

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, June 29, 2017
Regular Session: 4:00 p.m. – EMB 213

A G E N D A

- 1) Roll Call
- *2) Approval of Agenda
- *3) Approval of May 25, 2017 Minutes
- 4) MACC Update – Bernie Sadusky
- 5) President’s Report – Dr. Mary Way Bolt
- *6) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- *7) Proposed Resolution: Approval of the Annual Operating and Minor Capital Budget for Fiscal Year 2017-2018 – Dr. Mary Way Bolt
- *8) Proposed Resolution: Sabbatical Leave – J. Andrew Dickenson, Professor of Music – Dr. Christy Dryer
- *9) Proposed Resolution: Sabbatical Leave – Allison Symonds, Associate Professor of English – Dr. Christy Dryer
- *10) Proposed Resolution: Cultural Diversity Plan- Dr. Kimberly Joyce
- *11) Proposed Resolution – Engineering and Math Building Tiered Patio Project – Mr. George Fisher
- *12) Election of Board of Trustees Officers – Dr. Mary Way Bolt
- 13) Financial Report – Mr. Daniel Thompson
- 14) Academic Update: Continuing Ed Topic- Dr. Melody Stanhope
- 15) Summer Enrollment – Dr. Kimberly Joyce
- 16) Old Business/New Business
 - a. Next Meeting, Thursday, August 31, 2017 at 4:00 p.m., EMB213
- 17) Adjournment

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES

MINUTES
June 29, 2017

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

- 1) Roll Call: Present: Chair Sarah Colenda, Trustees: Vice Chair, Donna Horgan, Raymond Hamm, Mark Mortenson, Michael Scibinico and Kathleen Kunda and Dr. Cydney Teal. Also present were Dr. Mary Way Bolt, President of Cecil College, Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Daniel Thompson, Vice President of Finance and Peter Shoudy, Chief Information Officer.
- 2) Approval of Agenda – On motion of Mark Mortenson, seconded by Raymond Hamm, the agenda for the meeting was approved.
- 3) Approval of May 25, 2017, Meeting Minutes – On motion of Donna Horgan, seconded by Kathy Kunda, the minutes of May 25, 2017, were approved as written.
- 4) MACC Update – Mr. Bernie Sadusky reported the past legislative session was successful for community colleges even with enrollment being an issue. Mr. Sadusky told the board that Dr. Bolt worked really hard for the Small Colleges Bill. He also said Ms. Szep did a great job as well and we had a very successful year. The Governor tried to take Community colleges off of a formula and it was defeated. Community Colleges want to be a part of the University System and our part of the Cade formula revenue is 21% and scheduled for 29% in 2023. The economy and revenue in Maryland is up so there is no reason not to be fully funded according to the formula.

More jobs for Maryland. The Governor presented a bill for More Jobs for Maryland. Senator Klausmeier succeeded in the inclusion of a previous bill into the More Jobs for Maryland bill. Previously it was not approved to have money available for those who are not eligible for state aid included in the More Jobs for Maryland bill.

The Border Bill passed and what it does is gives the Board of Trustees the flexibility if they want to adjust out of state tuition to attract out of State students. It is enabling legislation and may be a tool for trustee member to use if they want to.

Open Meetings training is required. In order to go into Executive Session, the board must have someone on the board of trustees trained in the Open Meetings Act. This is new this year and is mandatory.

The Heroin and Opioid Act is for all first time full time students. For students who do not fit in that category, there must be literature available about help lines and where to get help. The Working Families Sick Leave was vetoed. Ban The Box – the application that says you cannot ask on a general application if the person has a criminal background was vetoed. There are many degrees that require criminal backgrounds and that still holds. The box asking about criminal background just cannot be on a general application.

A bill that was very instructive and directive about how the Baltimore City College should operate also included discharging the Board of Trustees and the President. The bill was passed in an amended version. This is the first time that a bill of this kind was established in this state or any state regarding the intrusion by the legislature into the business of a community college about leadership.

