

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, February 28, 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 January 31, 2019 Meeting Minutes
- 4) Joint report from Administrative Professional Organization and Classified Staff Organization Report– Mr. Michael Jerome
- 5) Academic Senate Report – Dr. Ebony Roper
- 6) President’s Report - Dr. Mary Way Bolt
- *7) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- *8) Proposed Resolution: Sabbatical Resolution –Dr. Anne E. Edlin– Dr. Mary Way Bolt
- *9) Proposed Resolution: Sabbatical Resolution – Mr. Adam Jacono – Dr. Mary Way Bolt
- *10) Proposed Resolution: Approval of Board of Trustees Goals for 2019-2020 – Dr. Mary Way Bolt
- *11) Proposed Resolution: Approval of Fund Balance Policy – Mr. Daniel Thompson
- 12) Financial Report – Mr. Daniel Thompson
- 13) Old Business/New Business
- *a. Regular Session: Thursday, March 28, 2019 at 4:00 p.m., EMB 213.
- 14) Adjournment

NMTC Visionary Awards – February 28, 2019 -6:00 p.m. – Richland Ballroom – Bel Air, Maryland

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

February 28, 2019

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

- 1) Roll Call: Present – Sarah W. Colenda, Chairwoman, Mark Mortenson, Michael Scibinico, Kathleen Kunda, Raymond Hamm and Dr. Cydney Teal. Absent: Donna Horgan, Vice Chair. 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, and Daniel Thompson, Vice President of Finance.
- 2) Approval of Agenda – On motion of Mark Mortenson, seconded by Raymond Hamm, the agenda for the meeting was amended to add the Approval of Veterans Choice Policy and was approved.
- 3) Approval of January 31, 2019 Board Meeting Minutes – On motion of Raymond Hamm, seconded by Mark Mortenson, the minutes of January 31, 2019, were approved as written.
- 4) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) Report – Mr. Michael Jerome gave an update on the APO activities. CSO did not have an update. Food trucks are on campus and so far APO has received \$270 toward student scholarships from the proceeds. Mr. Jerome presented a slide show to the Trustees regarding an apparel sale that APO is currently holding. Shirts, polos and fleece apparel are for sale with the new Cecil College logo. The apparel sale will be held until March 18 when all orders must be submitted to Mr. Jerome. Proceeds from the sale will go to student scholarships.
- 5) Academic Senate Report – Dr. Ebony Roper gave an update on the Senate activities. Senate will meet on March 6th. At the February 6th meeting, Senate invited Mr. Dan Thompson to give an update on the 2020 budget. Senate received a thank you poster from the children who received holiday gifts. Voting for new officers will take place by the end of March.

Senate has been reviewing and updating the Senate constitution. Each standing committee of Senate will review their particular duties listed in the constitution and will update the document as appropriate.

There have been a few policies that were updated and a few courses that have been revised. During the next meeting, Senate will look at the Academic Honesty Policy.

- 6) President's Report –Trustees Colenda, Horgan, Kunda, Mortenson and Dr. Bolt attended the 2019 Maryland Association of Community Colleges Trustee Leadership Conference in Annapolis. The conference was followed by a legislative reception.

Dr. Bolt participated in the Economic Development Commission meeting hosted on the North East campus.

Dr. Bolt also participated in the Northern Maryland Technical Council monthly meeting and will be attending the Northern Maryland Technical Council Visionary Awards event on February 28, 2019.

Dr. Bolt provided testimony in support of two bills, SB 182 Supplemental Services and Supports for Students with Disabilities Grant and SB 260 Maryland Community College Promise Scholarship Revisions.

A District 36 Legislative Night was held and Dr. Bolt had the opportunity to engage in an evening with district residents.

The student computer sale was held on February 25, 2019 and was a success because of the work of the Foundation and IT department. Proceeds from the sale support scholarships for students.

Dr. Bolt participated as a partner member in the Chesapeake Science and Security Consortium meeting.

Dr. Bolt participated in the structured dialogue conversation through an on campus workshop titled Difficult Conversations and Meaningful Dialogue.

