

**CECIL COLLEGE**  
**BOARD OF TRUSTEES MEETING**

Thursday, December 8, 2016

Executive Session: 3:30 pm – EMB 213

Regular Session: 4:00 p.m. – EMB 213

**A G E N D A**  
**REVISED**

- 1) Roll Call
- \* 2) Approval of Agenda
- \* 3) a. Approval of October 24, 2016 Meeting Minutes  
b. Approval of October 24, 2016 Joint Board Meeting Minutes
- 4) Student Life Report – Mr. Tyler Bishop
- 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report– Ms. Alicia Markey
- 6) Academic Senate Report – Dr. Jennifer Levi
- 7) President’s Report - Dr. Mary Bolt
- 8) Financial Report – Mr. Daniel Thompson
- \*9) Proposed Resolution: Disposal of Family Education Center (FEC) Assets – Mr. Daniel Thompson
- \*10) Proposed Resolution: Personnel Items – Dr. Mary Bolt
- \*11) Proposed Resolution: Candidates for Graduation – Dr. Christy Dryer
- \*12) Proposed Resolution: Affirmative Action Policy – Ms. Colleen Cashill
- \*13) Proposed Resolution: Employment of Relatives Policy – Ms. Colleen Cashill
- \*14) Proposed Resolution: Bereavement Leave Policy- Ms. Colleen Cashill
- \*15) Proposed Resolution: Non-discriminatory Policy – Ms. Colleen Cashill
- \*16) Proposed Resolution: Transcript Request Policy – Dr. Diane Lane
- \*17) Proposed Resolution: New Foundation Board Member – Ms. Chris Ann Szep
- \*18) Proposed Resolution: Alcohol Policy – Ms. Chris Ann Szep
- 19) Old Business/New Business

\* Requires Board Action

\*a. Executive Session: Thursday, January 26, 2017 at 3:30 p.m., EMB 213.

*CLOSED SESSION: Pursuant to the Maryland Annotated Code, State Government, 10-508(a) (7) to consult with counsel to obtain legal advice on legal matters.*

\*b. Regular Session: Thursday, January 26, 2017 at 4:00 p.m., EMB 213.

20) Adjournment

CECIL COLLEGE  
BOARD OF TRUSTEES

MINUTES  
December 8, 2016

Closed Session:

The Board met in executive session at 3:30 p.m. Present were Chair Sarah Colenda, Vice Chair Donna Horgan, Trustees, Raymond Hamm, Mark Mortenson, Michael Scibinico, Dr. Cydney Teal and Kathleen Kunda. Also present was Dr. Mary Way Bolt, President of Cecil College. Personnel matters and contracts were discussed.

Sarah Colenda called the regular session to order at 4:25 p.m.

- 1) Roll Call: Present: Chair Sarah Colenda, Vice Chair, Donna Horgan, Trustees, Raymond Hamm, Mark Mortenson, Michael Scibinico, Dr. Cydney Teal and Kathleen Kunda. Also present were Dr. Mary Way Bolt, President of Cecil College, Dr. Diane Lane, Vice President of Student Services and Institutional Effectiveness; Dr. Christy Dryer, Vice President of Academic Programs, Daniel Thompson, Vice President of Finance and Colleen Cashill, Executive 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) a. Approval of October 24, 2016 Meeting Minutes – On motion of Raymond Hamm, seconded by Michael Scibinico, the minutes of October 24, 2016, were approved as written.  
  
b. Approval of October 24, 2016 Joint Board Meeting Minutes – On motion of Raymond Hamm, seconded by Michael Scibinico, the minutes of the October 24, 2016 Joint Board Meeting Minutes were approved as written.
- 4) Student Life Report – Mr. Tyler Bishop provided a student life report. Several new and revived clubs have registered and are meeting on a regular basis, including the History Club, Allies, Psychology Club, and Amazing Grace. Geekdom continues to meet weekly and is busy planning the fourth annual Cecil Con to be held April 8. Mr. Bishop donated a Ping-Pong table, which has resulted in almost daily use by a great cross section of students. A tournament was held during Fun Before Finals last week. The disability and support services coordinator facilitated a workshop on “Effectively Communicating with Faculty” as well as several guided meditation sessions during Fun Before Finals. Multicultural Student Services observed Hispanic Heritage Month in October with a program featuring oral histories of Mexican farmworkers and their families presented by Cecil staff member Mayra Castillo. Also in October, the Multicultural Student Union hosted a “chat and chew” for students to learn about our support systems and staff that are available to them. Local business owner Timber Wolf Portugal was the speaker for Native American Heritage Month in November. In