Collective Bargaining Bill – Mr. Sadusky expressed that Dr. Bolt did an outstanding job in working to stop this bill. This bill is all about who pays for collective bargaining.

On the horizon Collective Bargaining will be a big push with some type of affordability law for community colleges. It will be a major push this year to try to come up with a way to reduce the cost for eligible students. The latest forecast from Moody's shows summer enrollment will go up because summer Pell will be available.

Donna Horgan thanked Mr. Sadusky for all of his hard work. Sarah Colenda also thanked Mr. Sadusky for his tireless efforts for community colleges. Mr. Sadusky said it takes a team effort and community colleges are headed in the right direction.

- 5) President's Report – Dr. Bolt reported she had the opportunity to welcome golfers at the Daniel Hall Memorial Golf Tournament supporting Cecil College Athletic Programs and students and added a thank you to our Trustee golfers Mark Mortenson and Kathy Kunda. Trustee Kunda served as captain of the foursome.

Dr. Bolt and several students participated in the Town of Elkton marketing video at Elkton Station. Students had the line, "We have class!" Dr. Bolt also participated as a member in the Economic Development Commission that met on the North East campus as well as provided greetings at the annual APO luncheon hosted at the Cedar house.

The Multicultural Student Services Advisory board met to review the outcomes from the 2015-2017 Cultural Diversity Plan and reviewed the new 2018-2020 plan. These documents will be sent to the Maryland Higher Education Commission after approval by the Trustees.

The Business Advisory Council met on campus and the department chair and faculty members had an opportunity to discuss the business programs with local business leaders. Advisory board members want to help promote the college's business programs and they stated interest in programming related to entrepreneurship.

Dr. Bolt participated in the Local Management Board Meeting held at the County Council building and also attended the Maryland Association of Community College (MACC) Board of Directors meeting and reported out on Goal 11-Affordability of the MACC Strategic Plan.

Dr. Bolt hosted two Town Hall meetings updating college employees on compensation, healthcare, public safety, and facility projects. Faculty and staff welcomed the meetings.

- 6) Proposed Resolution – Personnel Items– Moved by Mark Mortenson and seconded by Dr. Cydney Teal, the Board approved the Personnel Items

RESOLUTION NO: 17-019
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:

APPROVAL OF PROMOTIONS /NEW HIRES– Full-Time Staff

Name: Holly Hudnall
Position: Coordinator, Reading & Writing Lab
Salary Grade: 13
Division: Academic Programs
Category: Exempt
Effective: June 5^t, 2017

Name: Amy Henderson
Position: Director, Marketing & Communications
Salary Grade: 16
Division: Community Relations & College Advancement
Category: Exempt
Effective: June 5, 2017

Name: Dr. Christy Dryer
Position: Vice President, Academic Programs
Salary Grade: 21
Division: Executive Management
Category: Exempt
Effective: June 12, 2017

Name: Dr. Kimberly Joyce
Position: Vice President, Student Services & Enrollment Management
Salary Grade: 21

Division: Executive Management
Category: Exempt
Effective: June 12, 2017

Name: Roy King
Position: Lead Help Desk Technician
Salary Grade: 12
Division: Information Technology
Category: Non-Exempt
Effective: June 19, 2017

RETIREMENT – Full-Time Staff

Name: Frederick McDonald
Position: Associate Professor, History
Salary Grade: 17
Division: Academic Programs
Category: Exempt
Effective: June 30, 2017

Name: Rebecca Walker
Position: Director, Academic Support
Salary Grade: 15
Division: Academic Programs
Category: Exempt
Effective: July 10, 2017

RESIGNATIONS /SEPARATIONS– Full Time Staff

Name: Scott Addison
Position: Officer, Special Police
Salary Grade: 12
Division: Finance & Administration
Category: Non-Exempt
Effective: June 9, 2017

