

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, March 28, 2019

Regular Session: 4:00 p.m. – EMB 213

A G E N D A

**CONGRATULATIONS TO THE MEN'S BASKETBALL TEAM!!!
GO SEAHAWKS!!!**

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of February 28, 2019 Meeting Minutes
- 4) Joint report from Administrative Professional Organization and Classified Staff Organization Report–
Mr. William Garret
- 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: Academic Program Approval – Associate of Applied Science in Agriculture –
Dr. Christy Dryer
- *9) Proposed Resolution: Academic Program Approval – Associate of Arts in Communication Studies –
Dr. Christy Dryer
- *10) Proposed Resolution: Post-Deadline Withdrawal Policy – Dr. Christy Dryer
- *11) Proposed Resolution: May 2019 Graduation Candidates – Dr. Christy Dryer
- *12) Proposed Resolution: Sick and Safe Leave Policy – Dr. Mary Way Bolt
- *13) Proposed Resolution: Audit Committee Policy – Mr. Daniel Thompson
- 14) Financial Report – Mr. Daniel Thompson
- 15) Academic Programs – Business – Ms. Candace Vogelsong, Chair, Business
- 16) Old Business/New Business

*a. Regular Session: Thursday, April 25, 2019 at 4:00 p.m., EMB 213.

- 17) Adjournment

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

March 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 Kathleen Kunda, the agenda for the meeting was approved.
- 3) Approval of February 28, 2019 Board Meeting Minutes – On motion of Raymond Hamm, seconded by Mark Mortenson, the minutes of February 28, 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. APO had \$2,000 in apparel orders and made \$500 towards student scholarships. Food trucks will be ongoing through the spring semester. Mr. William Garrett gave an update on the CSO activities. CSO will hold a flower sale with a portion of the proceeds to support student scholarships.
- 5) Academic Senate Report – Dr. Ebony Roper gave an update on the Senate activities. The Banked Earned Leave policy had some procedures updates and was submitted for posting on MyCecil. Review of the Senate Constitution is ongoing as well as the Online Courses Policy, Academic Integrity Policy and Academic Honors Policy. Senate will hold a luncheon for Facilities and Grounds employees as a thank you for their hard work on campus.

Elections were held and results for the 2019-2020 Senate term are as follows:

President:

- Ebony Roper (Summer & Fall 2019), Science
- Anne Edlin (Spring 2020), Math

Vice President:

- Candace Vogel song, Business

Secretary:

- Melissa D'Agostino, Library

Academic Affairs Committee

- Jennifer Scott-Greenfield, Education

Faculty Affairs Committee

- Kathy Weiss, English

Instructional Technology

- Jackie Wilson, Science

Faculty Affairs Committee at Large

- Kelsey Bianca, Social Sciences
- Lauren Vanni, Arts
- Scott Walton, Business

- 6) President's Report – Dr. Bolt participated in the Maryland Association of Community Colleges legislative committee meetings.

Student Advocacy Day was held in Annapolis. Dr. Bolt attended with four amazing students and staff. Thank you to Trustee Horgan for guiding our students through the Senate chamber. Our students were able to meet with our delegation and listen to Senate hearings.

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

A Student Leadership Council meeting was held on campus and Dr. Bolt provided students with a college update. Dr. Bolt attended the meeting and fielded questions from students regarding the college.

Dr. Bolt welcomed the Continuing Education Deans to the college and discovered two of the deans are Cecil County Public School graduates.

Dr. Bolt also attended the Alpha Phi Alpha Fraternity Scholarship Banquet where our student received a scholarship and Laney Hoxter was acknowledged for her work with the fraternity.

Dr. Bolt attended the Army Alliance Annual Luncheon meeting and participated in the RAMP-MD board meeting.

Dr. Bolt provided a welcome to the dedication of the Charlie O'Brien Athletic Practice Facility. This was a great event that showcased work with donors, businesses, and community members.

Dr. Bolt met with Cecil County Public School superintendent and shared updates.

A University of Maryland System and Maryland Association of Community Colleges executive team meeting was held and Dr. Bolt attended.

Dr. Bolt and the Executive Team also presented to the Cecil Leadership Institute on Cecil College. The presentation concluded with a student panel, plus a question and answer period with students.

Dr. Bolt provided a welcome to the Community Task Force Event entitled, "From Crisis to Connections: Addressing Addiction in Cecil County" scheduled on March 30, 2019.

Dr. Bolt also attended the Athletics Department Hall of Fame Induction Ceremony on March 30, 2019.