conjunction with Career and Job Placement Services, a clothing giveaway enabled 15 students to select interview or job appropriate clothing. The Cecil County Board of Elections registered 40 new voters and recruited poll workers during the Rock the Vote event. The Horticulture Club held a fall workshop with sessions focusing on safe pest management and the importance of bees in food production. Eight students participated in teambuilding challenges during the Student Leadership Retreat. Invitations were sent out to 230 students eligible to join Alpha Alpha Theta, our chapter of Phi Theta Kappa National Honor Society. To date, 30 students have joined. Cecil had a display table with resource information for Domestic Violence Awareness Month. There is a representative from the Cecil County Domestic Violence Shelter on campus every Monday, when classes are in session. In compliance with Title IX legislation, all credit students were notified via email that they are now able to access online training about sexual misconduct, bystander intervention and developing healthy relationships. A van load of students participated in a Habitat for Humanity build by building an accessible ramp for an elderly resident of North East. The blood drive with the Blood Bank of Delmarva exceed its donation goal with 58 units collected. The Milburn Stone Theatre gave coupons for discounted tickets to all the blood donors. Halloween was celebrated with a party in the Student Lounge, which included pumpkin carving and decorating, treats, and a tattoo judging contest. In partnership with the Elkton Vet Center, the Veterans Day observance featured a panel of veterans from the Vietnam era to the present. A health care insurance workshop was held to assist students in signing up for health insurance. In partnership with the biology faculty, more than 20 students and faculty participated in a lunch for biology and chemistry majors. Fall bus trips to the Pennsylvania Renaissance Faire and New York City were held. Fun Before Finals included chair massages, the PAWS therapy dogs, lunchtime listening with the students in the Performing Arts Program, a holiday party, and bubble ball. During the week, the Psychology Club left one-line affirmations around the campus to encourage fellow students. New Student Orientations will be held Jan. 12, and Welcome Week will take place Jan. 17-20. The trustees are welcome at any of these events.

- 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report – Ms. Alicia Markey president of the Administrative Professionals Organization, reported on behalf of both APO and the Classified Staff Organization. Sondra McKeever, vice president of CSO, has stepped in for Ashley Biasucci, who is out on maternity leave. CSO held a short meeting on Nov. 18. The annual All College Day January raffle is shaping up, and many donations are coming in. Tickets, which cost \$10 for 25 chances, have been distributed to CSO members. A list of prizes to bid on will be coming out next week. APO has graciously shared its parking space, so CSO will be taking bids on that as well. CSO's annual holiday party will be held Dec. 9. APO raised \$250 from an art workshop fundraiser. With that, and some additional funds, gifts were purchased for the two- and three-year-olds at the Family Education Center. The gifts were delivered last week. Another art workshop will be held in February. APO has had great success by hosting a food truck on campus. Elk Mt. BBQ donates 10 percent of its sales to the APO Scholarship Fund, which has amounted to

\$70 to \$100 per week. About \$400 was raised for the scholarship fund through the latest apparel order. The APO holiday breakfast and a fun holiday sock exchange were held. The next meeting will take place on Jan. 12.

