAM

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 Arts in Art and Design with concentrations in Drawing and Painting, Graphic Design, and Ceramics

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.

- 14) Proposed Resolution – Performance Management Policy – Moved by Mark Mortenson and seconded by Kathy Kunda, the board approved the Performance Management Policy.

RESOLUTION NO: 17-060
APPROVAL OF PERFORMANCE MANAGEMENT POLICY

Cecil College's Performance Management Policy is used to address both work performance and behavioral issues for all full-time and part-time employees who have successfully completed their probationary period. Whenever possible, Cecil College will use progressive discipline to address unacceptable work performance and/or behavior, including violations of the College's Employee Conduct policy. Nothing in this policy or procedure however shall preclude the College from taking action without prior warning when deemed appropriate by the College to address serious behavior. For employees who are within their probationary period see Probationary Policy.

RESOLVED, that the Board of Trustees approves the Cecil College Performance Management Policy effective December 7, 2017.

- 15) Proposed Resolution- Consent Agenda – Moved by Raymond Hamm and seconded by Kathy Kunda, the Consent Agenda was approved.

- a. Proposed Resolution: Acceptance of Check Cashing Privileges for Employees

RESOLUTION NO: 17-061

APPROVAL OF CHECK CASHING PRIVILEGES FOR EMPLOYEES

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

This policy has been amended to change the term Administrative Service to Finance and now reads as follows:

Cecil College offers check-cashing privileges to employees (excluding work-study students) as a convenience. The Vice President of Finance has the authority to suspend this privilege to employees who write checks returned for non-payment.

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

RESOLVED, that the Board of Trustees approves the Check Cashing Privileges for Employees Policy effective December 7, 2017.

- b. Proposed Resolution – Acceptance of Control of College Property

RESOLUTION NO: 17-062

APPROVAL OF CONTROL OF COLLEGE PROPERTY

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

This policy has been amended to remove the language “In accordance with federal guidelines” and now reads as follows:

An annual physical inventory shall be conducted of all assets owned by the College with an established value greater than or equal to \$5,000 with the exceptions of software at \$3,000, and grant funded assets, which may have lower capitalization limits. In addition, the Information Technology Department shall conduct an annual inventory of computer and audiovisual equipment.

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 Control of College Property policy effective December 7, 2017.

c. Proposed Resolution – Direct Deposit of Payroll Checks

RESOLUTION NO: 17-063
APPROVAL OF DIRECT DEPOSIT OF PAYROLL CHECKS

The Board of Trustees has the authority to establish policies and procedures for College employees. On January 30, 1992, the Board approved a policy for Direct Deposit of Payroll Checks.

This policy has been amended to change the first sentence of the policy from “In order to maximize efficiencies in the Payroll Office and to ensure that employees receive their pay in a timely manner” to “Direct Deposit is Cecil College’s preferred method for issuing payroll payments to employees” and now reads as follows:

Direct Deposit is Cecil College’s preferred method for issuing payroll payments to employees. All full time and part time employees are required to use direct deposit. Direct deposit is a condition of employment.

Federal, state, and local governments are exempt from the provisions of both the Wage Payment and Collection Law and the Wage and Hour Law, but they must comply with the federal Fair Labor Standards Act (FLSA). In accordance with FLSA guidelines, direct deposit of wages can be made mandatory by an employer.

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

RESOLVED, that the Board of Trustees approves the revised Direct Deposit of Payroll Checks Policy effective December 7, 2017.

d. Proposed Resolution – Acceptance of Records Retention

RESOLUTION NO: 17-064
APPROVAL OF RECORDS RETENTION

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

This policy has been amended to change the term Administrative Services to Finance and now reads as follows:

It is recognized that accurate and effective record keeping is not only vital to the continued operation of the College but is critical in meeting legal obligations. Therefore, it is important to establish an approved Records Management Program within the Finance Unit. "Records Management" is the systematic control of all records from creation or receipt through processing, distribution, maintenance, and retrieval, to ultimate disposition. A sound Records Management Program within the College's Finance Unit will aid in:

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- providing evidence of compliance with Federal, State and/or Local government regulations,
- protecting the College, students, personnel, and trustees during litigation, government investigation and/or audit,
- insuring the financial integrity of the College, and
- preserving the financial history of the College.

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

RESOLVED, that the Board of Trustees approves the Records Retention Policy effective December 7, 2017.

e. Proposed Resolution: Acceptance of the Senior Citizen Tuition Waiver and Fee Policy

RESOLUTION NO: 17-065

APPROVAL OF THE SENIOR CITIZEN TUITION WAIVER AND FEE POLICY

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

This policy has been amended to include reference to MD EDUCATION Code Ann. §16-106 and now reads as follows:

Pursuant to Md. EDUCATION Code Ann. §16-106, Cecil College will waive tuition only (not fees) on Maryland FTE eligible credit and certain non-credit courses to Maryland senior citizens, defined as Maryland residents 60 years of age and older, in alignment with Maryland state law. All waivers are subject to course eligibility requirements and space limitations.

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

RESOLVED, that the Board of Trustees approves the Senior Citizen Tuition Waiver and Fees Policy effective December 7, 2017.

f. Proposed Resolution: Student Financial Obligations

RESOLUTION NO: 17-066

APPROVAL OF STUDENT FINANCIAL OBLIGATIONS

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

The policy has been amended to change the Board of Trustees to Cecil College and change College administration to appropriate designated College authority and now reads as follows:

It is the policy of Cecil College to diligently collect student revenues using appropriate resources and to maintain open balances for past due accounts until the financial obligation is paid in full or the appropriate designated College authority has waived the balance due.

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

RESOLVED, that the Board of Trustees approves the Student Financial Obligations Policy effective December 7, 2017.

g. Proposed Resolution: Tuition Waiver BRAC Policy

RESOLUTION NO: 17-067
APPROVAL OF TUITION WAIVER BRAC POLICY

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

This policy has been amended to include reference to Md. EDUCATION Code Ann. §16-310 and now reads as follows:

Pursuant to Md. EDUCATION Code Ann. §16-310, Cecil College employees as part of the Base Realignment and Closure process, (BRAC), and their dependent family members, will be granted a waiver for out-of-county or out-of-state tuition rates, upon relocation to a Maryland residence without regard to the three-month residency requirement.

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

RESOLVED, that the Board of Trustees approves the Tuition Waiver for Employees and Family Members of BRAC Employees Policy effective December 7, 2017.

h. Proposed Resolution: Tuition Waiver for Members of the Maryland National Guard.

RESOLUTION NO: 17-068
APPROVAL OF TUITION WAIVER FOR MEMBERS OF THE MARYLAND NATIONAL GUARD

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

This policy has been amended to include reference to Md. EDUCATION §11-403 and now reads as follows:

Pursuant to Md. EDUCATION §11-403, members of the Maryland National Guard (MDNG) will be granted a tuition waiver of 50% of in-county tuition subject to eligibility requirements, space limitations, and course structure.

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

RESOLVED, that the Board of Trustees approves the Tuition Waiver for Members of the Maryland National Guard Policy effective December 7, 2017.

16. Proposed Resolution: Procurement Resolution - Moved by Raymond Hamm and seconded by Kathy Kunda, the Consent Agenda was approved.

RESOLUTION NO: 17-069
APPROVAL OF PROCUREMENT RESOLUTION

According to the Md. EDUCATION Code Ann. § 16-103, 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 \$50,000 require Board of Trustee approval.

The following list includes procurements for emergency repairs. These items have been identified as exceptions to the College’s Bid and Quotation policy by the Purchasing Office. Financial support for the repairs is Fund Balance Reserve – Physical Plant. Therefore, the Vice President of Finance and the President recommend approval of the following procurements, not to exceed \$275,000.