Name: Ralph Denton
Position: Technical Theatre Manager
Salary Grade: 12
Division: Community Relations & College Advancement
Category: Exempt
Effective: June 9, 2017

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

- 7) Proposed Resolution – Approval of the Annual Operating and Minor Capital Budget for Fiscal Year 2017-2018 - Moved by Raymond Hamm and seconded by Michael Scibinico, the Board approved the Annual Operating and Minor Capital Budget for Fiscal Year 2017-2018

RESOLUTION NO: 17-020

APPROVAL OF THE ANNUAL OPERATING AND MINOR CAPITAL BUDGET FOR FISCAL YEAR 2017-2018

According to the Annotated Code of Maryland, Education Article, Division III, Higher Education, Title 16, Community Colleges, Subtitle 3, Fiscal Matters, §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 proposed Operating, Minor Capital Budget, and Capital Improvement Program for fiscal year 2017-2018 has been prepared by the administration of the College with faculty and staff participation.

The proposed Operating and Minor Capital Budget Request for Fiscal Year 2018 is based on estimated revenue from the Cecil County Government, the State of Maryland, and student tuition and fee revenue. FY 2018 Revenue is projected to total \$25,794,678, which is an increase of 5.97% (\$1,452,250) from the approved FY 2017 Operating and Minor Capital Budget.

The proposed Annual Operating and Minor Capital Budget includes expenditures for basic services and college-wide priorities such as the estimated 10% increase in health insurance premiums, salary increases for faculty and staff, funding for faculty rank promotions or staff reclassifications, and computer and related equipment replacement.

The proposed Capital Improvement Program includes funding requests for improvements in the amount of \$280,000 to be made to the College's Data Center, which include the addition of fire suppression, biometric security, HVAC and wiring upgrades, the addition of servers, spacers, and virtualization hardware for Disaster Recovery. The request also includes funds for upgrades to SANS, or System Administration, Networking and Security protocols. Several facility renewal projects are requested in the total amount of \$712,000 and are as follows: initial planning for a remediation to a NE Campus retention pond, NE Campus Parking Lot #1 renovations, Elkton Station interior painting, building envelope maintenance and exterior building improvements. It also allows for the continuation of an LED lighting project which would complete the parking lots and campus walkways at NE (identified as critical by the recent facilities condition assessment).

Therefore be it

RESOLVED, that the Board of Trustees approves the Operating and Minor Capital Budget Request for Fiscal Year 2017 - 2018 in the total amount of \$25,794,678, and the Capital Improvement Program in the total amount of \$ 992,000.

- 8) Proposed Resolution – Sabbatical Leave- J. Andrew Dickenson, Professor of Music - Moved by Dr. Cydney Teal and seconded by Michael Scibinico, the Board approved the Sabbatical Leave for J. Andrew Dickenson, Professor of Music.

RESOLUTION NO: 17-021

APPROVAL OF SABBATICAL LEAVE – J. ANDREW DICKENSON, PROFESSOR OF MUSIC

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.

Mr. Andrew Dickenson has requested sabbatical leave for the 2017/2018 academic year for the spring 2018 semester, for writing a musical to be performed at Elkton Station. The musical would be based on Orpheus, a legendary musician and poet of classic Greek mythology, but would be a modernized version, incorporating many themes based on conversations with students and the struggles they have. The final production would bring together students, faculty, alumni, and members of the community. The performance would occur during the 2018/2019 academic year.

Adjunct faculty will perform Mr. Dickenson’s duties during his leave. Mr. Dickenson 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. Andrew Dickenson’s request be approved; therefore, be it

RESOLVED, that Mr. Andrew Dickenson is granted a one semester sabbatical leave during the 2017/2018 academic year, pending adequate funding of the Operating Budget.

- 9) Proposed Resolution – Sabbatical Leave – Allison Symonds, Associate Professor of English – Moved by Raymond Hamm and seconded by Dr. Cydney Teal, the Board approved the Sabbatical Leave for Allison Symonds, Associate Professor of English.

