

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, March 29, 2018

Regular Session: 4:00 p.m. – EMB 213

A G E N D A

CONGRATULATIONS to the Women's Basketball Team!!

- 1) Roll Call
 - * 2) Approval of Agenda
 - * 3) Approval of February 22, 2018 Meeting Minutes
 - 4) Joint report from Administrative Professional Organization and Classified Staff Organization Report– Mr. William Garret
 - 5) Academic Senate Report – Mr. Chris Gaspare
 - 6) President's Report - Dr. Mary Way Bolt
 - *7) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
 - *8) Proposed Resolution: Policy – Paralegal Studies – Dr. Christy Dryer
 - *9) Proposed Resolution: Sabbatical Leave for Lauren Vanni– Dr. Christy Dryer
 - *10) Proposed Resolution: Sabbatical Leave for Meredith Lutz Stehl – Dr. Christy Dryer
 - *11) Proposed Resolution: Maryland Sick and Safe Leave Policy – Ms. Colleen Cashill
 - 12) Financial Report – Dr. Mary Way Bolt
 - 13) Marketing Update – Ms. Amy Henderson
 - 14) Academic Programs – Transportation Training – Ms. Tina Durborow
 - 15) Foundation Update – Mr. Mark Mortenson and Mr. John Beck
 - 16) Old Business/New Business
 - *a. Regular Session: Thursday, April 26, 2018 at 4:00 p.m., EMB 213.
 - 17) Adjournment
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CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

March 29, 2018

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

- 1) Roll Call: Present: Chair Sarah Colenda, Mark Mortenson, Kathleen Kunda, Michael, Scibinico and Dr. Cydney Teal. Absent: Vice Chair, Donna Horgan, Trustees: Raymond Hamm. 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 February 22, 2018 Meeting Minutes – On motion of Dr. Cydney Teal, seconded by Michael Scibinico, the minutes of February 22, 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 March is Stress Awareness month and everyone should take steps to reduce stress on a daily basis. CSO will be distributing stress relief balls around campus. CSO is also working on a spring flower sale for next year.

APO met on March 29th and discussed future fund raising ideas. The Wafflin' Joe food truck has agreed to remain on campus on Tuesdays throughout the remainder of the spring semester. Ten percent of all proceeds from the food truck will go to scholarships in Lifelong Learning. APO is in the process of planning the third annual dodgeball tournament for August All College Day.

- 5) Academic Senate Report – Chris Gaspare reported the Senate was unable to meet on March 7th due to inclement weather. The rescheduled March 21st meeting was cancelled due to inclement weather as well. The Senate passed three policies electronically they are: Faculty Performance Evaluation Policy, the Adjunct Performance Evaluation Policy, and the Graduation Requirements Policy. The Senate will next meet on its regularly scheduled day and time on April 7th.
- 6) President's Report – Dr. Bolt visited John Ness at the West Cecil Health Center in Conowingo and they had the opportunity to discuss potential partnerships.

Dr. Bolt attended the 41st Annual Donald J. Walden Memorial Scholarship Banquet and WJZ anchorman Vic Carter was the keynote speaker. The group has supported student scholarships for several years.

The leadership team and Dr. Bolt presented to the Cecil Leadership Institute along with three student speakers.

Dr. Bolt attended the District 36 Night in Annapolis and had the opportunity to meet with the delegation who are very supportive of Cecil College.

The Medical Assistant Program and Paramedic Program received reaccreditation by their respective accrediting organizations.

Cecil Professor Nathanael Tagg presented his newest publication entitled Animal Virtue.

On March 29th the Math Department hosted a Pi Contest to celebrate Cecil's 50th Anniversary. Each full time math faculty member made a pie for the contest.

Cecil College's women's basketball made it to the national playoffs in Harrison, Arkansas.

- 7) Proposed Resolution – Personnel Items - Moved by Mark Mortenson and seconded by Dr. Cydney Teal, the Board approved the Personnel Items.

**RESOLUTION NO: 18-005
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: Machele Washok
Position: Financial Aid Advisor
Salary Grade: 13
Division: Student Services
Category: Exempt
Effective: March 19, 2018

SEPARATIONS/RESIGNATIONS

Name: De'Anna Collins
Position: Director, Healthcare Careers
Salary Grade: 15
Division: Academic Programs
Category: Exempt
Effective: March 9, 2018

Name: Peter Shoudy
Position: Chief Information Officer
Salary Grade: 19
Division: Administration
Category: Exempt
Effective: March 16, 2018

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

- 8) Proposed Resolution – Academic Program Approval-Paralegal Studies - Moved by Kathleen Kunda, seconded by Dr. Cydney Teal, the board approved the Resolution for the Academic Program – Paralegal Studies.

