

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Monday, October 23, 2017

Regular Session: 4:00 – 5:00 p.m. EMB213

Dinner: 5:00 p.m. TC208

Joint Meeting – Cecil College and CCPS: 6:00 p.m. TC208

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of September 21, 2017 Meeting Minutes
- * 4) Auditors – Maher Duessel Certified Public Accountants – Ms. Lisa Ritter
- * 5) Proposed Resolution: President’s Contract – Mrs. Sarah W. Colenda
- * 6) Proposed Resolution: Granting of Associate Professor Emeritus Status to Mr. Fred McDonald, Associate Professor, History (RETIRED) – Dr. Mary Way Bolt
- 7) Financials –Mr. Daniel Thompson
- * 8) Proposed Resolution: Consent Agenda – Mr. Daniel Thompson
 - a) Acceptance of Grant Agreement – Consolidated Adult Education and Literacy Services
 - b) Acceptance of Grant Agreement – DLLR Maryland I-Pathways Program
 - c) Acceptance of Grant Agreement – Eckerd Workforce Development Services WIA Youth Services Training Program
 - d) Acceptance of Grant Agreement – Chesapeake Transportation and Logistics Partnership
 - e) Acceptance of Maryland State Department of Education Local Perkins Plan for Program Improvement Grant
- * 9) Proposed Resolution: Acceptance of Maryland Higher Education Commission Nurse Support Program II Grant Agreement- Mr. Daniel Thompson
- *10) Proposed Resolution: Acceptance of Financial Statements FY 2017 – Mr. Daniel Thompson
- *11) Proposed Resolution: Acceptance of Single Audit FY 2017 – Mr. Daniel Thompson
- *12) Proposed Resolution – Academic Program Approval – Addiction and Chemical Dependency - Dr. Christy Dryer
- *13) Proposed Resolution – Academic Program Approval – Public Health – Healthcare Professionals – Dr. Christy Dryer

*14) Proposed Resolution – Document Imaging Services – Mr. Craig Whiteford

15) ACCT Report – Mrs. Donna Horgan

16) Old Business/New Business

*a. Next Meeting, December 7, 2016 at 4:00 p.m., Cecil College North East Campus, EM213.

17) Adjournment

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES

MINUTES
October 23, 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 Michael Scibinico, the agenda for the meeting was approved.
- 3) Approval of August 31 2017, Meeting Minutes – On motion of Donna Horgan, seconded by Kathy Kunda, the minutes of September 21, 2017, were approved as written.
- 4) Mahe Duessel Certified Public Accountants Report – Ms. Lisa Ritter reported to the board it was an uneventful year regarding the Independent Auditors Report. It is the Auditors responsibility to provide an opinion to the college because we receive more than \$750,000 from the State. Ms. Ritter reviewed the reports with the Trustees with a suggestion on internal controls. Mahe Duessel would like to do a high-level risk assessment and report to the board. They would like to test what the risk of systems going down due to attack would show. Mark Mortenson asked about stress testing for non-compliance and what the percentage is for one hundred transactions. Ms. Ritter said they look at inherent risk and if there were brand new staff or programs to determine the risk-calculated algorithm. Donna Horgan asked about funding student athletes. Ms. Ritter said there is no required reporting for that since the single audit is Federal. Raymond Hamm expressed his satisfaction with the audit. Mr. Hamm mentioned that he spends a lot of time reading audits and felt the writing in the audit was clear and well done.

A motion was made by Raymond Hamm and seconded by Mark Mortenson to approve the Audit Reports. The Audit Reports included the Component Unit Financial Statements for years ended June 30, 2017 and 2016 as well as Financial Statements for years ended June 30, 2017 and 2016.

The motion carried and was approved.

- 5) Proposed Resolution – President’s Contract– Moved by Kathy Kunda and seconded by Michael Scibinico, the Board approved the President’s Contract

**RESOLUTION NO: 17-042
PRESIDENT'S CONTRACT**

The Board of Trustees has the responsibility and authority to hire qualified individuals to provide administrative leadership. Dr. Mary Way Bolt was hired for a period of five (5) years beginning October 1, 2017.

The Board of Trustees has evaluated the progress of the College under Dr. Bolt's leadership and concluded that it is in the best interest of the College to extend the contract until September 30, 2022, therefore, be it

RESOLVED, that Mary Way Bolt, Ed.D. is awarded a contract extension as President of Cecil College for a period of five (5) years through September 30, 2022.

- 6) Proposed Resolution – Granting of Associate Professor Emeritus Status to Mr. Fred McDonald, Associate Professor of History (Retired) - Moved by Kathy Kunda and seconded by Raymond Hamm, the Board approved the Associate Professor Emeritus Status to Mr. Fred McDonald, Associate Professor History (Retired).

**RESOLUTION NO: 17-043
GRANTING OF ASSOCIATE PROFESSOR EMERITUS STATUS TO MR. FRED MCDONALD, ASSOCIATE PROFESSOR OF HISTORY (RETIRED)**

Based on the criteria established in the Board of Trustees approved Policy No. 796.70, Granting of Professor Emeritus/Emerita, and effective March 20, 1997, Mr. Fred McDonald is submitted for consideration for the Granting of Associate Professor Emeritus Status at Cecil College.

Mr. McDonald has met all of the criteria: 1. a minimum of 15 years of full-time service at Cecil College, with at least 10 of those years in a teaching capacity, 2. Attainment of the rank of Assistant Professor, Associate Professor, or Professor at Cecil College, and 3. Consistent fulfillment of the College's mission and goals beyond normal contractual expectations.

Mr. McDonald began his Cecil College career as a full time faculty in July 2000. In the 2010- 2011 academic year he served as Vice President of the Academic Senate. During his time at the college, he served on numerous college committees. He served as a member of the Academic Affairs committee, and Middle States Evaluation sub-committee. In 2009-2010, he was a member of the Academic Affairs committee and was appointed by the mayor of Elkton, MD to serve on the Elkton Town Historical Preservation Commission.

In 2005-2006 Mr. McDonald was the Co-chair for Academic Dean Search Committee; Co-chair for the Constitution Day program, and served as a member of the academic dishonesty committee. In 2005-2006, he served as Department Chair and assumed responsibility of six

full time faculty and approximately 30 adjunct faculty members. He also served as moderator for panel discussion by three local editors of the Cecil Whig.

Throughout his career at the college, he coordinated a fundraiser for the Socrates Scholarship founded by the faculty and was a member of several external organizations including the National Education Association, Organization of American Historians, and Historical Society of Cecil County. He represented the College on the Star spangled banner historic trail in Havre de Grace, