

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, February 22, 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 January 25, 2018 Meeting Minutes
- 4) Joint report from Administrative Professional Organization and Classified Staff Organization Report–
Mr. Michael Jerome
- 5) Student Report – James Parsons
- 6) Academic Senate Report – Mr. Chris Gaspare
- 7) President’s Report - Dr. Mary Way Bolt
- 8) Sabbatical Proposals– Dr. Christy Dryer
- *9) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- *10) Proposed Resolution: Budget Approval – Mr. Daniel Thompson
- 11) Financial Report – Mr. Daniel Thompson
- 12) Middle States – Dr. Christy Dryer and Dr. Kimberly Joyce
- 13) Great Colleges Survey – Ms. Colleen Cashill
- 14) Old Business/New Business
- *a. Regular Session: Thursday, March 29, 2018 at 4:00 p.m., EMB 213.
- 15) Adjournment

NMTC Visionary Awards – 6:00 p.m. – Richland Ballroom – Bel Air, Maryland

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

February 22, 2018

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

- 1) Roll Call: Present: Chair Sarah Colenda, Vice Chair, Donna Horgan, Trustees: Raymond Hamm, Mark Mortenson, Kathleen Kunda, Michael, Scibinico 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 Michael Scibinico, the agenda for the meeting was approved.
- 3) Approval of January 25, 2018 Meeting Minutes – On motion of Raymond Hamm, seconded by Michael Scibinico, the minutes of January 25, 2018, were approved as written.
- 4) Joint report from Administrative Professional Organization and Classified Staff Organization
Michael Jerome, president of the Administrative Professional Organization (APO) reported on both APO activities and the Classified Staff Organization (CSO) activities.
The CSO committee reminded everyone that February is heart health month and to be conscious of getting the proper amount of exercise and eating health. CSO is updating the CSO handbook and bylaws
APO met on February 15 and John Beck provided Cecil College Foundation updates and encouraged all current and prospective Cecil students to complete the foundation scholarship application. Currently, there is one food truck coming to campus two days a week. Ten-percent of the proceeds go toward the APO Scholarship Fund. Aubrie Lawler spoke about the Empty Bowls fundraiser taking place on February 27th from 11:30am – 1:30pm. Tickets are \$20 and includes lunch from Olive Garden and a bowl. Non-perishable food items will also be collected. The event will be held in TC208. The fundraiser is to raise awareness of child hunger and money for the Nicanor project that is used to purchase food to create food bags for public school students to take home over the weekend.
- 5) Student Activities Report –James Parsons reported the 2018 spring semester has been busy so far in the Student Life Office! Welcome Week was held the first week of classes and included a hot chocolate bar in the Student Life office, an information table about service earning opportunities available during the spring semester and the popular Welcome Back pizza party. Spring Club Day was held as part of Welcome Week this year, with established student clubs Allies, Alpha Alpha Theta Honor Society, Amazing Grace, Hoopnotic, Student Leadership Council, Multicultural Student Union, the Outdoor Club, and the Student Veterans group were represented. Cecil College Admissions and Foundation offices also had information tables.

Maryland Community College Student Advocacy Day was scheduled for February 7 with five Cecil students committed to accompany Dr. Bolt to Annapolis to visit our legislators. Unfortunately, the weather didn't cooperate and the trip was cancelled.

The Student Leadership Council hosted a Blood Drive on Feb 13 collecting fifty four units of blood from students, faculty, staff and community members. Leadership Council members staffed the Blood Bank canteen.

ALLIES continues to meet bi-weekly. Their first meeting of the semester was a crafts workshop. This week they had a focus group with our partners from the Cecil County Health department focusing on substance abuse among young adults in Cecil County.

At the spring Alpha Alpha Theta meeting, several "Pizza With A Professor" lunches were scheduled and a spring Habitat for Humanity Build was discussed. The spring membership invitations were sent to eligible students this week.

Amazing Grace meets weekly and is developing a logo to increase visibility of the group.

The Geekdom and Hoopnotic clubs continue to meet weekly. The Multicultural Student Union hosted a Martin Luther King, Jr. Day observance on January 31. English faculty member Dr. Jennifer Levi spoke on the topic "American Identity and the Language of Protest".

The Elkton Station Diversity Team celebrated African American History Month on February 14 with three student speakers and guest Rev. John Moore, Sr. Students from the Social Services WISH program attended as did representatives from the state of Maryland Cultural Commission.

The Office of Disability and Support Services has held several "personal success" workshops this semester. By student request, topics so far have been Time Management and Public Speaking. NARCAN training continues to be offered monthly and is open to students, faculty and staff. The Student Support and Resource Center continues to offer referrals and resources for student. We have had generous contributions to the food pantry from faculty, staff, students and Foundation members, thank you for your support.