RESOLUTION NO: 18-006

APPROVAL OF ACADEMIC PROGRAMS – PARALEGAL STUDIES

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 program:

- Associate of Arts (AA) in Paralegal Studies

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.

- 9) Proposed Resolution – Sabbatical Leave for Lauren Vanni – Moved by Mark Mortenson, seconded by Michael Scibinico, the board approved the Resolution for Sabbatical Leave for Lauren Vanni.

RESOLUTION NO: 18-007

APPROVAL OF SABBATICAL LEAVE FOR LAUREN VANNI

The Board of Trustees policy stipulates that a sabbatical leave may be granted after six years of fulltime employment as a member of the faculty of the College. The recipient is obliged to return to the College for at least one full academic year of service immediately following the expiration of such leave or make total restitution to the College for all monetary benefits received. A qualified faculty member may receive half salary for one academic year for which the leave is granted.

Lauren Vanni, MFA, M.Ed., art faculty, has requested a sabbatical for the 2018/2019 academic year, fall 2018 semester for the purpose of creating and showing a collaborative exhibit. The exhibit will be shown in the spring of 2019.

The goal of this sabbatical is to develop a body of work for a collaborative exhibit with an Elkton gallery owner. The exhibit will be held in spring of 2019 and will be open to the community. This proposed sabbatical supports all four of the Cecil College Strategic plan initiatives of drive academic achievement; foster a dynamic learning environment; expand and deepen community alliances; and stimulate resource development to promote student success. Throughout the process, work will be developed, critiqued, analyzed and revised.

Adjunct faculty will perform Ms. Vanni's duties during her leave. Ms. Vanni agreed to return to Cecil College for not less than one full academic year at the conclusion of her sabbatical.

The President of the College has recommended that Ms. Lauren Vanni's request be approved; therefore, be it

RESOLVED, that Ms. Lauren Vanni is granted a one semester sabbatical leave during the 2018/2019 academic year, pending adequate funding of the Operating Budget.

- 10) Proposed Resolution – Sabbatical Leave for Meredith Lutz Stehl – Moved by Dr. Cydney Teal, seconded by Kathleen Kunda, the board approved the Resolution for Sabbatical Leave for Meredith Lutz Stehl.

RESOLUTION NO: 18-008

APPROVAL OF SABBATICAL LEAVE FOR MEREDITH LUTZ STEHL

The Board of Trustees policy stipulates that a sabbatical leave may be granted after six years of fulltime employment as a member of the faculty of the College. The recipient is obliged to return to the College for at least one full academic year of service immediately following the expiration of such leave or make total restitution to the College for all monetary benefits received. A qualified faculty member may receive half salary for one academic year for which the leave is granted.

Meredith Lutz-Stehl, Ph.D., psychology faculty has requested a sabbatical for the 2018/2019 academic year, fall 2018 semester for the purpose of studying and conducting a pilot study related to *The role of Motivational Interviewing (MI) in student success*.

Motivational Interviewing is evidence based method that can significantly impact behavioral lifestyle changes. This sabbatical proposes a pilot study to assess the impact of MI on student behaviors in the community college setting, with the purpose of strengthening faculty-student relationships, often a key to increased student success. Clearly identified pilot study goals, tied to the strategic plan initiatives of drive academic achievement and foster a dynamic learning environment, have been identified and will be reported on. Information from this project will help guide future goals and student interaction.

Adjunct faculty will perform Dr. Lutz-Stehl's duties during her leave. Dr. Lutz-Stehl has agreed to return to Cecil College for not less than one full academic year at the conclusion of her sabbatical.

The President of the College has recommended that Dr. Meredith Lutz Stehl's request be approved; therefore, be it

RESOLVED, that Dr. Meredith Lutz Stehl is granted a one semester sabbatical leave during the 2018/2019 academic year, pending adequate funding of the Operating Budget.

- 11) Proposed Resolution – Part-Time Sick and Safe Leave Policy – Moved by Kathleen Kunda, seconded by Dr. Cydney Teal, the Maryland Sick and Safe Leave Policy was approved

RESOLUTION NO: 18-009

APPROVAL OF PART-TIME SICK AND SAFE LEAVE POLICY

It is the policy of Cecil College to provide paid "earned sick and safe" leave for part-time employees, including hourly part-time employees, adjunct faculty, coaches, student workers, temporary, and seasonal employees. Employees who are younger than 18 before the beginning of the calendar year (each calendar year) are not eligible for paid earned sick and safe leave. Special rules apply to work-study situations, which are explained in the Policy under Procedures.

The Board of Trustees has recommended that the Part-Time Sick and Safe Leave Policy be approved; therefore, be it

RESOLVED, that the Board of Trustees has approved the Part-Time Sick and Safe Leave Policy as of March 29, 2018.

- 12) Financial Report – Dr. Mary Way Bolt reviewed the financials.

