

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, January 31, 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 December 6, 2018 Meeting Minutes
 - 4) Joint report from Administrative Professional Organization and Classified Staff Organization Report– Mr. William Garrett
 - 5) Academic Senate Report – Dr. Ebony Roper
 - 6) President’s Report - Dr. Mary Way Bolt
 - 7) Financial Report – Mr. Daniel Thompson
 - *8) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
 - *9) Proposed Resolution: Approval of Trustee By-Laws – Dr. Mary Way Bolt
 - *10) Proposed Resolution: Business Banking Services – Mr. Daniel Thompson
 - *11) Proposed Resolution: Annual Operating, Minor Capital, and Capital Budgets Fiscal Year 2019-2020 – Mr. Daniel Thompson
 - *12) Proposed Resolution: Academic Program Approval – Associate of Arts in English – Dr. Christy Dryer
 - *13) Proposed Resolution: Academic Program Approval – Associate of Applied Science in Physical Therapist Assistant – Dr. Christy Dryer
 - 14) Sabbatical Proposals for Anne Edlin and Adam Jacono – Dr. Christy Dryer
 - 15) Middle States Commission on Higher Education Update – Dr. Christy Dryer
 - 16) Academic Programs Presentation: Nursing Program Update, Nancy Norman-Marzella, Dean of HHS and Dr. Roxanne Rash, Asst. Director of Nursing
 - 17) Old Business/New Business
 - *a. Regular Session: Thursday, February 28, 2019 at 4:00 p.m., EMB 213.
 - 18) Adjournment
- * Requires Board Action

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

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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 Chair, Mark Mortenson, Michael Scibinico, Kathleen Kunda, Raymond Hamm and Dr. Cydney Teal. 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 Dr. Cydney Teal, the agenda for the meeting was amended to add the Enrollment Report and approved.
- 3) Approval of December 6, 2018 Board Meeting Minutes – On motion of Kathleen Kunda, seconded by Dr. Cydney Teal, the minutes of December 6, 2018, were approved as written.
- 4) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) Report – Mr. William Garrett reported for both the APO and CSO organizations. APO will meet next week and there have been no fundraisers recently. CSO had a fundraiser at All College Day and earned \$1,185 from their raffle and parking spot. CSO is also going to try to hold a spring flower sale as a fundraiser.
- 5) Academic Senate Report – Dr. Ebony Roper gave an update on the Senate activities. Senate will meet February 6th for the first time this semester. The goals for this term is to increase Faculty communication and to host additional fundraising efforts. Senate may work with the Classified Staff Organization on a few fundraising campaigns. Senate began the process to review policy and procedures.
- 6) President's Report – Dr. Mary Way Bolt attended several meetings including the Economic Development Commission meeting hosted on the North East campus, the Local Management Board meeting at the county council building and the RAMP MD board meeting. She also participated in the Northern Maryland Technical Council (NMTC) board meeting and attended the NMTC Leader to Leader social.

Dr. Jeffrey Lawson and Dr. Bolt met to discuss ongoing partnerships between Cecil College and the Cecil County Public School System (CCPS). The teams are working on launching a second location for the CCPS Early College Academy.

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All College Day was hosted in the Milburn Stone Theatre with presentations from Academic Programs, Student Services, and Information Technology. It was a great start to the spring semester.

Dr. Bolt provided the welcome as Cecil College hosted the 29th annual Association of Faculties for the Advancement of Community College Teaching (AFACCT). Many Cecil College faculty presented and attended the two day conference.

Dr. Bolt attended Cecil Night in Annapolis and had the opportunity to hear Secretary of Commerce Kelly Schultz speak. Secretary Schultz has visited Cecil College on several occasions and is supportive of community colleges.

Delegate Hornberger and Dr. Bolt met on campus and he discussed his goals for the 2019 legislative session. As an alumni he takes special interest in the college and encouraged the college to share information with students regarding delegate and senatorial scholarships.

Dr. Bolt attended the 29th annual celebration of Dr. Martin Luther King's Birthday at Wright's African Methodist Episcopal Church in Elkton.

Dr. Bolt also attended the State of the County 2019 breakfast where County Executive Dr. Alan McCarthy addressed the audience. He praised the work of the college during his remarks.

