

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, June 28, 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 May 31, 2018 Meeting Minutes
 - 4) President's Report – Dr. Mary Way Bolt
 - * 5) Election of Board of Trustees Officers – Dr. Mary Way Bolt
 - * 6) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
 - * 7) Proposed Resolution: Approval of the Annual Operating and Minor Capital Budget for Fiscal Year 2018-2019 – Mr. Daniel Thompson
 - * 8) Proposed Resolution: Credit Hour Policy – Dr. Christy Dryer
 - * 9) Proposed Resolution: 2020 Business Calendar – Mr. Dan Thompson
 - *10) Proposed Resolution: Full-time Staff Teaching Policy – Ms. Colleen Cashill
 - *11) Proposed Resolution: Cultural Diversity Plan Progress Report – Dr. Kimberly Joyce
 - *12) Proposed Resolution: Athletic Transportation – Mr. Daniel Thompson
 - 13) Sabbatical Presentations – Dr. Christy Dryer
 - Andrew Dickinson
 - Allyson Symonds
 - 14) Academic Program – Physical Therapist Assistant Program – Melody Stanhope
 - 15) Financial Report – Mr. Daniel Thompson
 - 16) Employee Engagement Results – Ms. Colleen Cashill
 - 17) Old Business/New Business
 - *a. Regular Session: Thursday, August 30, 2018 at 4:00 p.m., EMB 213.
 - 18) Adjournment
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* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

June 28, 2018

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

- 1) Roll Call: Present - Donna Horgan, Vice Chair, Mark Mortenson, Raymond Hamm, Kathleen Kunda, and Michael Scibinico. By Phone: 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 and Craig Whiteford, Controller.
- 2) Approval of Agenda – On motion of Raymond Hamm, seconded by Mark Mortenson, the agenda for the meeting was approved.
- 3) Approval of May 31, 2018 Meeting Minutes – On motion of Mark Mortenson, seconded by Kathleen Kunda, the minutes of May 31, 2018, were approved as written.
- 4) President's Report – Dr. Bolt provided a welcome to golfers at the Cecil College Athletics Golf Tournament held at Back Creek. Dr. Bolt thanked the trustees and other players who supported this great event.

Dr. Bolt attended June's Economic Development Commission meeting hosted on the North East campus and, also attended the monthly Local Management Board meeting hosted at the county administration building.

Dr. Bolt attended the Army Alliance annual dinner where participants had an opportunity to hear updates on the happenings at Aberdeen Proving Ground and beyond. Major General Randy Taylor acknowledged Cecil College and the work Cecil College is accomplishing locally and regionally.

The APO held their annual luncheon at the Cedar House and Dr. Bolt stopped in and enjoyed some great conversation and food.

Dr. Bolt continues to meet with Cecil County Economic Development related to the incubator concept for the county. The college is interested in supporting the efforts related to incubators and entrepreneurs.

The Maryland Association of Community College President's June meeting was held at Frederick Community College.

The Northern Maryland Technical Council held their June meeting. The National Center for Manufacturing Sciences will be opening a manufacturing innovation at the University Center in Harford County. NMTC was hosted at the University Center.

The Maryland Association of Community College's Executive meeting was held at Anne Arundel Community College. Dr. Bolt handed out copies of Maryland Association of Community College's Annual Report for each trustee. The Foundation members will also receive a copy.

Dr. Bolt provided greetings to Cecil College's Business Advisory Board. They provide input into the college's business programs. Business faculty provided program updates and internship experiences.

Milburn Stone Theater had a fundraising event at the Wellwood on June 27, 2018. Funds raised support additional programming support within the theater.

- 5) Election of Board of Trustees Officers – Moved by Mark Mortenson, and seconded by Michael Scibinico, the Board approved the Election of the Board of Trustees Officers.

Every year the Board elects its officers at the annual meeting in June. A Nominating Committee was established and nominations were put forth to the current Chair and President for the election. The officers to be elected are Chair and Vice-Chair as per the Annotated Code 16. Sherry Hartman, Executive Assistant to the President, handed out paper ballots for the election of Chair and Vice-Chair. The paper ballots were tallied and the results are as follows: Sarah W. Colenda will remain Chairwoman and Donna L. Horgan will remain as Vice-Chairwoman. The term of office for each elected position shall be from July 1 until June 30 of the following year.

- 6) Proposed Resolution – Personnel Items - Moved by Mark Mortenson, and seconded by Kathleen Kunda, the Board approved the Personnel Items.