- 6) Academic Senate Report – Dr. Jennifer Levi president of the Academic Senate, said the senate has met several times since last presenting to the board. A Q-and-A session was held with Dr. Bolt. The first faculty-led, in-house, professional development session on working with students on the spectrum was held. Full-time and part-time faculty from all disciplines were invited, as were the ADA coordinator, student life coordinator and registrar. Over lunch, they discussed their experiences with these students and traded strategies. Other topics for future sessions are being solicited, and a Blackboard site that houses helpful reference materials from these sessions is being planned. The holiday fundraiser for the Family Education Center was a success as fun, educational gifts were purchased for the one- and two-year-olds. The annual poinsettia sale to raise money for the Socrates scholarship was also a success with sales increasing from 90 to 120.
- 7) President's Report – Dr. Mary Way Bolt presented the President's Report. The Falling Leaves event welcomed 220 attendees to a day of music and activities. Day camps at Elkton Station, which were held to accommodate local school closings, had 22 participants. Dr. Bolt attended the Cecil County First Responders Appreciation lunch, and our own Bill Woolston was recognized for his work while chief of public safety. Dr. Bolt participated in the American Association of Community College's Commission on Research, Technology and Emerging Trends meeting. Dr. Bolt attended the Cecil County Arts Council Gala, the swearing in ceremony for our county executive and council members, and the Army Alliance breakfast and meeting, where she was provided updates on APG/Edgewood. Dr. Bolt attended our Native American Heritage celebration, which featured speaker Leo Portugal, also known as Timber Wolf, and participants being given the opportunity to learn about Native American cultures. Cecil representatives have completed site visits with colleges throughout Pennsylvania to develop transfer agreements for the Early College Academy. As a result of this effort, we will be securing new transfer agreements with all 20 branches of Penn State University as well as Millersville University, West Chester University, Messiah College, and Delaware Valley University. More agreements are being pursued. Although the focus is on ECA, these agreements will be valid for all Cecil College transfer students. As the student speaker mentioned, Student Life hosted a series of programs for Fun Before Finals Week. Dr. Bolt participated in many of the events aimed to have students relax and then focus in preparation for this week's final exams. Admissions hosted our annual guidance counselors' breakfast. Representatives from each high school attended and were welcomed by vice chair Donna Horgan. Dr. Bolt provided college updates at the breakfast, and speakers highlighted our partnerships and the cyber security program. Dr. Bolt attended the Maryland Association of Community Colleges annual Summit on Completion, which entailed a full day of presentations about best practices driving completion. Kim Sheppard and Barbara Morton presented on a new initiative that was implemented this past summer to accelerate

students' ability to complete math during their first year of enrollment. The Middles States Commission on Higher Education accepted the progress report unconditionally. Dr. Bolt attended the swearing in ceremony for our newest trustee, Kathy Kunda. The Milburn Stone Theatre earned its most-ever nominations, 61, for the Broadway World Baltimore Awards. John Beck and a committee are meeting with potential foundation directors. The "Thanks for Giving" cards have been mailed with a redesigned return envelope. The foundation wrote to approximately 1,500 scholarship alumni. Look for the foundation's launch of new software for online giving. The main page is up, and program specific pages will follow. The foundation is in the midst of a major refresh and cleanup of the donor database; it is giving significant attention to plans for Cecil's 50th anniversary. The foundation has begun planning spring fundraising events. It is looking forward to sharing more details soon, but please save the date for the gala, May 6. Congratulations to the women's volleyball players who received postseason awards. Alyson Jennings was named first team all-conference and second team all-region; Michaela Patrick was named honorable mention all-conference and honorable mention all-region; and Brittany Atkins was named second team all-region. In the preseason rankings, women's basketball was in the top 20, and men's basketball was honorable mention. The women are currently 10-1, and the men are 6-4.

- 8) Financial Report – Daniel Thompson provided a financial report through Oct. 31. Our revenue is about 0.5 percent ahead of budget, which represents about 43 percent of our annual budget. We continue to receive a lift thanks to our out of county and out of state students. We project to end the year about 0.5 percent ahead of budget. Expenses are running positive to our budget. We expect to end the year about 2 percent ahead of budget.
- 9) Proposed Resolution – Disposal of Family Education Center (FEC) Assets - Moved by Raymond Hamm and seconded by Dr. Cydney Teal, the Board approved the Disposal of Family Education Center (FEC) Assets as presented.

RESOLUTION NO: 16-062

DISPOSAL OF FAMILY EDUCATION CENTER (FEC) ASSETS

The annotated code of Maryland, Education Title 16, specifies that the Board of Trustees may sell, lease, or otherwise dispose of community college assets or property. The Board of Trustees adopted a policy for the disposal of surplus property on January 23, 1980 and updated this policy on September 1, 2005. The policy, as adopted, requires the approval of the Board of Trustees for the disposal of any asset or property when the original asset value exceeds \$25,000.

The College has several assets (see attached list) that were purchased between 1994 and 2016 for the Family Education Center with funds provided by Maryland Family Network (MFN) for a total cost of \$259,958.37. Cecil College will discontinue operations of the Family Education Center as of December 31, 2016 and MFN has requested that the assets remain at the Family Education Center. In addition, the non-asset items that were purchased with

funds provided by MFN will also remain at the Center. It is recommended that the assets be removed from the asset inventory and be retained by the sponsoring agency in accordance with our agreement with MFN.

It is also recommended that the miscellaneous program supplies that were purchased with College funds be donated to Maryland Rural Development Corporation, who now operates the Center and will take over the MFN Program effective January 1<sup>st</sup>, for continued use in the Center.

The Vice-President of Financial Services and the President concur with the recommendation, therefore, be it

RESOLVED, that the Board of Trustees concurs with the disposal of the FEC assets and directs the staff of the College to adjust the asset inventory and values accordingly.