7) Financials - Mr. Daniel Thompson reported to the board the following Financial Report as of December 31, 2018

Revenue year-to-date through December is down 3.53% or \$640,000. Underperformance in Credit Tuition is partially offset by favorable non-credit tuition and Investment income.

Project year end shortfall of 2.2% or \$607,000 including prior year encumbrances. The shortfall is driven by full year expected decline in Credit Tuition with and expected a pick-up in Non-credit tuition, and investment and other income.

Actual expenses are currently favorable to budget at \$1,000,000 or 8.6%. 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 \$1,175,000 or 4.3% is primarily due to expected staffing turnover and unfilled positions. Year-end net is projected to be \$568,000 or 2.1%.

Working capital as of December 31, 2018 was \$3,700,000 versus projected \$3,300,000. There are no cash flow issues forecasted through the remainder of the fiscal year.

8) Enrollment Report – Dr. Kimberly Joyce reported on enrollment and solutions on how to retain the students. Online credit enrollment creates flexibility for students who cannot make it to campus. Being able to boost dual enrollment numbers will have an impact as well. A retention committee was reconvened and membership expanded to include faculty and staff. This committee will host workshops and review student clearinghouse and Voluntary Framework of Accountability data. Credit and continuing education are collaborating to extend opportunities and bridge courses and programs.

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

RESOLUTION NO: 19-001
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: Sarah Hurley
Position: Assistant Director of Records and Registration
Salary Grade: 15
Division: Student Services
Category: Exempt
Effective: December 10, 2018

Name: Alexandra Bellin
Position: Academic Advisor
Salary Grade: 13
Division: Student Services
Category: Exempt
Effective: December 10, 2018

Name: Kayla Ross
Position: Lab Coordinator, Science & Engineering
Salary Grade: 14
Division: Academic Programs
Category: Exempt
Effective: January 7, 2019

Name: David Kachel
Position: Truck Driving Training Instructor
Salary Grade: 11
Division: Academic Programs
Category: Non Exempt
Effective: January 14, 2019

Name: Lisa Daley
Position: Bursar
Salary Grade: 15
Division: Finance
Category: Exempt
Effective: January 21, 2019

Name: Christopher Mills
Position: Director of Facilities and Capital Projects
Salary Grade: 18

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Division: College Relations and Alumni Development
Category: Exempt
Effective: January 28, 2019

SEPARATIONS/RESIGNATIONS

Name: Kimberly Noddin
Position: Lab Coordinator, Science & Engineering
Salary Grade: 14
Division: Academic Programs
Category: Exempt
Effective: December 9, 2018

Name: Donna Norris
Position: Bursar
Salary Grade: 15
Division: Finance
Category: Exempt
Effective: January 18, 2019

Name: Lee Norris
Position: Director of Management Information Systems
Salary Grade: 17
Division: Information Technology
Category: Exempt
Effective: January 18, 2019

Name: Kathleen York
Position: Health Care Career Specialist
Salary Grade: 12
Division: Academic Programs
Category: Exempt
Effective: January 18, 2019

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

- 10) Proposed Resolution – Approval of Trustees By-Laws – Moved by Michael Scibinico, seconded by Raymond Hamm, with the correction as presented by Kathleen Kunda, the Board of Trustees approved the Trustees By-Laws.

**RESOLUTION NO: 19-002
APPROVAL OF TRUSTEES BY-LAWS**

The Board of Trustees has the responsibility to establish By-Laws under which its business is conducted.

The Board of Trustees derives its authority from Title 16 of the Education Article of the Annotated Code of Maryland, as amended.

The Board of Trustees has reviewed the Bylaws that were last reaffirmed on June 29, 2017 and proposes amending the By-Laws as proposed by the attached document titled The By-Laws of the Board of Trustees, amended January 31, 2019

RESOLVED, that the Board of Trustees amends its By-Laws as of January 31, 2019.

- 11) Proposed Resolution – Business Banking Services. Moved by Mark Mortenson, seconded by Michael Scibinico, the Board of Trustees approved the Business Banking Services. Mr. Raymond Hamm recused himself and left the room before the resolution was presented.

RESOLUTION NO: 19-003
BUSINESS BANKING SERVICES APPROVAL

At this time, the current agreement with PNC Bank is expiring and the College has fully utilized its options to extend the contract. Given the desire for Cecil College to have access to a full service business bank, which must be a Federal or State of Maryland chartered financial institution, must be insured by the Federal Deposit Insurance Corporation (FDIC) and have at least one full service branch banking facility in Cecil County, the choices are limited. Given this requirement, it has been recommended by staff and authorized by the Board of Trustees for the College to enter into negotiations with its current vendor to provide contractual business banking services.

