

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, May 31, 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 April 26, 2018 Meeting Minutes
- 4) Audit Report – Ms. Lisa Ritter –Maher Duessel
- 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report– Mr. Michael Jerome
- 6) Academic Senate Report – Dr. Ebony Roper
- 7) President’s Report - Dr. Mary Way Bolt
- 8) 2017-2018 Employee Accomplishments – Dr. Mary Way Bolt
- * 9) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- *10) Proposed Resolution: Approval of the 2018-2019 Board of Trustee Meeting Calendar – Dr. Mary Way Bolt
- *11) Proposed Resolution: Academic Program Approval – Cybersecurity – Associate of Applied Science – Dr. Christy Dryer
- *12) Proposed Resolution: Academic Program Approval – LDC Programming – Dr. Christy Dryer
- *13) Proposed Resolution: Academic Program Approval – Theatre Certificate – Dr. Christy Dryer
- *14) Proposed Resolution: Academic Program Approval – Audio Technology – Dr. Christy Dryer
- *15) Proposed Resolution: May 2018 Graduation Report – Dr. Christy Dryer
- 16) Academic Program – Visual Communications Program – Adam Jacono
- 17) Financial Report – Mr. Daniel Thompson
- 18) Middle States Update – Dr. Christy Dryer
- 19) Old Business/New Business

* Requires Board Action

*a. Regular Session: Thursday, June 28, 2018 at 4:00 p.m., EMB 213.

20) Adjournment

CECIL COLLEGE
BOARD OF TRUSTEES

MINUTES

May 31, 2018

Vice-Chairwoman Donna Horgan 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. Absent: Sarah Colenda, Chair. 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 Daniel Thompson, VP of Finance.
- 2) Approval of Agenda – On motion of Raymond Hamm, seconded by Mark Mortenson, the agenda for the meeting was approved.
- 3) Approval of April 26, 2018 Meeting Minutes – On motion of Mark Mortenson, seconded by Kathleen Kunda, the minutes of April 26, 2018, were approved as written.
- 4) Audit Report - Ms. Lisa A. Ritter, a Partner at Maher Duessel, a Pennsylvania based accounting firm specializing in governmental non-profit auditing and consulting reported to the Trustees on the Audit Report for Cecil College. Ms. Ritter spoke of the scope of audits in accordance with the engagement letter. Cecil College will have a single audit. Preliminary Fieldwork was completed the week of April 30, 2018. Drafts are due September 7, 2018 and reports to be reviewed at the board meeting on September 27, 2018. The Preliminary Risk Assessment is to obtain/update and gain an understanding of operations, systems, and controls, perform walkthroughs of major systems and test controls. Client Specific Risk Assessment includes Student Aid, tuition revenue and receivables and IT controls specific to perimeter. Maher Duessel has responsibility under GAAS, Government Auditing Standards and Uniform Guidance (GAAS) to issue an opinion on the financial statements and on compliance. Ms. Ritter also remarked on the pending/future standards.
- 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – No Report for May
- 6) Academic Senate Report – The Senate met for the last time this semester on May 2. They are currently discussing the Department Chairs Policy and when completed will be moved onto the next level.

Elections for Senate were held for the next school term:

- President: Dr. Ebony Roper
- Vice President: Chris Gaspare
- Secretary: Melissa D'Agostino

- IT: Gail Wyant
- Academic Affairs: Dr. Jennifer Scott Greenfield
- Faculty Affairs: Andrew Dickinson
- Faculty Affairs At Large:
 - Dr. Nancy Vinton
 - Cathy Weiss
 - Dr. Scott Walton

Several technical support items have been added to Blackboard to make it more user friendly. Senate reviewed the Final Exam Policy and passed the policy. An appreciation luncheon was hosted by Senate for the Aramark employees to recognize their hard work. New faculty were excited to participate in the graduation process and were pleased with how well graduation went.

- 7) President's Report – Dr. Bolt greeted and provided the welcome to the Economic Development Commission meeting held on the North East campus.

The Foundation Gala was an outstanding success and Dr. Bolt thanked the trustees and everyone who attended for supporting the Foundation.

Dr. Bolt attended the Old Dominion Electric Cooperative (ODEC) dedication. They have been good partners with Cecil College and they are seeking interns again this summer.

The college hosted Division II Region XX baseball tournament on our North East campus. Dr. Bolt thanked all who volunteered.

Dr. Bolt selected the President's Choice Award at the end of semester Visual Communications exhibit. There are many talented students in our programs and classes.