10) Proposed Resolution – Personnel Items

RESOLUTION NO: 16-063  
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:	John Beck
Position:	Executive Director, Foundation & Alumni Development
Salary Grade:	17
Division:	Institutional Advancement
Category:	Non-Exempt
Effective:	November 14, 2016

**RESIGNATIONS /SEPARATIONS– Full Time Staff**

Name:	David Ore
Position:	Dean, Academic Programs
Salary Grade:	18
Division:	Academic Programs
Category:	Non-Exempt
Effective:	October 19, 2016

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

RESOLVED, that the Board of Trustees approves these personnel actions. Moved by Mark Mortenson and seconded by Dr. Cydney Teal, the Board approved the Personnel Items as presented to them.

- 11) Proposed Resolution – Candidates for Graduation- Moved by Dr. Cydney Teal and seconded by Kathleen Kunda, the Board approved the Candidates for Graduation

RESOLUTION NO.: 16-064  
CANDIDATES FOR GRADUATION

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 as of December 31, 2016.

RESOLVED, that the Board of Trustees approves the candidates for graduation as of December 31, 2016

- 12) Proposed Resolution – Affirmative Action Policy – Moved by Mark Mortenson and seconded by Michael Scibinico, the Board approved the Affirmative Action Policy as presented to them.

RESOLUTION NO.: 16-065  
AFFIRMATIVE ACTION POLICY

WHEREAS, the Board of Trustees has the responsibility for establishing policy of the institution.

It is the policy of Cecil College to provide equal employment opportunities on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, genetic information, veteran status or any other characteristic protected under applicable federal or state law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of



compensation, selection for training, the use of all facilities, and participation in all college-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, the College will adhere to business necessity or age limitations where appropriate.

As part of the institutions equal employment opportunity policy, Cecil College will also take affirmative action as called for by applicable laws and Executive Orders<sup>1</sup> to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policy shall be reviewed and acknowledged annually by all employees and shall be appropriately administered. It is the responsibility of each supervisor of the college to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Director of Human Resources has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program<sup>2</sup> throughout Cecil College. A notice explaining the institution's policy will remain posted.

1. Pursuant to the requirements and principles of Federal Executive Order 11246 as amended by Executive orders 11375 and 11478, structured insofar as possible in accordance with requirements of Reserved Order No. 4 (Title 41, Code of Federal Regulations 60-2) and within the legal interpretations and applications thereof.
2. Any employee can obtain a complete copy of the Affirmative Action Plan by contacting Human Resources.

The proposed policy was reviewed by the College Management Team and the Director of Human Resources and recommended to the President. Now, therefore, be it:

RESOLVED, that the Board of Trustees approves the Affirmative Action Policy to become effective December 9, 2016.

- 13) Proposed Resolution – Employment of Relatives Policy– Moved by Raymond Hamm and seconded by Donna Horgan, the Board approved the Employment of Relatives Policy as presented to them.

RESOLUTION NO.: 16-066  
EMPLOYMENT OF RELATIVES POLICY

The Board of Trustees has the responsibility for establishing policy of the institution.

Persons related by family, marriage, or household may be hired and employed by the College provided such individuals meet regular college employment standards and one would not directly or indirectly supervise the other. Employees shall not initiate, participate in, or exercise any influence over departmental or institutional decisions involving a direct benefit to a member related by family, marriage, or household (including such actions as initial appointment, retention, promotion, salary, leave of absence, disciplinary action and grievances).

The proposed policy was reviewed by the College Management Team and the Director of Human Resources and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees approves the Employment of Relatives of College Employees Policy to become effective December 9, 2016.

- 14) Proposed Resolution – Bereavement Policy – Moved by Mark Mortenson and seconded by Raymond Hamm, the Board approved the Bereavement Policy as presented to them.

RESOLUTION NO.: 16-067  
BEREAVEMENT POLICY

WHEREAS, the Board of Trustees has the authority under the Annotated Code of Maryland to establish personnel policies for College employees; and

WHEREAS, a policy for bereavement leave, upon full-time employment, an employee is eligible to receive paid leave days as needed, subject to supervisor's approval and specified limitations, for bereavement and funerals:

- (1) Up to five (5) days of Bereavement Leave for death in the immediate family which includes: siblings, children, parents, and spouse or partner, or for person residing in the same household.
- (2) Up to three (3) days of Bereavement Leave for death of extended family members such as: grandparent, great-grandparent, uncle, aunt, niece, nephew, father-in-law, mother-in-law, sister-in-law, and brother-in-law.
- (3) To attend funeral and/or memorial services for other relatives and non-related

persons, classified staff employees may request supervisory approval for annual leave in any increment (not to exceed the available limit) or, if appropriate, the employee may request to adjust his/her hours of work to make up the time within the same week.