It is agreed that the College intends to enter into an agreement for a full service banking institution to provide business banking services for the College for a period of four (4) years with the right to extend the agreement for an additional four (4) year term with Board approval. The banking institution will serve as the primary provider of banking services for five (5) business banking accounts Cecil College maintains for the general disbursements of operating funds to third parties and payroll funds to employees and taxing entities. Additionally, the services include, but are not limited to: check processing, deposits on account, wire transfers, ACH's, and direct deposits. In addition to banking services for Cecil, the proposal also seeks to secure banking services for the Foundation. Although the intent is to extend the banking services and terms to the Foundation, the Foundation is a separate business entity governed by its own Board of Directors, and as such, reserves the right to accept or decline, as an independent entity, the proposal if it determines that the terms contained are not in the best interest of the Foundation.

The College formally entered into negotiations with PNC Bank in November 2018. Members of Finance and Procurement met with representatives from PNC Bank to establish and confirm the requirements of the College. Subsequent to a review of the proposed services and pricing, it was agreed in December 2018 that the proposed services and pricing proposals were acceptable to the College.

Based on this information and the evaluation of Finance, the President recommends that the Business Banking Services pricing proposal from PNC Bank be accepted. Now, therefore be it

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RESOLVED, that the Board of Trustees of Cecil College authorizes the College to execute a four year Business Banking Services agreement with PNC Bank with the right to extend the agreement for an additional four year term with Board of Trustees approval, effective February 1, 2019.

- 12) Proposed Resolution – Annual Operating, Minor Capital, and Capital Budget Fiscal Year 2019-2020 – Moved by Donna Horgan, seconded by Raymond Hamm, the Board of Trustees approved the Annual Operating, Minor Capital, and Capital Budget Fiscal Year 2019-2020

RESOLUTION NO: 19-004
ANNUAL OPERATING, MINOR CAPITAL, AND CAPITAL BUDGET FISCAL YEAR 2019-2020

According to Md. EDUCATION Code Ann. § 16-301 the Board of Trustees of each community college is required to prepare and submit an operating budget, a capital budget, and if required by local law, charter or regulation, a long-term capital improvement program for submission to the county governing body. The contents of the operating budget shall show (1) All revenues estimated for the next fiscal year classified by funds and sources of income, including: (i) any funds from federal, State, and local sources; and (ii) Any surpluses; (2) All expenditures requested; and (3) Any other information or supporting data required by the county governing body.

The proposed Operating and Minor Capital Budget and Capital Improvement Program for fiscal year 2019-2020 have been prepared by the administration of the College with faculty and staff participation.

The proposed Operating and Minor Capital Budget Request for Fiscal Year 2020 is based on estimated revenue from the Cecil County Government, the state of Maryland, and student tuition and fee revenue. Fiscal year 2020 revenue is projected to total \$27,588,256, which is an increase of 3.13% (\$838,235) from the approved FY 2019 Operating and Minor Capital Budget (an increase of \$900,235 for Operating and a decrease of \$62,000 for Minor Capital).

The proposed annual Operating Budget includes an in county credit tuition increase along with proportional out of county and out of state increases along with various course fee adjustments as suggested by Academic Programs.

The proposed annual Operating and Minor Capital Budget includes expenditures for basic services and college-wide priorities such as an estimated 5% increase in health insurance premiums, salary increases for faculty and staff, funding for faculty rank promotions or staff reclassifications, computer and academic-related equipment replacement. The budget also includes funding to accommodate the transition of the contracted facilities management which includes maintenance, grounds, and housekeeping to in-house management and operation.

The proposed Capital Improvement Program requests funding for improvements in the amount of \$1,728,000 which includes the following: replacement of roofs for Arts & Sciences and Technology Center; ongoing development of the storm water retention pond; HVAC systems improvements, and; investments in campus sustainability projects, leveraging the College's work with the Maryland Energy Administration.

Therefore be it

RESOLVED, that the Board of Trustees approves the Operating and Minor Capital Budget Request for Fiscal year 2019 - 2020 in the total amount of \$27,588,256, and the Capital Improvement Program in the total amount of \$ 1,728,000.