REVENUE:

- As of February month end, actual Year-to-Date total revenue was \$20.34 million, which is \$518,000 or -2.48% under budget.
- Year-to-Date Credit Revenue versus budget is currently down \$293,000 (-4.07%) primarily due to lower than projected enrollment
- Non Credit revenue is down \$140,000 (-10.70%) vs. budget. Last month: \$160,000 versus budget (12.87%).
- Investment and other income are ~ \$45,000 positive
- The other item is Encumbrances which do not impact us operationally but show up in our reports. \$150,000 for year-end encumbrances and \$275,000 represents the use of fund balance for building repairs. \$275,000 was returned to the Fund Balance. This does not impact the net Revenue over Expenses.
- Our current Year End Revenue projection indicates we will be ~\$544,000 or -2.1% short to budget.

EXPENSES:

- As of February month end actual YTD expense were \$15.9 million.
- The Variance is primarily:
 - a. Salaries: \$328,000
 - i. Unfilled positions. Full-time, Part-time and Adjunct
 - b. Operating Expenses: \$792,000
 - i. General slowdown in spending.
 - ii. Utilities: \$107,000 savings

iii. Timing: \$300,000

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

Overall, year-to-date, net revenue and expenses are currently \$656,000 positive to budget. Year-end net projection of revenue and expenses indicates the college will be positive \$575,000 or 2.22% against the budget.

WORKING CAPITAL

Working Capital as of February month end was \$3.868 million versus projected \$1.659 million. This is \$2.2 million above the forecasted amount. Received \$2 million in financial aid but projected receipt in March. No forecasted cash flow issues are expected through the remainder of the fiscal year.

- 13) Marketing Update – Ms. Amy Henderson provided an update on the Marketing Department. In her presentation Ms. Henderson reviewed Student Survey results, standard department logos and uniformity of Cecil College colors and standards on all documents. A photo shoot with 20 students at 10 locations was completed in October 2017. An Elkton Station photo shoot will take place in April 2018. The Marketing Department activities include a new website complete with brand colors and user friendly navigation. Segment marketing was introduced for increased brand visibility for areas of study. Marketing increased activity on Social Media platforms and increased engagement on LinkedIn. A new project called Carvertise was introduced as of March 1, 2018. Looking ahead, the Marketing Department will have displays at Christiana Mall, Spotify ads, YouTube ads and Snapchat filters.
- 14) Academic Programs – Ms. Tina Durborow provided an update on Transportation Training. Commercial Drivers License (CDL) Training is completed two ways. Open Enrollment includes CDL A and B and School Bus/Passenger Endorsement. Contract Training includes: CDL A and B, School Bus/Passenger Endorsement, Smith System & Simulator Training, Close Quarters Maneuvering, Train the Trainer and Motor Vehicle Administration examiners Certification. Driver Education takes place at four area high schools and also open to the public. A Driver Improvement Program is now available Online. The Motorcycle Safety Program takes place in the spring, summer and fall on the new motorcycle training lot.
- 15) Foundation Update – Mr. Mark Mortenson and Mr. John Beck provided information on Cecil College's 50th Anniversary Celebration – A Campaign for Student Success. Included are the following priorities:
 - 1) Academic Success: Supporting innovative teachers, developing programs and expanding program support
 - 2) Extracurricular Success: Championing student athletes, prioritizing facilities, and sustaining recruitment
 - 3) Financial Success: Emphasis on investment
 - 4) Scholarship Support: Expanding Applications, exploring opportunities and meeting student need.
 - 5) Deeping Community Relations: Opportunities for Engagement.Targeted Giving Campaigns are now available and the Foundation has made it easy to make donations online. All donations are appreciated and help students succeed.

- 16) Old Business/New Business

Old Business – Mrs. Colenda attended the NMTC Visionary Awards and was happy to attend to see the Cecil staff and faculty that were honored. Barbara Morten was the Rising Star Award winner at the NMTC Visionary Awards and also the winner of the Pi contest.

New Business

Close Regular Session

- a. Next Regular Session will be held on Thursday, April 26, 2018 beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. Moved by Mark Mortenson, seconded by Michael Scibinico, and approved.
- b. A motion to adjourn the regular session and go into Executive Session was made by Kathleen Kunda and seconded by Mark Mortenson and was approved.

17) Adjournment - The regular meeting adjourned at 5:24 p.m.

CLOSED SESSION:

The closed session meeting was brought to order at 5:30 p.m. under General Provisions Article § 3-305(b) (1), only:

Individuals present at closed session: Sarah W. Colenda, Chair, Dr Mary Way Bolt, Kathleen Kunda, Dr Cydney Teal, Mark Mortenson, Michael Scibinico

Absent: Raymond W. Hamm and Donna Horgan, Vice Chair.

The closed session meeting was adjourned at 6:35 pm