(4) Professional staff and Twelve-Month Faculty may request to use annual leave which must be in increments of one (1) day or more (not to exceed the available limit) to attend funeral and/or memorial services for other relatives and non-related persons.

(5) Ten-Month Faculty may request to use personal leave which must be in increments of one (1) day or more (not to exceed the available limit) to attend funeral and/or memorial services for other relatives and non-related persons.

The proposed policy was reviewed by the College Management Team and the Director of Human Resources and recommended to the President. Now, therefore, be it:

RESOLVED, that the Board of Trustees approves the Policy on Bereavement Leave for Full-Time Faculty and Staff to become effective December 9, 2016.

- 15) Proposed Resolution – Non-Discrimination Policy - Moved by Donna Horgan and seconded by Mark Mortenson, the Board approved the Non-discriminatory Policy as presented to them.

RESOLUTION NO.: 16-068  
NON-DISCRIMINATION POLICY

WHEREAS, the Board of Trustees has the authority under the Annotated Code of Maryland to establish College policies; and

WHEREAS, discrimination in employment and education is prohibited under various federal and state laws, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and Article 49B of the Annotated Code of Maryland; and

WHEREAS, the College prohibits illegal discrimination in all areas in the belief that it damages the integrity of the education institution, undermines the institution's work and education atmosphere, and causes irreparable damage to individuals and society; and

WHEREAS, Cecil College prohibits discrimination against any member of the College community or any applicant for employment on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, genetic information, veteran status or any other characteristic protected under applicable federal or state law. All personnel who are responsible for admission and treatment of students, educational programs and activities, scholarship and loan programs, recruitment, hiring, or promotion of faculty and staff, and with respect to any and all personnel with any actions and terms and conditions of employment.

The proposed policy was reviewed by the College Management Team and the Director of Human Resources and recommended to the President. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Policy on Non-Discrimination to become effective December 9, 2016.

- 16) Proposed Resolution – Transcript Request Policy – Moved by Donna Horgan, seconded by Dr. Cydney Teal, the Transcript Request Policy was approved by the Board as presented to them.

RESOLUTION NO.: 16-069  
TRANSCRIPT REQUEST POLICY

The Board of Trustees has the responsibility for establishing policy of the institution.

Cecil College supports the annotated code of Maryland §13B.06.01.04 in advancing a policy that explicitly facilitates the electronic receipt and submission of transcripts to ease the transfer of credit to other institutions of higher education.

The proposed policy was reviewed by the College Management Team and the Vice President of Student Services and Institutional Effectiveness and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees approve the Transcript Request Policy to become effective December 9, 2016.

- 17) Proposed Resolution – Appointment to Cecil College Foundation, Inc Board of Directors – Moved by Kathleen Kunda and seconded by Michael Scibinico, the Appointment of Cecil College Foundation, Inc Board of Directors was approved by the Board as presented to them.

RESOLUTION NO: 16-070  
APPOINTMENT TO CECIL COLLEGE FOUNDATION, INC BOARD OF DIRECTORS

The Cecil College Foundation, Inc. was organized and chartered by the State of Maryland on April 13, 1973. On April 20, 1979, the Board of Trustees adopted a resolution recognizing the Cecil College Foundation, Inc. as an essential part of the College community and charged it specifically with the responsibility to receive funds from donors to be used to provide student scholarships at the College, to support activities of the College, and to accept and hold gifts as stated in its Articles of Incorporation.

The Foundation operates under a set of bylaws that were revised at a meeting of the Board of Directors in May 2011. Under these bylaws members of the Board of Directors must be

appointed and/or reappointed by the College Board of Trustees on the recommendation of the Directors of the Corporation with the advice of the President of the College.

The Foundation Directors and the President are recommending the appointments of Ms. Angela Greenway, Ms. Sharon Pelham, Mr. Jared Crouse, Mr. Guy Palmeri, Dr. Richard Nadeau, and Mr. Stanley Bensley for a term beginning July 1, 2016 through June 30, 2019 as a member of the Board of Directors, and noting they are eligible to serve two additional three-year terms if so approved.