- 13) Proposed Resolution: Academic Program Approval- Associate of Arts in English – Moved by Mark Mortenson, and seconded by Cydney Teal. The board approved the Academic Program Associate of Arts in English.

RESOLUTON NO: 19-005

ACADEMIC PROGRAM APPROVAL – ASSOCIATE OF ARTS IN ENGLISH

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 program:

- Associate of Arts in English

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 – Associate of Applied Science in Physical Therapist Assistant – Moved by Kathleen Kunda, and seconded by Donna Horgan. The board approved the Academic Program Approval – Associate of Applied Science in Physical Therapist Assistant.

RESOLUTON NO: 19-006

ACADEMIC PROGRAM APPROVAL – ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT.

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 revised program:

- Associate of Applied Science in Physical Therapist Assistant

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) Sabbatical Proposals for Dr. Anne Edlin and Adam Jacono - Dr. Christy Dryer introduced Dr. Anne Edlin and Adam Jacono to the Trustees.

Dr. Edlin's sabbatical proposal is to develop a process to improve the success rates of students in MAT 121-Pre-Calculus.

Mr. Jacono's sabbatical proposal is to spend the fall of 2019 immersing himself in applied skills of flying, building and operating UAS for image and film production as well as enrolling in the Professional Drone Pilot Training Academy at UD. He will also complete the Ground School course, the Flight Foundations course and become 107 certified and develop a "Foundations of Flight" class for Cecil College.

Both Sabbatical Proposals were included in the board packet for review.

- 16) Middle States Commission on Higher Education Update – Dr. Christy Dryer provided an update on the progression and timeline of the next steps for Cecil College in regards to the Self-Study.

A few of the next steps include verification of Compliance that has been submitted and the Self-Study finalized based on Chair feedback and shared with the college community.

Final takeaways include having the Cecil College Strategic Plan as the Institutional Priorities for the Self-Study. The College Strategic Plan was extended one additional year and will facilitate using the MSCHE Self-Study to inform the College Strategic Plan.

Over twenty faculty and staff have attended MSCHE conferences, workshops and Self-Study forums over the past two years.

- 17) Academic Programs Presentation – Nursing Program Update – Nancy Norman-Marzella, Dean of HHS – Ms. Norman-Marzella provided an update on the Nursing program at Cecil College. The health professions include Associates degree programs (credit), non-credit programs and certificate programs. In the Nursing program there are seven full-time faculty, two part-time faculty and eleven adjuncts.

Highlights of the Nursing program activities include Middle States Accreditation Steering Committee, guest presenters at regional, national, and international conferences and Mentees for graduate nursing students among many others.

The nursing curriculum credit hours are comprised of 34 credits in general education/pre-requisite or co-requisite coursework and 36 credits in nursing coursework. The nursing coursework is comprised of 22 credits in theory and 14 credits in clinical (equal to 630 hours).

Nursing faculty and students engage in service to the community to expand and deepen community alliances.

Nursing graduate outcomes at Cecil College exceed the average for Maryland nursing programs. In 2018 Cecil College nursing students had the highest record in the state for ASN, BSN & MSN entry to practice programs. Eighty percent (80%) of nursing students are employed in nursing within nine months of graduation.

Updates to the new offerings in dual enrollment and dual admission include Towson offering new online course formats in fall 2019 and increased support for students with ATB Peer Instructor coaches and group ATB advising sessions.

18) Old Business/New Business

Old Business

- Mark Mortenson happily reported that Cecil College received an occupancy permit for the athletics practice facility and thanked Chris Ann Szep for her hard work with the building.
- Mark Mortenson encouraged everyone to attend the basketball game next Wednesday against Community College of Baltimore County-Catonsville. Cecil College's all-time leading scorer for the men's basketball team will be attending the games.

New Business

- Trustee profiles need to be updated for the college website. Sherry Hartman will send existing profiles to each Trustee individually. Trustees are asked to update their profiles with the most current information.
- The NMTC Visionary Awards will take place on February 28th. Sarah Colenda, Dr. Mary Way Bolt and Dr. Christy Dryer will attend. Faculty members will also attend the NMTC event.

Close Regular Session

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

19) Adjournment - The regular meeting adjourned at 5:40 p.m. Moved by Mark Mortenson and seconded by Raymond Hamm.