RESOLUTION NO: 18-024
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: Deanna Smith
Position: Academic Coordinator of Clinical Education
Salary Grade: 14
Division: Academic Programs
Category: Faculty
Effective: June 4. 2018

SEPARATIONS/RESIGNATIONS

Name: Sarah Hurley
Position: Academic Advisor
Salary Grade: 13
Division: Student Services & Enrollment Management
Category: Exempt
Effective: June 30. 2018

Name: Adrienne Pinckney
Position: Academic Coordinator of Clinical Education
Salary Grade: 14
Division: Academic Programs
Category: Faculty
Effective: June 13, 2018

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

- 7) Proposed Resolution – Approval of the Annual Operating and Minor Capital Budget for Fiscal Year 2018-2019 - Moved by Kathleen Kunda, seconded by Donna Horgan, the Board of Trustees approved the Annual Operating and Minor Capital Budget for Fiscal Year 2018-2019

RESOLUTION NO: 18-025
APPROVAL OF ANNUAL OPERATING AND MINOR CAPITAL BUDGET FOR 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 Operating, Minor Capital Budget, and Capital Improvement Program for fiscal year 2018-2019 has been prepared by the administration of the College with faculty and staff participation.

The Operating and Minor Capital Budget Request for Fiscal Year 2019 was based on estimated revenue from the Cecil County Government, the State of Maryland, and student tuition and fee revenue. The College submitted an operating budget to the County Executive requesting total FY 2019 Revenue of \$27,075,381, which included \$162,000 in Minor Capital, and a Capital Improvement Program request of \$1,255,000. The County Executive submitted an operating budget to the County Council which included total FY 2019 Revenue of \$26,750,021 for the College, a reduction of \$325,360, and suggested no changes to the Minor Capital nor the Capital Improvement Program budgets. On June 5, 2018, the County Council adopted the FY 2019 Operating, Minor Capital Budget, and Capital Improvement Program as presented by the County Executive.

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 \$26,750,021, and the Capital Improvement Program in the total amount of \$ 1,255,000.

- 8) Proposed Resolution – Credit Hour Policy – Moved by Raymond Hamm, seconded by Mark Mortenson, the Board of Trustees approved the Resolution for the Credit Hour Policy

RESOLUTION NO: 18-026
APPROVAL OF CREDIT HOUR POLICY

Whereas, 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;

In accordance with regulations published on October 29, 2010 by the U.S. Secretary of Education on program integrity issues (75 FR 66832 and 34 CFR 600.2 – effective July 1, 2011), Cecil College will use the definition specified by the Department of Education, for a “credit hour” to maintain the College’s eligibility and that of its programs to participate in Federal programs and to determine the eligibility of a student for Federal student assistance and the amount of the student’s assistance. This definition corresponds with Maryland Higher Education Commission requirements.

Whereas, these regulations became effective July 1, 2011 and the credit hour definition is used to determine the eligibility of the College and its educational programs for participation in Federal programs and is also a measure used to determine the eligibility of a student for Federal student assistance and the amount of the student’s assistance, and;

Whereas, the Board of Trustees has reviewed the proposed policy on Credit Hour Definition and Application to Courses and determined that the policy meets the requirements of the Department of Education regulations, therefore be it

RESOLVED, that the Board of Trustees approved the policy on Credit Hour Definition and Application to Courses and recommends that the policy be publicized and distributed to all of the College’s stakeholders.

- 9) Proposed Resolution – 2020 Business Calendar. Moved by Michael Scibinico, seconded by Donna Horgan, the Board of Trustees approved the Resolution for the 2020 Business Calendar

RESOLUTION NO: 18-027
APPROVAL OF 2020 BUSINESS CALENDAR

The Board of Trustees has the authority to establish the College Academic and Business Calendars each fiscal year. The Vice President of Finance, in consultation with College staff, has developed a recommended calendar for Fiscal Year July 1, 2018 – June 30, 2019 and the College Management Team has carefully reviewed the schedule. The Executive Director of Human Resources certifies that the proposed calendar accurately depicts the approved and adopted holiday schedule, including key dates and events as appropriate.

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 fiscal year 2019.