Therefore, be it

RESOLVED, that Ms. Angela Greenway, Ms. Sharon Pelham, Mr. Jared Crouse, Mr. Guy Palmeri, Dr. Richard Nadeau, and Mr. Stanley Bensley be appointed to the Board of Directors of the Cecil College Foundation, Inc. for the term beginning July 1, 2016 through June 30, 2019.

- 18) Proposed Resolution – Alcohol Policy - Moved by Raymond Hamm and seconded by Michael Scibinico, the Alcohol Policy was approved by the Board as presented to them.

RESOLUTION NO: 16-071  
ALCOHOL POLICY

WHEREAS, the Board of Trustees has the responsibility for establishing policy of the institution.

**POLICY:** The possession, consumption or sale of alcoholic beverages on campus is prohibited unless approved by the President of Cecil College or the President's official designee.

**PROCEDURE:**

A. Definitions

1. Alcoholic beverage includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine or beer, and which contains one-half of 1 percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
2. "Sell" or "sale" and "to sell" includes any transaction whereby, for any consideration, title to alcoholic beverages is transferred from one person to another, and includes the delivery of alcoholic beverages pursuant to an order placed for the purchase of such beverages and soliciting or receiving an order for such beverages.
3. "Serve" is defined as "to act as a host or hostess in offering (a person) a portion of food or drink for a fee or at no cost."

B. Sale and Serving of Beer or Wine

1. The sale and serving of alcoholic beverages shall:

- i. Follow all applicable state and county laws and college rules, regulations and policies.
- ii. Be sold or served in a responsible and appropriate manner.
- iii. Only be sold to persons over 21 who are able to produce a government issued I.D.
- iv. Only occur after 11 a.m. and shall end no later than 12 a.m. Sale and serving of alcohol outside of this time frame will require Presidential approval.
- v. Not be consumed in public, on the campus without the appropriate approvals.
- vi. Be served only by individuals who have received the appropriate training before sale or service (i.e., Training for Intervention Procedures “TIPS”).
- vii. Sale and consumption of alcoholic beverages is restricted to beer and wine.
- viii. Alcohol (Beer and wine) shall be served only during the times and in the area approved by the President or the President’s official designee.
- ix. Publicity for the event shall not emphasize the availability of alcohol.
- x. A member of the sponsoring organization shall be assigned the responsibility of ensuring compliance with all applicable provisions of this policy, appropriate campus regulations, and the laws of Cecil County and the state of Maryland.
- xi. All events serving alcoholic beverages must have sufficient quantities of non-alcoholic beverages and food available.

2. Process

- i. The organization or department sponsoring a campus event where alcohol will be served must complete a “Request for Permission to Serve or Sell Beer and Wine” form.
- ii. The “Request for Permission to Serve or Sell Beer and Wine” must be completed, including all signatures of authorization prior to applying for a Cecil County Liquor License.
- iii. If serving alcoholic beverages skip to section 2 v. If selling alcohol, the responsible person must apply for a liquor license from the Cecil County Liquor Board [www.ccgov.org/government/liquor-board](http://www.ccgov.org/government/liquor-board) or 410-996-5215.
- iv. Once the liquor license is obtained, the approved amount of alcohol can be purchased on the College’s account at approved liquor stores.
- v. The college employee listed on the “Request for Permission to Serve or Sell Beer and Wine” is responsible for confirming the amount of alcohol

purchased, the amount of alcohol sold and the amount of alcohol remaining. Any leftover beer or wine must be labeled and moved to the Foundation Office (it can be sent via College mail truck) for secure storage until the next event. Open beer or wine must be disposed of at the end of an event.

The proposed policy was reviewed by the College Management Team and the Vice President of Institutional Advancement and Government Relations and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees approve the Beer or Wine Sales and Serving Policy to become effective December 9, 2016.

19) Old Business - None

20) New Business – None

a. Executive Session – Moved by Mark Mortenson, seconded by Donna Horgan, the next Executive Session will be held on Thursday, January 26, 2017 at 3:30 p.m. in the Engineering and Math Building, Room 213, where the Board will discuss legal matters.

b. Regular Session – Moved by Michael Scibinico and seconded by Donna Horgan, the next regular session of the Board of Trustees will be held on Thursday, January 26, 2017 immediately following the Executive Session in the Engineering and Math Building Room 213.

21) Adjournment – A motion to adjourn was moved by Kathleen Kunda, seconded by Donna Horgan. The meeting was adjourned at 5:21 p.m.