The Nursing Department hosted an Open House in conjunction with the college's 50th anniversary. Many transfer schools were represented at the Open House.

Dr. Bolt provided a welcome to the Cecil College Student Awards night where Alpha Alpha Theta students, Departmental Award winning students, and outstanding student athletes were recognized. Again, our students are amazing.

Dr. Bolt provided a welcome for the screening of Resilience. This film examined the long-term physical impact of trauma. The evening's moderator was Major General Linda Singh.

Dr. Bolt attended the Physical Therapist Assistant's Pining and White Coat Ceremony and attended the Nursing Pinning ceremony.

This year's graduation ceremony was a success including a full house in the Physical Education building with live streaming of the event into the Milburn Stone Theater. There were over 200 friends and family members in the theater.

Dr. Bolt provided a welcome for the Career and Community Education Open House at Elkton Station. We had representatives speak from the Department of Commerce and Department of Labor. Part of the evening event included a business roundtable.

Dr. Bolt attended the county council's public forum on the budget held at Elkton High School. Cecil College had two students speak in support of the college's budget.

Dr. Bolt provided remarks to the commencement ceremony for the Cecil Leadership Institute (CLI). This event was well attended by current CLI members and alumni from previous classes.

Dr. Bolt had dinner at Quarter's One with Major General Randy Taylor and guests from Cecil county. He remains very interested in Cecil College and the county.

- 8) 2017-2018 Employee Accomplishments – Dr. Mary Way Bolt presented to the Board of Trustees a list of employee accomplishments for the past year. Dr. Bolt recognizes the faculty, staff and students who are committed to serving and developing themselves in a professional manner.

FISCAL YEAR 2017/2018 EMPLOYEE ACCOMPLISHMENTS

Student Services and Enrollment Management

Robyn Hunt: Became an approved social work supervisor through the Maryland Board of Social Work Examiners. This means Robyn can provide supervision to licensed graduate (master's degree) social workers (LGSW) who are working to obtain their clinical licensure. (June). Robyn has supervised two undergraduate students this year.

LuAnn Williams in Records and Registration will be receiving a Bachelor of Science Degree in Human Services (concentration in Administration and Family Policy) from the University of Delaware in May 2018. LuAnn's final class will be on May 17, 2018, and the graduation date is May 25, 2018.

Melanie Ford: In November was awarded the degree of Masters of Arts in Anthrozoology with Merit from the University of Exeter, UK. The board of examiners also nominated Melanie for the Anthrozoology prize, which she received.

Michael A. Jerome - Earned Master of Science degree in Communication Studies.

Information Technology

Christopher Davis- Associates in Applied Science in Programming and Linux Pro certification
Lauren Peery-Associates in Social Work (currently enrolled in the Nursing Program)

President's Office

Sherry Hartman

- Chair of College Management Team
- Attended two Leadercast sessions
- Renewed Notary
- Completed ALICE Training and CPR Class.

Human Resources

Colleen Cashill

- 2017 – 2018 President, Maryland Chapter of CUPA-HR – the College and University Professional Association for HR practitioners

- Strategic Workforce Planning Certification: Human Capital Institute – Designing and optimizing the workforce to execute the institution’s strategy both today and in the future.

Lauren Fleck

- 2017 – 2018 Secretary and Marketing Director, Maryland Chapter of CUPA-HR – the College and University Professional Association for HR practitioners

Lauren Brooks

- May 2017: Graduated from Cecil College associates in business management
- May 2018: Completed Junior year at Goldey-Beacom toward bachelors in business management

Public Safety

John Capozzoli

- ALICE instructor certified
- IACLEA Executive Development
- Law Enforcement Information Network Training – Cecil County Sheriff’s Office
- Campus Safety Conference – Int’l Assoc. of Chiefs of Police
- ALERT (Response to Active Shooter) – Cecil County Sheriff’s Office
- AED, CPR, First Aid, Self-Defense

Richard Walbeck

- Protest Planning – University of MD Training Academy
- ALICE instructor certified
- Law Enforcement Information Network Training – Cecil County Sheriff’s Office
- Campus Safety Conference – Int’l Association of Chiefs of Police
- Street Crimes Seminar – Cecil County Sherriff’s Office
- AED, CPR, First Aid, Self-Defense