- 7) Proposed Resolution – Personnel Items - Moved by Michael Scibinico, and seconded by Kathleen Kunda, the Board approved the Personnel Items.

RESOLUTION NO: 19-013
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:

SEPARATIONS/RESIGNATIONS

Name:	Demetrius Jones
Position:	Director of Healthcare Careers
Salary Grade:	15
Division:	Academic Programs
Category:	Exempt
Effective:	March 1, 2019

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

- 8) Proposed Resolution – Academic Program Approval – Moved by Kathleen Kunda, seconded by Michael Scibinico, the Board of Trustees approved the Associate of Applied Science in Agriculture.

RESOLUTION NO: 19-014
APPROVAL OF THE ASSOCIATE OF APPLIED SCIENCE IN AGRICULTURE

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 Applied Science in Agriculture

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.

- 9) Proposed Resolution – Academic Program Approval. Moved by Kathleen Kunda, seconded by Dr. Cydney T. Teal, the Board of Trustees approved the Associate of Arts in Communication Studies.

RESOLUTION NO: 19-015

APPROVAL OF ASSOCIATE OF ARTS IN COMMUNICATION STUDIES

The Board of Trustees, under Title 13B.02.03 of the Code of Maryland Regulations (COMAR), Education Article, Title 11 and Title 16, Annotated Code of Maryland has the authority to approve new academic programs, and;

the academic program proposals must be approved or endorsed according to the procedures of the appropriate institutional or segmental governing boards before formal submission to the Secretary of Higher Education for approval, and;

the proposed programs must meet a regional or statewide need consistent with the State Plan for Postsecondary Education, and;

the Board of Trustees has reviewed the following new program:

- Associate of Arts in Communication Studies

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.

- 10) Proposed Resolution – Approval of Post-Deadline Withdrawal Policy – Moved by Raymond Hamm, seconded by Mark Mortenson, the Board of Trustees approved the Post-Deadline Withdrawal Policy

RESOLUTION NO: 19-016

POST-DEADLINE WITHDRAWAL POLICY

A post-deadline withdrawal grade, M, is issued only to students who cannot complete the course on schedule because of illness or other extenuating circumstances. The student or next of kin may apply for an M grade if the student has missed the college's official withdrawal date, had been making satisfactory progress before the extenuating circumstances, and has not taken the final exam and/or completed the final course project. For M grade consideration, the student must make the request *no later than* the end of the semester directly following the course in question. No refunds will be granted for an M grade.

RESOLVED, that the Board of Trustees approves the Post-Deadline Withdrawal Policy to become effective March 28, 2019

- 11) Proposed Resolution: Approval of May 2019 Graduation Candidates – Moved by Mark Mortenson, and seconded by Dr. Cydney T. Teal. The board approved the May 2019 Graduation Candidates.

RESOLUTON NO: 19-017
APPROVAL OF MAY 2019 GRADUATION CANDIDATES

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 on May 19, 2019

- 12) Proposed Resolution: Approval of Sick and Safe Leave Policy – Moved by Kathleen Kunda, and seconded by Michael Scibinico. The board approved the Sick and Safe Leave Policy.

RESOLUTON NO: 19-018
APPROVAL OF SICK AND SAFE LEAVE POLICY

Upon employment, full-time employees (administrators, 12- and 10-month faculty, and classified employees) are eligible to receive continuation of full pay if unable to work due to illness or injury, up to the limit of actual sick and safe leave accrued. An employee earns sick and safe leave at a rate of 3.47 hours per pay period up to twelve (12) days per fiscal year (ten days for 10-month faculty), accrued to an unlimited maximum.

In the event of necessity, any full-time employee may request additional paid sick and safe leave which may be advanced in the form of a “loan.” Such unearned leave may be granted up to a maximum of twelve (12) days year and must be “repaid.” The College uses as “rolling” 12-month period measured backward from the date the employee first uses loaned leave to determine eligibility of loaned leave. The request must be approved by the President of the College. As a condition for the advancement of leave, the employee shall agree in writing that, if the employee’s employment with the College terminates before the employee has accrued the amount of leave that was used, the College is authorized to deduct the amount paid for the advanced leave from the employee’s final paycheck

In accordance with the Flexible Leave Act, Chapter 644 of the Laws of Maryland 2008, effective October 1, 2008, employees may use "leave with pay" for an illness in the employee's immediate family - a child, spouse or parent. This law does not affect leave granted under the Federal Family and Medical Leave Act of 1993.