- 10) Proposed Resolution – Full-time Staff Teaching Policy – Moved by Mark Mortenson, seconded by Donna Horgan, the Full-time Staff Teaching Policy was approved

RESOLUTION NO: 18-028
APPROVAL OF FULL-TIME STAFF TEACHING POLICY

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

Individuals regularly employed at the College in an exempt non-faculty position are permitted to work as adjunct faculty to teach a maximum of six (6) credits per semester, inclusive of classroom, hybrid and online courses. Previous to this policy, there was no imposed limit to the number of classes a full-time exempt staff member could teach during a semester.

Courses will be taught outside of regular business hours, defined as 8:00 a.m. – 4:30 p.m., Monday - Friday. Exceptions to teach courses during regular business hours may be made at the College's discretion, with the approval of the Division Vice President and Academic Programs Vice President. If an exception is made, an alternate work schedule will be arranged with the employee and the employee's manager, subject to approval by the division Vice President, to ensure the employee is meeting required weekly workday hours of 37.5 in their regularly employed position.

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

RESOLVED, that the Board of Trustees adopts the attached interim Internally Employed Adjunct Expectations Policy to become effective August 1, 2018.

- 11) Proposed Resolution – Cultural Diversity Plan Progress Report – Moved by Raymond Hamm, seconded by Mark Mortenson, the Cultural Diversity Plan Progress Report was approved.

RESOLUTION NO: 18-029
APPROVAL OF CULTURAL DIVERSITY PLAN PROGRESS REPORT

The Board of Trustees has the responsibility to approve the College's Cultural Diversity Plan in accordance with Education Article, Annotated Code of Maryland, §11-406 (b) (1) (iii).

The proposed planning document and the FY 2018 progress indicators has been prepared through Multicultural Services, reviewed by the Vice President of Student Services and Enrollment Management and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees affirms the annual report for the FY18-FY20 Cultural Diversity Plan.

- 12) Proposed Resolution – Athletic Transportation – Moved by Mark Mortenson, seconded by Raymond Hamm, the May 2018 the Athletic Transportation was approved.

RESOLUTION NO: 18-030
APPROVAL OF ATHLETIC TRANSPORTATION

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.

In FY 2017, the College began contracting with Globetrotter through the State Contract for the annual transportation needs of its athletic teams. The College decided to put the athletic transportation services for the College's athletic teams for the 2018-2019 season out to bid. **Request for Proposal (RFP) No. 2018-3, Athletic Transportation Services**, was advertised publicly beginning May 7, 2018 in the Cecil Whig and instructions were subsequently distributed by e-mail to prospective vendors accordingly. Six (6) proposals were received and evaluated by the Selection Committee based on the criteria delineated in the RFP. The responding vendors were A.S. Tours, Inc. of Baltimore, MD, Academy Bus of Hoboken, NJ, Delaware Express of Newark, DE, D.T.S. Worldwide Transportation, LLC of Spencerville, MD, Krapf Coaches of West Chester, PA and THG Transport, Inc. of West Chester, PA.

Based on this information, the Vice President of Community and Government Relations and College Advancement and the Manager of Procurement recommend that the Athletic Transportation Services proposal and pricing from D.T.S. Worldwide Transportation, LLC be accepted. The Vice President of Finance and the President concur with this recommendation. Now, therefore be it;

RESOLVED, that the Board of Trustees of Cecil College authorizes the College administration to enter into a transportation services agreement with D.T.S. Worldwide Transportation, LLC for the 2018–2019 athletic season beginning July 1, 2018 for a period of one (1) year and authorizes the College to extend this agreement for up to an additional two (2) years based upon satisfactory quality, service and value.

- 13) Sabbatical Presentations. Dr. Christy Dryer introduced Andrew Dickinson and Allyson Symonds for their sabbatical presentations.

Mr. Dickinson created a musical composition during his sabbatical. The music was inspired by a project Mr. Dickinson has been performing for eight years called Rockestra. Mr. Dickinson informed the board he would play a portion of the composition for everyone. He also explained he would be playing from the second movement, which is softer, slower and more lyrical than the first movement. He further explained blending genres in the classical world, typically the first movement or section is more upbeat and energetic. Joining Mr. Dickinson was his wife, June.