- 6) Academic Senate Report – Chris Gaspare reported the Senate met on February 7. The meeting served as a way for Senate to reorient and focus on what is upcoming for the rest of the academic year. Senate has several guest speakers from different divisions of the College currently planned or that we plan to invite soon. The aim is to foster further discussion between faculty and different divisions. The Senate also cemented which policies the subcommittees will review for the current semester. Furthermore, the faculty-driven Inclusivity group's meeting was canceled due to weather, but is being rescheduled for March where a discussion on the developmental sequence in relation to ensuring inclusivity. The IT committee has received positive feedback from faculty and student alike on their materials and quiz to orient students to the Blackboard website. A couple of IT committee members have also undertaken the task to clean up the organization and presentation of Senate policies and procedures for faculty ease of view and use.
- 7) President's Report – Dr. Bolt provided remarks at the Socrates Society event at Elkton Station. This was a great way to thank many generous donors and acknowledge the Aberdeen Proving Ground Federal Credit Union partnership. Dr. Bolt attended and supports Elkton's First Fridays including Elkton Station. February's exhibit displayed artwork from our Lifelong Learning programs. There is still time to visit the gallery and purchase some great artwork.

The Maryland Association of Community College's legislative committee has been very busy reviewing bills. To date, Dr. Bolt has provided testimony on three bills related to community colleges.

Dr. Bolt welcomed alumni and the Cecil Leadership Institute class of 2018 and Cecil Leadership Institute alumni at a kickoff event. She also participated in the Citizen's Input for the County Executive's Budget. As president of Cecil College, Dr. Bolt stated support of County Executive McCarthy's financial plan that advance education and economic development; both of which are identified in the county's strategic plan. An economically vibrant and educated county is a value to citizens.

The college and Aberdeen Proving Ground Federal Credit Union held a ribbon cutting ceremony. Cecil College is honored to have been chosen as the first college-based branch of APGFCU and we are extremely appreciative of the financial and professional development this partnership will provide our students. This partnership avails our students the opportunity to become fiscally literate as they progress in their academic careers.

On February 26, Bill Sorenson, Maryland Office of Business Development will present the college with a citation recognizing Cecil College's 50 years of serving students. At the same time, Delegate Hornberger will be recognizing Cecil College's 50th anniversary.

The Northern Maryland Technical Council Visionary Awards ceremony took place after the February Trustees meeting and Dr. Bolt had the honor of recognizing and introducing this year's Visionary of the Year, Dr. Philip Perconti.

The ALICE video and message from Dr. Bolt is currently posted on Facebook, Twitter, Instagram, Communique, and MyCecil. Her message stated, "In our continued commitment to preparing our college community for an unforeseen situation, whether it be on our campus or wherever you are in your travels, I ask you to please take a few minutes to watch this important video. If you have any questions, please contact Public Safety at 410-2871601." As of February 19, 2018 there were 3,244 views on Facebook.

- 8) Sabbatical Proposals: Dr. Christy Dryer introduced Lauren Vanni, MFA, M.Ed, Art faculty and Meredith Lutz-Stehl, Ph.D, psychology faculty and recommended their proposals for consideration for sabbatical. Each candidate gave a brief summary of the work they will complete during the sabbatical.
- 9) Proposed Resolution – Personnel Items - Moved by Raymond Hamm and seconded by Donna Horgan, the Board approved the Personnel Items.

RESOLUTION NO: 18-003
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:	Andrew Mitchell
Position:	Artistic Director
Salary Grade:	12
Division:	Community Relations & College Advancement

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

- 10) Proposed Resolution – Annual Operating, Minor Capital, and Capital Budgets Fiscal Year 2018-2019 – Moved by Mark Mortenson, seconded by Donna Horgan, the board approved the Resolution for the Budgets for Fiscal Year 2018-2019

RESOLUTION NO: 18-004
APPROVAL OF ANNUAL OPERATING, MINOR CAPITAL, AND CAPITAL BUDGETS FISCAL YEAR 2018-2019

According to Md. EDUCATION Code Ann. § 16-301 the Board of Trustees of each community college is required to prepare and submit an operating budget, a capital budget, and if required by local law, charter or regulation, a long-term capital improvement program for submission to the county governing body. The contents of the operating budget shall show (1) All revenues estimated for the next fiscal year classified by funds and sources of income, including: (i) any funds from federal, State, and local sources; and (ii) Any surpluses; (2) All expenditures requested; and (3) Any other information or supporting data required by the county governing body.

The proposed Operating and Minor Capital Budget and Capital Improvement Program for fiscal year 2018-2019 have been prepared by the administration of the College with faculty and staff participation.

The proposed Operating and Minor Capital Budget Request for Fiscal Year 2019 is based on estimated revenue from the Cecil County Government, the state of Maryland, and student tuition and fee revenue. Fiscal year 2019 revenue is projected to total \$27,075,381, which is an increase of 4.96% (\$1,280,703) from the approved FY 2018 Operating and Minor Capital Budget with \$1,118,703 for Operating and \$162,000 for Minor Capital

The proposed annual Operating Budget includes an in county credit tuition increase along with proportional out of county and out of state increases as dictated by the CC5 form along with various course fee adjustments as recommended by Academic Programs.

