

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, April 25, 2019

Regular Session: 4:00 p.m. – EMB 213

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of March 28, 2019 Meeting Minutes
- 4) Audit Report – Ms. Lisa Ritter –Maher Duessel
- 5) Student Report –Angel LeBlanc
- 6) Joint report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Michael Jerome
- 7) Academic Senate Report – Dr. Ebony Roper
- 8) President’s Report - Dr. Mary Way Bolt
- *9) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- *10) Proposed Resolution: Academic & Business Calendar 2020-2021– Dr. Christy Dryer/Mr. Daniel Thompson
- *11) Proposed Resolution: Academic Programs- Associate of Arts in General Studies – Dr. Christy Dryer
- *12) Proposed Resolution: Academic Programs – Associate of Science in Mathematics – Dr. Christy Dryer
- *13) Proposed Resolution: Barnes & Noble College Booksellers, LLC Renewal– Mr. Daniel Thompson
- 14) Financial Report – Mr. Daniel Thompson
- 15) Old Business/New Business
- *a. Regular Session: Thursday, May 30, 2019 at 4:00 p.m., EMB 213.
- 16) Adjournment _____

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

April 25, 2019

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

- 1) Roll Call: Present – Sarah W. Colenda, Chairwoman, Donna Horgan, Vice Chairwoman, Mark Mortenson, Michael Scibinico, and Raymond Hamm and Dr. Cydney Teal. Absent: Kathleen Kunda. Also present were Dr. Mary Way Bolt, President of Cecil College, Dr. Christy Dryer, Vice President of Academic Programs, Chris Ann Szep, Vice President of Community and Government Relations and College Advancement, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Maurice Tyler, Chief Information Officer, Daniel Thompson, Vice President of Finance and Lauren Fleck, Director of Human Resources.
- 2) Approval of Agenda – On motion of Mark Mortenson, seconded by Donna Horgan, the agenda for the meeting was approved.
- 3) Approval of March 28, 2019 Board Meeting Minutes – On motion of Michael Scibinico, seconded by Raymond Hamm, the minutes of March 28, 2019, were approved as written.
- 4) Audit Report – Ms. Lisa Ritter – Maher Duessel – Ms. Ritter informed the board Maher Duessel will begin preliminary testing next week. The final testing will take place the end of August and the reports will be ready for the board in September or October. The testing will be a single audit with normal financial statements. A management letter will be produced if needed. The Foundation will have a separate audit and is under a new standard that will be updated.

Ms. Ritter mentioned a new tax law that became effective January 1, 2018 regarding transportation and deductions. They will review current IT practices and cybersecurity measures the college has initiated.

- 5) Student Report – Angel LeBlanc
The Spring semester has been busy 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 learning opportunities and the Spring Club Fair.

Clubs have been active in a variety of ways this spring:

ALLIES continues to meet bi-weekly. Their first meeting of the semester was a crafts workshop. Tomorrow night they will wrap up the semester by going bowling at the Main Event.

The Geekdom club meets every week to play video games and discuss game development and creation. Several members volunteered at Cecil Con earlier this month.

Amazing Grace continues to meet weekly for Bible study and fellowship. Members visited the Bible Museum while on the Washington D.C. trip on April 6

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The **Art Club** also went on the D.C. bus trip and toured several Smithsonian Museums with the guidance of faculty member Mark Donohue. They also hosted staff from the Delaware Museum of Natural History who brought animals to campus serve as drawing models.

Parents With A Purpose was been meeting regularly to provide support and encouragement to fellow student parents. They hope to have a field trip to Plumpton Park Zoo

The **Multicultural Student Union** hosted a Dr. Martin Luther King, Jr. Observance on January 30. Dr. Ronald Whitaker spoke on the topic “The Courage to Pursue the Dream”.

Alpha Alpha Theta – held two “Pizza With a Professor” lunches with Adele Foltz in accounting and Kim Sheppard in Math as the guests.

Alpha Alpha Theta has also sponsored this spring’s weekly Trivia’s nights that have been quite popular and a bit competitive among our student’s

Since fall semester 50 new members have joined Alpha Alpha Theta, with induction planned for May 9th at the Student Award and Recognition Ceremony. We also have two students that have been nominated for the All-Maryland Academic Team and will be recognized at the Phi Theta Kappa banquet in Ellicott City next week.

African American Heritage Month was celebrated at Elkton Station on Feb. 13th with the Griots Wa Umoja drumming group.

The **Student Leadership Council** hosted the traditional Cecil Valentine’s Day Blood Drive collecting 50 units of blood from students, faculty, staff and community members. Leadership Council members staffed the canteen.

Six students went with Dr. Bolt, Dr. Joyce, Chris Ann Szep and Trustee Kunda to Maryland Community College **Student Advocacy Day** which was held on March 6th. Thanks to Trustee Horgan, students were able to tour the first floor of the State House. After that, they sat in on a Senate Session and met with our local delegates.

Women’s History Month and African American Heritage Month were recognized together with an interactive program titled “**Women, Hair and Identity**”

The **Irish Heritage Month** celebration included Irish music, refreshments and videos of Ireland’s history and landscape.