Procurement Method	Vendor Name/Address	Procurement Item	Estimated Cost
Emergency Repairs	Modern Controls - New Castle, DE	Theatre - Replace two Heat Pumps	\$ 60,000
Emergency Repairs	Swan Creek Landscaping - Perryville MD Joseph Dugan Inc. - Erdenheim, PA Servpro - Elkton, MD HNH Ltd - West Chester, PA	Bldg. A - water infiltration repairs	\$ 115,000
Emergency Repairs	Quantum Environmental - Avondale, PA Dixon's Plumbing - Colora, MD	A&S Odor Investigation	\$ 20,000
Emergency Repairs	Warrington Construction - Elkton, MD HNH Ltd - West Chester, PA Servpro - Elkton, MD	Tech Center - Façade leaks above entrance	\$ 35,000
Emergency Repairs	Carrier - New Castle, DE	Tech Center - replace three chiller compressors	\$ 45,000

therefore, be it

RESOLVED that the Board of Trustees approve these procurement actions.

17. Fall Enrollment Report – Dr. Kimberly Joyce reported for the month of October enrollment is down 6% from fall 2016. Fall enrollment ended with a 2,461 headcount and 615 FTEs.

Spring registration opened November 1, and enrollment is down 12% with new and returning students. The department has a list of strategies they have employed or are in the process of employing.

First, they have identified students who were registered last spring and this fall but are not yet registered and have been calling those students. By December 13, calls will have been made to over 1,000 students. During those call students are encouraged to register and discuss their eligibility for a completion scholarship if they have earned more than 40 credits. If students say they have transferred without earning their degree, the reverse transfer process is being explained.

There are also several marketing campaigns occurring now to advertise registration – posters in every campus bathroom on campus, graffiti notes on classroom white boards, Facebook and Snapchat campaigns, and print ads in paper. Academic Programs has asked every faculty to make in-class announcements and there is a registration message posted on the Blackboard log in page.

The Early College Academy homeschool cohort registered which will add approximately 2 FTEs, and Oxford students will be registering next week.

Dr. Joyce met with Anne Gelrich of Cecil County Public Schools and conveyed that an agreement was made to start Early College Academy with Cecil County Public Schools beginning in the fall of 2018.

18. Academic Programs Presentation: Lifelong Learning – Mr. Shawn Markey provided information on the Lifelong Learning programs offered by Cecil College. The year-long programming includes personal enrichment, youth education, and senior education classes offered from August to December and January to June. Summer camps run from June to August. There are approximately two hundred classes each semester and over 300 summer camps throughout nine weeks of camp. In total, seven hundred classes are offered each year.

Some of the new personal enrichment classes offered include Steampunk Workshops, Computer in a Day, and Personal Lesson Programs. A twenty-five percent increase in revenue over 2016 was recognized. Growth can be attributed to community outreach, marketing initiatives and events, social media, and fresh programming. Great effort is made to develop thirty percent new classes and programming each term.

19. Old Business/New Business

Old Business - None

New Business

- Mrs. Colenda informed the Trustees to have their college issued iPads scanned for inventory before they leave the meeting.

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- Mrs. Horgan mentioned to the Trustees the General Assembly opens on January 10, 2018.
- Mrs. Colenda reminded the Trustees of the date for the MACC Leadership Conference and Legislative Reception for Trustees. The conference will be held on January 22, 2018 in Annapolis. There will be breakout sessions with opportunities to talk to other Trustees from Maryland Community Colleges. After the conference, a reception with representatives from the local delegation will be held where Trustees can meet and discuss pertinent matters one on one.

Close Regular Session – Moved by Mark Mortenson and seconded by Michael Scibinico.

- a. Next Regular Session will be held on Thursday, January 25, 2018 beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. Moved by Donna Horgan, seconded by Dr. Cydney Teal, and approved.
- b. A motion to adjourn the regular session was made by Donna Horgan and seconded by Cydney T. Teal and was approved.
- c. A motion was made by Mark Mortenson and seconded by Donna Horgan to go into Executive Session.
- d. The regular meeting adjourned at 5:25 p.m.

CLOSED SESSION:

The closed session meeting was brought to order at 5:300 p.m. under General Provisions Article § 3-305(b) (5), only:

- (7) To consider the investment of public funds

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

The closed session meeting was adjourned at 5:45 p.m.