Ms. Symonds sabbatical project sought to establish a student-run news publication at Cecil College called "The Squawk". She spent the fall semester of 2017 working to generate interest, particularly staff, to help entice students who would be interested in writing and editing for the publication. The Director of Career Services assisted in creating a credit internship for "The Squawk". Student Life helped Ms. Symonds get "The Squawk" registered as an official student run organization. The Squawk can be viewed at www.seahawksquawk.com

- 14) Academic Program – Physical Therapist Assistant Program – Melody Stanhope, Director of the Physical Therapist Assistant (PTA) program updated Trustees on what is occurring in the PTA program. In May 2016, the Cecil College PTA Program was granted full accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE). Successes in the program include Clinical Partnerships, Adjunct Faculty, Student interest, Clinical performance and community recognition, 100% Licensing examination pass rate (2016 and 2017) and 100% employment rate (2016 and 2017). Next steps in the program include clinical affiliation agreements and opportunities. Continued development of interprofessional opportunities with local DPT and PTA programs. Transfer articulation agreements for PTA students, student retention and community services initiatives.

- 15) Financial Report – Mr. Craig Whiteford reviewed the financial report as of May 31, 2018. Actual Revenue versus Budget: Year-to-date revenue is down 2.28% on lower enrollment in both credit and non-credit divisions. This shortfall will impact the year-end revenue to 2.09% down.

As of May year-to-date actual total revenue was \$25.2 million, which is \$588,000 or 2.28% under budget, similar to previous months. Year-to-date Credit Tuition and Fee Revenue versus budget is currently down \$333,000 (4.63%) primarily due to lower than budgeted enrollment. Non-credit Tuition and Fee Revenue is down \$210,000 (11.90%) versus budget. Investments and other income are \$107,000 positive to budget.

Our current Year End Revenue projection indicates we will be \$543,000 or 2.09% short to budget. Credit is down \$329,000, non-credit is down \$161,000, investment income and other income is up \$101,000 and encumbrances are \$150,000 with the accounting variance as previously indicated.

Actual Expenses versus Budget: Due to the revenue shortfalls earlier in the year, the finance department cut back or delayed spending as appropriate and are currently 7.65% under budget. End of the year is expected to be 4.39% favorable. This is due to delaying of spending as appropriate.

As of May, year-to-date actual total expenses were \$22.1 million, which is \$1.7 million or 7.65% better than year to date budget. The variance is primarily: \$362,000 in salaries, full-time, part-time and Adjunct unfilled positions, \$1,254,000 in operating expenses, curtailment in spending across the board, a \$75,000 savings in employee benefit costs, a spend rate of 25% below budget in supplies and program supplies, utility savings of \$132,000, and timing of repairs equaling \$441,000.

Projected Expenses versus Budget: The year-end expense projections indicate 4.39% positive to budget or \$1,090,000.

Projected Net Revenue and Expense versus Budget: Overall, it is expected to end the year with a 2.1% surplus. Year-end Projection of Revenue shortfall and Expense surplus nets to \$548,000 positive to budget or 2.11%.

Working Capital: Working Capital as of May 31 was \$3.664 million versus projected \$3.330 million. This is \$334,000 or 1% above the forecast. There are no cash flow issues forecasted through the remainder of the fiscal year.

16) Old Business/New Business

Old Business – Mark Mortenson thanked Donna Horgan for forwarding the LAW E-Alert information to Trustees. Mark also reminded Trustees of the board retreat last August when Ed Durham came with thoughts for Athletic Field changes. Cecil now has a large pole barn with the help of several companies, Stewart Companies, Bobby Reynolds and Collettes. The building is green and the roof is off white representing Seahawk colors. The building is 60x120 feet. Electric and doors still need to be installed, but, the building is coming along nicely and being built with private funds.

New Business – Board of Trustees Retreat begins at 9:00 a.m. on Thursday, August 30, 2018
Close Regular Session

- a. Next Regular Session will be held on Thursday, August 30, 2018 beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. Moved by Donna Horgan, seconded by Kathleen Kunda, and approved.

18) Adjournment - The regular meeting adjourned at 5:15 p.m. Moved by Mark Mortenson, seconded by Michael Scibinico

Pursuant to the Annotated Code of Maryland, General Provisions Article §3-305 (b) (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; (2) to protect the privacy or reputation of individuals concerning a matter not related to public business; (8) to consult with staff, consultants, or other individuals about pending or potential litigation

19) Closed Session:

The meeting was called to order at 5:20 p.m. Present were Chair Sarah Colenda, Trustees Donna Horgan, Mark Mortenson, Michael Scibinico, Kathleen Kunda, Dr. Cydney Teal, and Raymond Hamm. Also present was Dr. Mary Way Bolt. The executive session was adjourned at 5:40 p.m. with a motion by Mark Mortenson, seconded by Kathleen Kunda.