Robert Curtis Barranco

- ALICE instructor certified
- Protest Planning – University of MD Training Academy
- Pepper Spray – Cecil County Sheriff’s Office
- Response to Child Sexual Assault – Cecil County Sheriff’s Office
- ALERT (Response to Active Shooter) – Cecil County Sheriff’s Office
- Pistol Armorer’s School – Smith and Wesson
- Crisis Management – Cecil County Social Services
- AED, CPR, First Aid, Self-Defense

Dallas Herbert

- ALICE Instructor’s school – Millersville University
- AED, CPR, First Aid, Self-Defense
- Street Crimes Seminar – Cecil County Sheriff’s Office

Anthony Smart

- Fundamentals of Fingerprinting – CJIS
- ALICE Instructor’s School – ALICE Institute at Cecil College

Keane

- Fingerprinting Fundamentals – Criminal Justice Information
- Crisis Management – Cecil County Social Services
- AED,CPR, First-aid, Self-Defense

Academic Programs

Jennifer Levi, Professor of English – presented at the national Conference on College Composition and Communication (CCCC) in Kansas City. Worked with faculty from SUNY and Loyola, Chicago.

Cindy Horton, Professor of Nursing: elected to the editorial board for The Journal of Teaching and Learning – 3-year commitment.

Jonathan Cone, Faculty, Visual Communications: worked on an animated film called “The Velvet Underground Played at My High School. It has been played at numerous film festivals this year: Cinequest Film & VR Festival, Sonoma International Film Festival, Florida Film Festival & Tribeca Film Festival. The film will play at: Animafest Zagreb, Annecy, Seattle International Film Festival, Sydney International Film Festival, AFI Docs and Lighthouse International Film Festival.

Lauren Vanni, Faculty, Ceramics

Exhibitions:

- *Illumination - Member Exhibition*, The Palette & The Page, Elkton, MD, February 2018
- *Spotlight on Cecil Arts Faculty Exhibition*, Cecil College, Elkton Station Gallery, Elkton, MD, March 2018, sold two works
- *12x12 Exhibit*, Cecil College, Elkton Station Gallery, Elkton, MD, October 2016, sold four works
- Ceramic work at The Palette and the Page, Elkton, MD, ongoing
- Ceramic work at the Delaware Contemporary Alternatives Museum Store, Wilmington, DE, ongoing

Community work:

- Newark Senior Center Donations - February 2018: 11th year of donations to the Empty Bowl Dinner at the Newark Senior Center. They raised over \$13000, which is enough to provide 1,444 hot nutritious meals to homebound, frail, and elderly residents.
- Empty Bowl Fundraiser for Nicanor INC Agape Food Bag Program – made over 50 bowls and hosted Paint for a Purpose events. The Cecil College Empty Bowl Fundraiser sold out and was held on February 27, 2018. Over \$1000 was raised for the Agape Food Bag Program.

Mark Donohue, Faculty, Art

- *Spotlight on Cecil Arts Faculty Exhibition*, Cecil College, Elkton Station Gallery, Elkton, MD, March 2018
- *Travel Drawings and Classroom Demonstrations by Mark Donohue*, Solo Exhibition, Milburn Stone Gallery, August 25, 2017 – October 8, 2017
- *Volunteered for Cecil College Empty Bowl Event*

Erica Harney, Art Adjunct Faculty

- Solo exhibitions:
 - *Romanticism and the Theatre of Everyday Living*.
 - Pennsylvania State University: University Park, PA (Sept-Dec)
 - Fulton-Montgomery Community College: Johnstown, NY (Jan-Mar)
 - *The Alchemy of Color*. The Palette & the Page: Elkton, MD (Apr)
- Group exhibitions:

- *Creative Women of Lansdowne*. 20*20 House Gallery: Lansdowne, PA (Mar)
- *Cecil College Faculty Exhibition*. Elkton Station Gallery @ Cecil College: Elkton, MD (Feb)
- *Illumination*. The Palette & The Page, LLC: Elkton, MD (Jan)
- *12 x 12*. Elkton Station Gallery @ Cecil College: Elkton, MD (Fall)
- *#45: Artists Respond to the New Political Landscape*. Iona College: New Rochelle, NY (Aug-Oct)
- Corporate Commission:
 - Fulton-Montgomery Community College: Johnstown, NY
 - Series of 9 paintings depicting women working in the STEM fields, as funded by the College's Perkins Grant
- Curated:
 - *#45: Artists Respond to the New Political Landscape*. Iona College: New Rochelle, NY (Aug-Oct)
 - This was a 20-person exhibition including visual artists and writers from across the country, commenting on the implications of the implications of the Trump presidency
- Murals:
 - Completed two large murals (71 x 17 ft.) for the brand new campus of the Bancroft School in Mount Laurel, NJ
 - Freelance restoration work with the City of Philadelphia Mural Arts Program
- Scenic Work:
 - Freelance scenic work for Philadelphia Theatre Company, Philadelphia Scenic Works and First State Ballet (Wilmington, DE)