RESOLVED, that the Board of Trustees adopts the Sick and Safe Leave Policy to become effective March 28, 2019.

- 13) Proposed Resolution: Approval of Audit Committee Policy – Moved by Mark Mortenson, and seconded by Dr. Cydney T. Teal. The board approved the Audit Committee Policy.

RESOLUTION NO: 19-019
APPROVAL OF AUDIT COMMITTEE POLICY

The Audit Committee is responsible for overseeing the quality and integrity of the College's financial statements including the selection of, and effective interaction with, the independent auditor. Md. EDUCATION Code Ann. §16-315 provides that "each community college in the State shall have an annual audit of its books of accounts, accounting procedures and principles, and other fiscal and operational methods and procedures in accordance with guidelines as prescribed by the Commission" and that the "cost of the annual audit required by this section is the responsibility of the community college." COMAR 13B.02.02.21 states that the "institution shall have a financial audit conducted at least every 2 years by an independent certified public accountant or a State legislative auditor, which provides a detailed and accurate picture of the financial status of the institution since the preceding audit."

RESOLVED, that the Board of Trustees has approved the Audit Committee Policy.

- 14) Financials - Mr. Daniel Thompson reported to the board the following Financial Report as of February 28, 2019

Revenue year-to-date through February is down 2.29% or \$495,000. Underperformance continues in Credit Tuition is partially offset by favorable non-credit tuition and Investment income.

Projected year end revenue shortfall of \$475,000 including prior year encumbrances. The shortfall is driven by expected decline in Credit Tuition and expected to pick-up in Non Credit tuition, and investment and other income.

Actual expenses are currently favorable to budget at \$1,200,000 or 9.8%. This is a combination of unfilled positions, lower spending and timing of operating expenses.

The year-end surplus of \$929,000 or 3.55% is primarily due to expected staffing turnover and unfilled positions. Year-end net is projected to be \$453,000 or 1.67%.

Working capital as of February 28, 2019 was \$5,298,000 versus projected \$3,987,000.

This is \$1,300,000 better than projected – primarily due to lower disbursements and credit tuition. \$661,000 is related to Aramark and is due to delayed billing. No cash flow issues are forecasted through the remainder of the fiscal year.

15) Academic Programs – Business – Ms. Candace Vogelsong, Chair, Business

Ms. Vogelsong provided information on the Business degree and certificate offerings that include Business Administration, Management, Accounting, Leadership and Management, Marketing, Supply Chain Management and Transportation Management. Since 2013 to date there have been a total of 2,454 College Degrees (Associates + Certificate) and 475 Business Degrees (Associates + Certificate).

Ms. Vogelsong addressed the QuickBooks and Microsoft Certifications that are free to students. The Business Department also helps students with job-readiness, resume building and financial literacy.

On the horizon, the Business department will be working to include an Articulation Agreement with Stevenson University, increase tutoring offerings and increase online degree and certificate offerings.

16) Old Business/New Business

Old Business

- Trustee Sarah Colenda thanked Trustee Mark Mortenson for his fundraising efforts. Mr. Mortenson raised completely private funds to build the Charlie O'Brien Practice Facility. Mrs. Colenda mentioned that no other community college has done this and Trustee Mortenson spearheaded this project.
- Trustee Mark Mortenson provided a grateful thank you to the community for their involvement in the athletic building and also to Amy Henderson and Rich Haubert for their wonderful pictures and videos.

New Business

- The next annual Collegium de Vinum Gala will take place on May 4th, 2019 at The Bohemia River Overlook.

Close Regular Session

- a. Next Regular Session will be held on Thursday, April 25, 2019. The meeting will take place in the Engineering and Math building, Room 213 beginning at 4:00 p.m.
- b. A motion to adjourn the regular session was made by Mark Mortenson and seconded by Michael Scibinico and approved
- c. A motion was made by Raymond Hamm and seconded by Kathleen Kunda to go into Executive Session
- d. The regular meeting adjourned at 4:58 p.m.

CLOSED SESSION:

The closed session meeting was brought to order at 5:00 p.m. A motion to close the meeting was made by Mark Mortenson and seconded by Kathleen Kunda. All members present were in favor.

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

- | | |
|----------------------------|---|
| (1) Topic: | Employment |
| Reason for closed-session: | Personnel matters that affects one or more specific individuals |

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

Absent: Donna Horgan, Vice Chair

A motion to close the meeting was made by Mark Mortenson and seconded by Michael J. Scibinico and approved by all attendees. The closed session meeting was adjourned at 5:35 p.m.