Nine Cecil students, faculty and staff participated in an **Alternative Spring Break** week with Habitat for Humanity. They worked on a home in Havre de Grace painting, hanging cabinets, installing cabinet hardware and completing landscaping work. We are looking forward to offering this event for spring breaks to come!

Partnering with Career Services, a “**Dress for Success**” **Business Clothes Give-Away** event was held in the Student Life Office to help provide job-seeking students with lightly worn business attire and to help promote the semi-annual Career Fair. With some of the remaining clothes, the Student Life Office will keep a small clothes closet for students.

The Food Pantry is very well publicized and used by about 20 students per day.

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The **Office of Disability and Support Services** held 2 workshops this semester to assist students who experience anxiety. One discussion was modeled on the Movies For Mental Health training, using a student made video to facilitate conversation. The Student Support and Resource Center hosted a Community Resource Fair back in February with 26 community agencies and organizations represented.

Our “**Fun Before Finals**” events are scheduled for next week with free chair massages, a Happiness Workshop, the Kilby Cream MooMobile, mocktails, the student picnic, and popcorn and cookies to end the week. This will also be Cathy Skelley’s last Fun Before Finals week here at Cecil College and students have something special planned for her. The students are sad to see Cathy go and she will be greatly missed.

- 6) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) Report – Mr. Michael Jerome said APO finished up the apparel order and raised \$500 for scholarships. New officers will be elected in May. Mr. William Garrett mentioned the CSO flower sale. The deadline is April 26th and flowers will be available the Wednesday before Mother’s Day. CSO will be electing new officers in May.
- 7) Academic Senate Report – Dr. Ebony Roper gave an update on the Senate activities. The next Senate meeting will take place on May 1st. Senate is working on three policies to be approved.
- 8) President’s Report – Dr. Bolt presented the budget request to the Cecil County Council and answered council member questions regarding the budget. Dr. Bolt requested that the council keep Cecil College’s budget intact and not cut funding from the college. They were thanked for their support of the college.

Dr. Bolt attended the Economic Development meeting and Business Incubator meeting and attended the Career Fair hosted by the College.

Dr. Bolt also attended the Socrates event and thanked Foundation donors for their continued support of Cecil College’s students and programs. She attended the Alumni Art Exhibit and student production of Metamorphoses at Elkton Station and the Open House event at Elkton Station.

Dr. Bolt attended the American Association of Community Colleges conference and participated in the Commission on Research, Data, and Accountability meeting.

The Cecil County Chamber Legislative held a Wrap-up breakfast that was hosted on the North East campus. The Cecil County delegation is very supportive of Cecil College.

Dr. Bolt provided a welcome to the College’s Open House. She also met with Bridget Peters of the Maryland Commerce Business Development for Cecil and Harford counties.

Battelle awarded two \$2,500 scholarships to Cecil College students and gave Dr. Bolt and students a tour of their facility. This Battelle site may also have internships available for students.

Dr. John Szarka gave a presentation on statistics that Dr. Bolt attended. Dr. John Szarka completed Cecil's MAT 127 Statistics course with Dr. John Climent at Perryville High School several years ago. Dr. Szarka went on to earn his Ph.D. in Statistics from Virginia Tech and now works for W.L. Gore as a Statistician.

Performing Arts student will present their capstone projects at Elkton Station on April 26th. Milburn Stone Theater will host their season unveiling on April 27th.

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

RESOLUTION NO: 19-020
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: Scott Richardson
Position: Lead Instructor, Professional Driving
Salary Grade: 12
Division: Academic Programs
Category: Exempt
Effective: April 15, 2019

Name: Rebecca Williams
Position: Program Specialist
Salary Grade: 12
Division: Academic Programs
Category: Non-Exempt
Effective: April 15, 2019

SEPARATIONS/RESIGNATIONS

Name: William Barrett
Position: Lead Instructor, Professional Driving
Salary Grade: 12
Division: Academic Programs
Category: Exempt
Effective: April 1, 2019

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

- 10) Proposed Resolution – Academic & Business Calendars 2020-2021 – Moved by Raymond Hamm, seconded by Michael Scibinico, the Board of Trustees approved the Academic & Business Calendars for 2020-2021

RESOLUTION NO: 19-021
APPROVAL OF THE ACADEMIC & BUSINESS CALENDARS 2020-2021

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, 2020 – June 30, 2021 and the College Management Team has carefully reviewed the schedule. The Interim 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 Vice President of Academic Programs, in consultation with College staff, has developed a recommended calendar for the Academic Year 2020-2021 and the College Management Team and Faculty Senate have carefully reviewed the schedule. The Vice President of Academic Programs has certified that the recommended calendar meets the minimum hours of credit instruction as established by the Maryland Higher Education Commission (MHEC)

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 calendars are adopted as the official calendars for fiscal year 2021.

- 11) Proposed Resolution – Academic Program Approval – Associate of Arts in General Studies. Moved by Mark Mortenson, seconded by Dr. Cydney T. Teal, the Board of Trustees approved the Associate of Arts in General Studies.