Maggie Creshkoff, Art Adjunct Faculty

- *Unconventional Materials*, Group Show, Milburn Stone Gallery, October 13, 2018 – March 11, 2018
- Organized and participated in the “Trashy Women” group show at the Newark Arts Alliance for April, 2018.
- Seed Bag to Hand Bag Workshop at the Rising Sun Library in November, 2017

Brett Thomas, Art Adjunct Faculty

- Curated *Essential Earth* at Wayne Art Center in Wayne, PA, April 2017
- *Art and Science*, Invitational Ceramics Exhibit, The Clay Studio in Philadelphia, PA, July 2017
- *Fired Up*, Invitational Ceramics Exhibit, The Academy Art Museum in Easton, MD, October of 2017
- Designed and built a soda kiln at the Wallingford Community Arts Center, Wallingford, PA

Joshua Schaefer, Art Adjunct Faculty

- *New Paintings*, Read Lockhart Gallery, Taos, NM, 2018
- *Pyrrhic Victories*, The Bookplace, Oxford, PA, 2018
- *National Juried Show 2017*, Oxford Art Alliance, Oxford, PA. Juror: Thomas Padon, Director of The Brandywine Museum of Art. Honorable Mention, 2017
- *Spotlight on Cecil Arts Faculty Exhibition*, Cecil College, Elkton Station Gallery, Elkton, MD, March 2018, sold two works

Haley Miller, Studio Art Assistant and Gallery Assistant

- Graduating from Cecil College with an Associate of Fine Arts degree in Ceramics and Sculpture, Associate of Arts in Ceramics, and an Associate of Arts in General Studies and an AA in Business Administration
- *Alumni Art Exhibit*, Elkton Station Gallery, April 6, 2018 – April 25, 2018

Laura Maloney, Studio Art Assistant

- *Alumni Art Exhibit*, Elkton Station Gallery, April 6, 2018 – April 25, 2018
- *Emerging Artist Exhibition*, The Palette & The Page, January 2018

Pratik Malu, Adjunct Faculty, Engineering

Successfully completed four certifications:

- Six Sigma Green Belt
- Six Sigma White Belt
- Lean Six Sigma
- Process Improvement Foundations

Scott Walton – Assistant Professor of Business & CIS

- Completion of my Doctrine of Business from Wilmington University
- Selected as a member of Sigma Beta Delta (International Business honor society)
- Represented Cecil College presenting my work on Millennial's at the AABRI Research Conference in St Augustine, Florida

Kelsey Bianca, Lecturer, Social Sciences

- Speaker at the Life Matters-Harford County Suicide Prevention Conference on May 18 along with Robyn Hunt. We were asked to speak by the Office on Mental Health (Harford County).

Nathanial Tagg, Associate Professor of English

- My first book, a collection of poetry titled *Animal Virtue*, was recently published by WordTech Editions and is available to buy from select bookstores and online sellers, including Amazon and Barnes & Noble.

Demetrius A. Jones, Adjunct Faculty, Health Professions

- Conferred in August 2017 with PhD from Walden University. PhD in Community Health Education and Advocacy.

Mary C. Michaels, Adjunct Faculty, Business

- Successfully defended dissertation and announced as Dr. Mary Michaels. Graduation on May 20 when officially awarded Doctor of Education.

Laura Schenck, Adjunct Faculty, Nursing, and Academic Progression Coordinator

- Presented a poster at the Organization for Associate Nursing Degree Nursing National convention about academic progression at Cecil College. The poster won first place out of forty-eight entries.

Andrew Dickinson, Professor of Music

- Wrote a music workbook for Piano students. This textbook is being used for Piano I through IV and is sold in the bookstore for a fraction of the cost of the previous piano textbook.

Roxanne Rash, Professor II, Assistant Director Nursing

- Presented “Bringing NLN, QSEN, and Program Competencies Together for Objective Clinical Grading” at the 2017 OADN (Organization for Associate Degree Nursing) national convention

Dr. Cindi Horton

- Presented “Bringing NLN, QSEN, and Program Competencies Together for Objective Clinical Grading” at the 2017 OADN (Organization for Associate Degree Nursing) national convention

Shirley Gharbin, Associate II Professor of Nursing

- Presented research project title " Interprofessional Education and Collaboration: Healthcare Students' Attitudes and Perceptions in an Introductory Educational Experience" at the 47th Global Nursing and Healthcare Conference, March 1st-3rd in London, UK.