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

RESOLUTION NO: 19-007
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:	Assistant Bursar
Salary Grade:	14
Division:	Finance
Category:	Exempt
Effective:	February 4, 2019

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

- 8) Proposed Resolution – Approval of Sabbatical Resolution for Dr. Anne E. Edlin – Moved by Cydney T. Teal, seconded by Kathleen Kunda, the Board of Trustees approved the Sabbatical Resolution for Dr. Anne E. Edlin.

RESOLUTION NO: 19-008
APPROVAL OF SABBATICAL FOR DR. ANNE E. EDLIN

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.

Anne E. Edlin, Ph.D. Professor of Mathematics faculty has requested a sabbatical for a semester in the 2019/2020 academic year, for the purpose of increasing success in Pre-Calculus.

The goal of this project is to improve the success rate in MAT 121-Pre-Calculus. This will be achieved by firstly, finding an effective way of identifying underprepared students already enrolled in the course. Then, secondly investigating appropriate ways of providing those students with additional instruction and support in the topics that are challenging them.

Dr. Edlin 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. Anne E. Edlins' request be approved; therefore, be it

RESOLVED, that Dr. Anne E. Edlin is granted a one semester sabbatical leave during the 2019/2020 academic year, pending adequate funding of the Operating Budget.

- 9) Proposed Resolution – Approval of Sabbatical Resolution – Mr. Adam Jacono. Moved by Michael Scibinico, seconded by Raymond Hamm, the Board of Trustees approved the Sabbatical Resolution for Mr. Adam Jacono.

RESOLUTION NO: 19-009
APPROVAL OF SABBATICAL FOR MR. ADAM JACONO

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.

Adam Jacono, Assistant Professor of Visual Communications faculty has requested a sabbatical for a semester in the 2019/2020 academic year, for the purpose of becoming FAA107 certified and to develop a "Foundation of Flight" class for Cecil College

The goal of this project is to stay current and develop a course that will enhance VCP degrees through photography, 3D printing, filmmaking and design, and create a more employable student, confident and ready to pass the FAA 107 certification exam. Topics for the course will reflect content published in the Remote Pilot UAS Study Guide (107 license guide) which includes airspace classification regulations, weather, emergency procedures, and airport operations. The course will also provide students with hands-on flight training on DJI Mavic drones purchased through a Perkins grant in 2018. In addition, Mr. Jacono will be working with Ralph DeFrancesco in the IT department to incorporate pieces of his drone forensics writing as course content and Jon Cone of VCP will provide knowledge on 3D printing of drone bodies. Most of the 107 exams are provided at local airports (Raintree Aero in Elkton).

Mr. Jacono has agreed to return to Cecil College for not less than one full academic year at the conclusion of his sabbatical.

The President of the College has recommended that Mr. Adam Jaconos' request be approved; therefore, be it

RESOLVED, that Mr. Adam Jacono is granted a one semester sabbatical leave during the 2019/2020 academic year, pending adequate funding of the Operating Budget.

- 10) Proposed Resolution – Approval of Board of Trustees Goals for 2019-2020 – Moved by Mark Mortenson, seconded by Kathleen Kunda, the Board of Trustees approved the

RESOLUTION NO: 19-010
BOARD OF TRUSTEES GOALS FOR 2019-2020

The Board of Trustees of Cecil College wishes to establish annual goals. The proposed goals for 2019-2020 are as follows:

1. Host and participate in a joint Board meeting with the Cecil County Public School Board of Education.
2. Participate in the Maryland Association of Community Colleges executive committee meetings.
3. Participate in the Association of Community College Trustees (ACCT) Conference in October 2019. Trustees attending the ACCT Conference will formalize information gathering and sharing with fellow Trustees.
4. Participate in the Trustee Leadership Conference and share information with fellow Trustees.
5. Participate in joint activities with the Cecil College Foundation including support of annual giving campaigns.
6. Attend college functions in support of students, faculty and staff.

Therefore, be it RESOLVED, that the Board of Trustees approves the Board of Trustees Goals for 2019-2020 as proposed above.