RESOLUTION NO: 17-022

APPROVAL OF SABBATICAL LEAVE FOR ALLISON SYMONDS, ASSOCIATE PROFESSOR OF ENGLISH

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.

Ms. Allison Symonds has requested sabbatical leave for the 2017/2018 academic year for the Fall 2017 semester, for the purpose of initiating, advising and setting up a plan for maintaining a student-run publication. Many of the community colleges across the state currently have a student-run, journalistically-sound publications. This publication would not only help Cecil remain competitive with sister institutions, but it would also encourage students interested in pursuing careers in English, education, communication, journalism, and creative writing, while providing them an outlet to practice their craft. The focus of this time would be on editorial and reporter staff training, the initiation of the basic infrastructure and creating a plan for continuation, with advertisement, and students and campus engagement.

Adjunct faculty will perform Ms. Symonds' duties during her leave. Ms. Symonds 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 Ms. Allison Symonds' request be approved; therefore, be it

RESOLVED, that Ms. Allison Symonds is granted a one semester sabbatical leave during the 2017/2018 academic year, pending adequate funding of the Operating Budget.

- 10) Proposed Resolution – Cultural Diversity Plan – Moved by Kathy Kunda and seconded by Dr. Cydney Teal, the Board approved the Cultural Diversity Plan

RESOLUTION NO: 17-023

APPROVAL OF THE CULTURAL DIVERSITY PLAN

The Board of Trustees has the responsibility to approve the College's Cultural Diversity Plan in accordance with Education Article, Annotated Code of Maryland, §11-406 (b) (1) (iii).

The proposed planning document and the FY 2017 progress indicators has been prepared through Multicultural Services, reviewed by the Vice President of Student Services and Enrollment Management and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees affirm the annual report for the 2015-2017 Cultural Diversity Plan.

- 11) Proposed Resolution – Engineering and Math Building Tiered Patio Project – Moved by Mark Mortenson and seconded by Donna Horgan, the Board approved the Engineering and Math Building Tiered Patio Project.

RESOLUTION NO: 17-024

APPROVAL OF THE ENGINEERING AND MATH BUILDING TIERED PATIO PROJECT

The Annotated Code of Maryland, Education Article, Division III, Higher Education, Title 16, Community Colleges, Subtitle 3, Fiscal Matters, §16-311, Bids and contracts, provides that the Board of Trustees shall advertise for any building, improvement, equipment, or supplies that will cost more than \$25,000 through competitive sealed bids at least two weeks in advance.

There are three exterior garden tiers on the northeast side of the Engineering and Math building. The shape and location of the top and bottom tiers provide a great opportunity to enhance the upper quad area by turning the garden tiers into patio areas for students, staff and faculty.

The project includes hardscaping two tiers to provide patio areas that provide space for outdoor seating and congregation areas. The middle tier will be left as existing.

Also included in the project is a concrete pad adjacent to the sidewalk next to the tiers. The pad would be large enough to accommodate food trucks that could be parked in the quad area. Electrical power that might be provided for the food trucks will be handled separately in another project.

The Engineering & Math Building Tiered Patio Project was approved for funding in the FY 2017 County Capital Improvement Program budget. The RFP titled **Project No. 2017-2 Engineering & Math Building Tiered Patio Project**, was advertised publicly beginning May 11, 2017 in the Cecil Whig and instructions were subsequently distributed by e-mail to prospective vendors accordingly. One (1) proposal was received and evaluated by the Selection Committee based on the criteria delineated in the RFP. The responding firm was Swan Creek Landscaping Inc., of Perryville, MD.