Community and Government Relations & College Advancement

Brooke Fisher

- Appointed to and served on Maryland JUCO Student-Athlete of the Month committee

Ed Durham

- Appointed as the permanent NJCAA Region XX Men’s Director
- Elected as the NJCAA National Men’s Lacrosse Chairperson

Brandon Gorin

- Completing Cecil College Associates Degree – May 2018
- Winner of the Troublemaker Award for Community Relations and College Advancement

Shelly Bordley

- Presented several Narcan trainings for the Cecil County Community

Rich Haubert

- Participating in the Cecil Leadership Institute

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

RESOLUTION NO: 18-017

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:	Elizabeth Lieske
Position:	Accounts Receivable Accountant
Salary Grade:	12
Division:	Financial Services
Category:	Non-Exempt

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Effective: April 30, 2018

Name: Sheena Butler
Position: Academic Advisor
Salary Grade: 13
Division: Student Services
Category: Exempt
Effective: May 7, 2018

Name: Brian Selby
Position: Human Resource Specialist
Salary Grade: 12
Division: Human Resource
Category: Non-Exempt
Effective: May 14, 2018

SEPARATIONS/RESIGNATIONS

Name:
Position:
Salary Grade:
Division:
Category:
Effective:

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

- 10) Proposed Resolution – Board of Trustees Calendar 2018/2019 - Moved by Raymond Hamm, seconded by Mark Mortenson, the board approved the Resolution for the 2018/2019 Board of Trustees Calendar

RESOLUTION NO: 18-018 APPROVAL OF 2018-2019 BOARD OF TRUSTEES CALENDAR

The Board of Trustees of Cecil College derives its authority from the Education Article of the Annotated Code of Maryland, Title 16, paragraphs 201 through 203;

In addition, the Board of Trustees operates according to the Bylaws of Cecil College, which were last affirmed and amended on June 30, 2016. According to the Bylaws section 1.2, Organization, Time and Place of Meetings, the Board shall meet in regular session on the College campus the last Thursday of each calendar month.

The President has reviewed and proposed the calendar for the 2018-2019 Board of Trustees meetings. Therefore, be it

RESOLVED, that the Board of Trustees approve the 2018-2019 Board of Trustees meeting schedule.

- 11) Proposed Resolution – Academic Program Approval – Associate of Applied Sciences in Cybersecurity – Moved by Mark Mortenson, seconded by Michael Scibinico, the board approved the Resolution for the Academic Program Approval for the Associate of Applied Sciences in Cybersecurity

RESOLUTION NO: 18-019
APPROVAL OF ACADEMIC PROGRAM –ASSOCIATE OF APPLIED SCIENCES IN CYBERSECURITY

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 Applied Sciences in Cybersecurity

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.

- 12) Proposed Resolution – Academic Program Approval – LDC Programming. Moved by Raymond Hamm, seconded by Mark Mortenson, the board approved the Resolution for Academic Program Approval – LDC Programming.

RESOLUTION NO: 18-020
APPROVAL OF ACADEMIC PROGRAM APPROVAL – LDC PROGRAMMING

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:

- Certificate in Programming

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- Theatre Certificate – Moved by Kathleen Kunda, seconded by Michael Scibinico, the Academic Program Approval – Theatre Certificate was approved

RESOLUTION NO: 18-021

APPROVAL OF ACADEMIC PROGRAM – THEATRE CERTIFICATE

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 programs:

- Certificate in Theatre

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 – Academic Program Approval – Audio Technology – Moved by Mark Mortenson, seconded by Kathleen Kunda, the Academic Program Approval – Audio Technology was approved.

RESOLUTION NO: 18-022

APPROVAL OF ACADEMIC PROGRAM APPROVAL – AUDIO TECHNOLOGY

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;

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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 programs:

- Certificate in Audio Technology

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.

- 15) Proposed Resolution – May 2018 Graduation Report – Moved by Mark Mortenson, seconded by Kathleen Kunda, the May 2018 Graduation Report was approved.