RESOLUTION NO: 19-022
APPROVAL OF ASSOCIATE OF ARTS IN GENERAL 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 revised program:

- Associate of Arts in General Studies

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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 – Associate of Science in Mathematics – Moved by Michael Scibinico, seconded by Mark Mortenson, the Board of Trustees approved the Associate of Science in Mathematics

RESOLUTION NO: 19-023
ASSOCIATE OF SCIENCE IN MATHEMATICS

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 Science in Mathematics

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: Barnes & Noble College Bookseller, LLC Renewal – Moved by Raymond Hamm, and seconded by Dr. Cydney T. Teal. The board approved the May 2019 Graduation Candidates.

RESOLUTION NO: 19-024
APPROVAL OF BARNES AND NOBLE COLLEGE BOOKSELLER, LLC RENEWAL

The Board of Trustees, pursuant to Md. EDUCATION Code Ann. §16-103 shall exercise general control over the community college, keep separate records and minutes, and adopt reasonable rules, regulations, or bylaws. Pursuant to Md. EDUCATION Code Ann. §16-104, the President of Cecil College is responsible for the conduct of the community college and for the administration and supervision of its departments.

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Cecil College's current agreement with Barnes and Noble to provide bookstore management services expires April 30, 2019. Barnes and Noble has partnered with Cecil College to successfully provide to our students, faculty and staff, new and used books, internet ordering services, customer support, and other products relating to the Cecil College image. As a result, the president recommends and the Vice President of Finance concurs, that Barnes and Noble remain as the College's bookstore provider. Therefore, be it

RESOLVED, that Barnes and Noble be retained as the College bookstore provider for the period of May 1, 2019 through April 30, 2024 with an option to extend for an additional five years.

- 14) Financials - Mr. Daniel Thompson reported to the board the following Financial Report as of March 31, 2019

Revenue year-to-date through March is down 1.9% or \$489,000. Underperformance continues in Credit Tuition and is partially offset by favorable non-credit tuition and Investment income. Other income is positive due to receipt of check from Frostburg University related to funds owed from prior years.

Projected year end revenue shortfall of \$411,000 including prior year encumbrances. The shortfall is driven by expected decline in Credit Tuition and expected to pick-up in Non Credit tuition, and investment and other income.

Actual expenses are currently favorable to budget at \$1,900,000 or 10.46%. This is a combination of unfilled positions, lower spending and timing of operating expenses.

The year-end surplus of \$960,000 or 3.67% is primarily due to expected staffing turnover and unfilled positions. Year-end net is projected to be \$549,000 or 2.03%.

Working capital as of March 31, 2019 was \$7,044,000 versus projected \$6,039,000

This is \$1,000,000 better than projected. \$314,000 is related to Aramark and is due to delayed billing. \$110,000 related to Frostburg and the remaining is net lower disbursements. No cash flow issues are forecasted through the remainder of the fiscal year.

- 15) Old Business/New Business

Old Business - None

New Business

- The next annual Collegium de Vinum Gala will take place on May 4th, 2019 at The Bohemia Overlook. It will be a wonderful evening, encourage staff and employees to attend.
- Sarah Colenda, Chair will not be at the May meeting. Donna Horgan, Vice Chair will step in to conduct the meeting.
- The President's survey was sent out. Please complete in a timely fashion
- Lauren Fleck was welcomed as the new Director of Human Resources.

Close Regular Session

- a. Next Regular Session will be held on Thursday, May 30, 2019. The meeting will take place in the Engineering and Math building, Room 213 beginning at 4:00 p.m.
- b. A motion to adjourn the regular session was made by Mark Mortenson and seconded by Raymond Hamm and approved
- c. A motion was made by Raymond Hamm and seconded by Michael Scibinico to go into Executive Session
- d. The regular meeting adjourned at 5:03 p.m.

CLOSED SESSION:

The closed session meeting was brought to order at 5:05 p.m. A motion to close the meeting was made by Raymond Hamm and seconded by Mark Mortenson. All members present were in favor.

The meeting is closed under General Provisions Article § 3-305(b) (1), (5) only:

- | | |
|----------------------------|-------------------|
| (1) Topic: | Employee Benefits |
| Reason for closed-session: | 403B Plan Update |
| (2) Topic: | Investments |
| Reason for closed-session | Investment Report |

Individuals present at closed session: Sarah W. Colenda, Chair, Donna Horgan, Vice Chair, Raymond W. Hamm, Jr. Mark Mortenson, Dr. Cydney T. Teal, Michael J. Scibinico, Mary Way Bolt, Maurice Tyler, Kimberly Joyce, Christy Dryer, Chris Ann Szep, Daniel Thompson and Sherry Hartman.

By Phone: Cydney T. Teal

Absent: Kathleen Kunda

A motion to close the meeting was made by Mark Mortenson and seconded by Michael J. Scibinico and approved by all attendees. The closed session meeting was adjourned at 5:31 p.m.