Based on this information, the Director of Capital Planning and the Manager of Procurement recommend that the Engineering & Math Building Tiered Patio Project proposal and pricing from Swan Creek Landscaping, Inc. be accepted. The Vice President of Finance and the President concur with this recommendation. Now, therefore be it;

RESOLVED, that the Board of Trustees affirms the award of Project No. 2017-2, Engineering & Math Building Tiered Patio Project to Swan Creek Landscaping, Inc., for their proposal not to exceed \$85,000.00.

- 7) Election of Board of Trustees Officers- Dr. Bolt announced that the Board elects its officers at the annual meeting in June. A Nominating Committee was established and nominations were put forth to the current chair and president for the election. The officers to be elected are Chair and Vice Chair as per the Annotated Code 16. Sherry Pistor, Executive Assistant to the President, passed out paper ballots for the election of Chair and Vice Chair. The votes were tallied and the results were as follows: Sarah W. Colenda will be Chairwoman and Donna L. Horgan will be Vice Chairwoman. The term of office for each elected position shall be from July 1 until June 30 of the following year.
- 12) Financial Report and Investment Report– Dan Thompson provided a financial report through May 31, 2017. The end of May year to date revenue came in at \$24.4 million or .1 percent better than budget. The primary driver is continuing education and the truck driving program. The credit side revenue is positive. Other income and investments is at \$41,000 positive. The year-end is \$190,000 positive to budget and this is primarily due to making some investments into continuing education, summer camps, and the truck driving program attracting more students.

As of May month-end the year to date expenses were \$21.2 million or about 7.9 percent over budget. This is the first year for month to date budgeting. Variances going forward will decrease.

Healthcare savings, we had significant premium increases and the entire college population switched to the standard care resulting in savings for the college. Utilities are running favorable. Expect to end the year with \$300,000 in purchase orders. Year-end number are projected at 4.5% positive.

- 13) Academic Update: Physical Therapist Program – Dr. Melody Stanhope presented an overview on the Associate of Applied Science Degree for the Physical Therapist Assistant program. The Cecil College PTA program was granted full accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE) through 2020. There were several successes in the program assessment including one hundred percent employment rate and licensing examination pass rates. Next steps include clinical affiliation agreements, develop relationships and activities with local area physical therapy offices and physical therapy programs as well as a thorough program assessment in compliance with new (2017) accreditation standards
- 14) Summer Enrollment – Dr. Kimberly Joyce said summer enrollment is down 1.9% with a 679 headcount and 108 FTE's. There are two accelerated classes that have not started so advisors are working hard to get students in to sign up for classes. Great news that year round Pell has been reinstated. Dr. Joyce thanked Chairwoman Colenda for writing a helpful letter on Pell.

Last year 959 students received Pell and we are hopeful that next year the number will be higher.

15) Old Business - None

New Business

- Ms. Colenda read a thank you note from Dr. Bolt to the Trustees for the flowers that were sent for her mother's service and funeral.
 - Ms. Colenda reminded the Trustees who will be attending the ACCT Conference, that it is coming up in September and to be sure to book their flights for Las Vegas. Trustees will be reimbursed for their airfare, mileage and parking.
 - The Board Retreat will be held on August 31, 2017 and will be held at The Principio Mansion. Trustees were asked to send any topics they would like to discuss to Ms. Colenda. The regular board meeting will be held at 4:00 p.m. at Cecil College in EMB213. There will be no closed session that day.
 - Sherry Pistor will email the Open Meetings Act information to all board members. Trustees are asked to read the material and then take the test for a certificate.
 - The college will be closed all week for the July 4 week.
 - Ms. Colenda reminded the trustees to comply with the Travel Expense policy.
 - Dr. Bolt provided a hard copy of the Minor Capital for each trustee.
- a. Close Regular Session – Moved by Raymond Hamm and seconded by Donna Horgan.
 - b. Next Regular Session – Moved by Donna Horgan and seconded by Kathy Kunda, the next regular session of the Board of Trustees will be held on Thursday, August 31, 2017, in the Engineering and Math Building, Room 213.
 - c. The meeting adjourned at 5:35 p.m.