The proposed annual Operating and Minor Capital Budget includes expenditures for basic services and college-wide priorities such as an estimated 9% increase in health insurance premiums, salary increases for faculty and staff, funding for faculty rank promotions or staff reclassifications, computer and academic-related equipment replacement.

The proposed Capital Improvement Program requests funding for improvements in the amount of \$1,255,000 which includes seven components: building envelope maintenance, HVAC systems improvements – Technology Center, ADA compliance modifications, campus safety improvements, continuation of the North East campus asphalt repair Lot 1, North East campus curb repair, and ongoing preparation for storm water management retention pond repairs as directed by the County.

Therefore be it

RESOLVED, that the Board of Trustees approves the Operating and Minor Capital Budget Request for Fiscal year 2018 - 2019 in the total amount of \$27,075,381, and the Capital Improvement Program in the total amount of \$ 1,255,000.

11) Financial Report - Mr. Dan Thompson reviewed financials.

REVENUE:

- As of January month end, actual Year-to-Date total revenue was \$18.5million, which is \$829,000 or -4.28% under budget.
- Year-to-Date Credit Revenue versus budget is currently down \$287,000 (-3.98%) primarily due to lower than projected enrollment
- Non Credit revenue is down \$160,000 (-12.87%) vs. budget. Last month: \$110,000 versus budget (11.21%).
- Investment and other income are ~ \$42,000 positive
- The other item is Encumbrances which do not impact us operationally but show up in our reports. This is \$425,000 and will not change for the remainder of the year. \$150,000k for year-end encumbrances and \$275,000 represents the use of fund balance for building repairs.
- Our current Year End Revenue projection indicates we will be ~\$850,000 or -3.24% short to budget. \$425,000 of the projected shortfall is related to encumbrances.
 - a. Credit – down \$285,000 was \$320,000 last month
 - b. Non Credit – down \$165,000 was \$125,000 last month

EXPENSES:

- As of January month end actual YTD expense were \$13.7 million.
- The Variance is primarily:
 - a. Salaries: \$561,000
 - i. Unfilled positions. Full-time, Part-time and Adjunct
 - b. Operating Expenses: \$587,000
 - i. General slowdown in spending.
 - ii. Utilities: \$107,000 savings

Overall, Year-to-Date, net revenue and expenses are \$327,000 positive to budget.

And our year-end net projection of revenue and expense indicates there will be a small variance of approximately \$200,000 or 0.77% against the budget.

WORKING CAPITAL

Working Capital as of January month end was \$2.984 million versus projected \$3.133 million. This is \$149,000 or 4.8% lower than expected. Many small variances though Non-Credit tuition receipts were down \$77,000 over anticipated. At this point, there are no cash flow issues forecasted through the remainder of the fiscal year.

12) Middle States Commission on Higher Education (MSCHE) – Dr. Christy Dryer and Dr. Kimberly Joyce thanked Dr. Cydney Teal for being the Middle States liaison for Cecil College. Dr. Dryer and Dr. Joyce presented information that included employees on the Steering Committee. The co-chairs are Dr. Dryer and Dr. Joyce along with an executive committee of Colleen Flewelling and Dr. Roxanne Rash. Previously there were fourteen standards, now there are seven standards. The timeline for the next three years was reviewed and will include a self-study design draft that is due April 1, and a VP Liaison Self-Study Prep Visit on April 20th. The final takeaways include Institutional priorities for the Self-

Study which will be the Cecil College Strategic Plan, Evidence Inventory, and using One-Drive as a repository. The Self-Study Preparation site visit by the MSCHE liaison takes place on April 20th.

- 13) Great Colleges Survey – Ms. Colleen Cashill said Cecil College will launch an employee survey on February 26. Modern Think partners with the Chronicle of Higher Education and will be able to compare Cecil results with other schools. There will be sixty-five questions of which ten will be customized. All full time faculty and staff will take the survey as well as one hundred fifty adjunct faculty. Ms. Cashill said it is important to get as many employees and faculty to participate. Cecil is competing with other schools across the county to be a Great College. The goal is to attract and maintain high quality faculty and staff. Reports will be received in June and Ms. Cashill will report to the college community at All College Day in August.

14) Old Business/New Business

Old Business – Mrs. Colenda reminded the Trustees that the President’s evaluation is coming due and specific questions should be sent to her.

New Business

- March 7 – Wine Dinner at the Wellwood to benefit the Foundation and scholarships
- Ethics Board – complete the forms as soon as possible.
- ACCT Convention in New York this year. Let Sherry know if Trustees will attend.

Close Regular Session

- a. Next Regular Session will be held on Thursday, March 29, 2018 beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. Moved by Kathy Kunda, seconded by Mark Mortenson, and approved.
- b. A motion to adjourn the regular session was made by Mark Mortenson and seconded by Cydney T. Teal and was approved.
- c. The regular meeting adjourned at 5:12 p.m.