RESOLUTION NO: 18-023
APPROVAL OF MAY 2018 GRADUATION REPORT

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 on May 20, 2018

- 16) Academic Program – Visual Communications Program. Mr. Adam Jacono presented information to reveal how the old Visual Communications (VCP) site focused on VCP instead of the Arts. The site was flash based, not mobile friendly and difficult to update with student work every semester. It was challenging to promote Cecil's cutting-edge programs with old technology. For the updated site, the VCP department worked closely with IT and the marketing department to develop the special Cecil.edu subdomain and collaborated with Performing Arts and Fine Arts. There are learning tools for students, it is easy to update infrastructure for uploading student work each semester and enhanced connectivity to Cecil County Public Schools and future students.

Viscom and Tech Prep workshops host over 200 middle and high school students each year for Arts workshops with a collaboration between Cecil Arts and Communication department and Cecil County Public Schools. Students and faculty sign up through the workshop website link and complete a google form.

- 17) Financial Report – Daniel Thompson reviewed the financials as of April 30, 2018
Year-to-date revenue is down 2.5% on lower enrollment in both credit and non-credit divisions. This shortfall affects year-end revenue where we expect to be 2.3% down
As of April, year-to-date actual total revenue was \$24.5 million, which is \$619,000 or -2.46% under budget, similar to previous months.

Year-to-date credit tuition and Fee Revenue versus budget is currently down \$327,000 (-4.55%) primarily due to lower than budgeted enrollment. Non-credit tuition and fee revenue is down \$257,000 (-15.36%) vs. budget. Investments and other income are \$116,000 positive to budget

The current year-end revenue projection indicates a downward trend of \$590,000 or -2.28% short to budget. Credit is down \$318,000, non-credit is down \$170,000 and encumbrances are at \$150,000 with the accounting variance as previously indicated

Expenses versus Budget: Due to revenue shortfalls earlier in the year there was a cut back or delayed spending. Currently 7.5% under budget. Year-end is expected to be 4.5% favorable. This is due to timing of delayed spending. As of April, year-to-date actual total expenses were \$20.1 million, which is \$1.5 million or 7.51% better than budget. The variance is primarily: Salaries: \$299,000 and includes unfilled full-time, part-time and adjunct positions. Operating expenses were \$1,139,000. There have been curtailments in spending across the board including Employee Benefits with a \$75,000 savings. Supplies and program supplies were 25% below budget. There is a savings of \$132,000 in utilities and because of timing of repairs and maintenance a savings of \$441,000.

Projected Expenses versus budget indicates year-end expense projections we will be \$1,109,000 or 4.46% positive to budget. Net revenue and expense versus budget indicate year-to-date revenue and expenses net to \$895,000 positive to budget.

Projected Net Revenue and Expense versus Budget - overall, expectations are to end the year with a 2% surplus. Year-end projection of revenue and expenses indicates net to \$518,000 positive to budget or 2.00%.

Working capital as of April 30, 2018 was \$4.909 million versus projected \$4.604 million. This is \$305,000 above the forecast. There are no cash flow issues forecasted through the remainder of the fiscal year.

- 18) Middle States Update – Dr. Christy Dryer and Dr. Kimberly Joyce reviewed information pertaining to the Middle States Self-Study. Dr. Kushnood Haq visited campus on April 20, 2018 meeting various constituents and had outstanding participation from the college community. Feedback on the Self-Study Design was received on April 26, 2018.

Feedback on the strengths was positive. The overview was effectively captured, the intended outcomes of the Self-Study were clearly identified, the organizational structure of the steering

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committee and workgroups is strong and includes institution-wide stakeholders and the Profile of Evaluation Team section is well developed.

Other feedback included using a table or grid to communicate the relationship of Standards to Institutional priorities. The lines of inquiry should be decreased and more clearly delineated how Requirements of Affiliation and Recommendations will be captured. The self-study must identify how final editing of the report will occur so that there is one voice and so updating of timelines reflect new information.

Overall, Dr. Haq commented on engagement of the college community, particularly the knowledge and participation of the Board of Trustees. Dr. Haq enjoyed the college's warm and collegial culture and commitment to the peer review process and expressed confidence that the institution is "well positioned to undertake an effective and useful self-study process."

The next steps include a revised Self-Study Design to be submitted by June 15, 2018. Working groups continuing to gather evidence, collect and analyze data, and begin writing with first draft due in November.

19) Old Business/New Business

Old Business – None

New Business - None

Close Regular Session

- a. Next Regular Session will be held on Thursday, June 28, 2018 beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. Moved by Mark Mortenson, seconded by Kathleen Kunda, and approved.

17) Adjournment - The regular meeting adjourned at 5:20 p.m.