- 11) Proposed Resolution: Approval of Fund Balance Policy – Moved by Kathleen Kunda, and seconded by Michael Scibinico. The board approved the Fund Balance Policy.

RESOLUTON NO: 19- 011
APPROVAL OF FUND BALANCE POLICY

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.

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* the College is establishing a Fund Balance Policy. The intent of this policy is to enable the College to maintain an adequate level of fund balance in order to respond to the impact on the operations of the College when revenue shortfalls or unexpected significant expenses occur, and provide sufficient liquidity and cash flow required for daily operations and to provide stability in emergency situations.

The Vice President of Finance and the President have reviewed the proposed policy and concur, therefore be it

RESOLVED, that the Board of Trustees approves the Fund Balance Policy effective February 28, 2019.

- 12) Proposed Resolution: Approval of Veterans Choice Policy – Moved by Raymond Hamm, and seconded by Mark Mortenson. The board approved the Veterans Choice Policy.

RESOLUTON NO: 19-012
APPROVAL OF VETERANS CHOICE POLICY

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

The Administrative Services Division has proposed a policy to expand access for eligible veterans, and their dependents, to higher education by setting tuition rates at a level that does not exceed the maximum rate for Maryland residents, regardless of their state of residence. Eligible veterans, and their dependents, who reside in Cecil County will continue to be charged the lowest tuition rate.

Further, the College will uphold state and federal laws pertaining to veterans, and their dependents, access to higher education and complies with Sections 701 and 702 of the Public Law 113-146, the Veterans Access, Choice, and Accountability Act of 2014 and Amendment to Public Law 114-315 (Veterans Health Care and Benefits Improvement Act of 2016), which modifies 38 U.S.C. 3679(c). Cecil College will ensure full compliance by granting a waiver of out-of-state tuition rates for Veterans and other “Covered Individuals” as defined by law.

The proposed Veterans Choice Policy has been reviewed by the Vice President of Administrative Services and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the attached Veterans Choice Policy to become effective February 28, 2019.

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

Revenue year-to-date through January is down 3.03% or \$600,204. Underperformance in Credit Tuition is partially offset by favorable non-credit tuition and Investment income.

Projected year end revenue shortfall of \$538,713 including prior year encumbrances. The shortfall is driven by expected decline in Credit Tuition with modest increases expected in Non-credit tuition, and investment and other income.

Actual expenses are currently favorable to budget at \$1,244,519 or 8.77%. This is a combination of unfilled positions, lower spending and timing of operating expenses. The college reviews budgets to identify opportunities to reduce costs. The finance department reviews expenses and is currently reviewing telecommunication expenses.

The year-end surplus of \$1,164,335 or 4.5% is primarily due to expected staffing turnover and unfilled positions. Year-end net is projected to be \$625,622 or 2.4%.

Working capital as of January 31, 2019 was \$3,783,000 versus projected \$3,028,000. There are no cash flow issues forecasted through the remainder of the fiscal year.

- 14) Old Business/New Business

Old Business

- Trustees Colenda, Mortenson and Kunda attended the basketball game against Community College of Baltimore County-Catonsville. Cecil College's all-time leading scorer for the men's basketball will be in attendance.
- During the weekend of March 8, 9, & 10th the 2019 NJCAA Region XX Basketball tournament will take place at Cecil College. There are eight teams in the tournament. Come out and cheer our Seahawks onto victory.
- Trustees who have not updated their profiles, please update and send to Sherry Hartman.

New Business

- Trustee Mortenson reminded the Trustees that on March 14th at 5:00 p.m. a ribbon cutting ceremony will be held in the new Athletics Practice Facility. This event will provide opportunity to thank donors and to thank businesses for their donated goods and services.

Close Regular Session

- a. Next Regular Session will be held on Thursday, March 28, 2019. The meeting will take place in the Engineering and Math building, Room 213 beginning at 4:00 p.m.

- 15) Adjournment - The regular meeting adjourned at 4:33 p.m. Moved by Michael Scibinico and seconded by Kathleen Kunda.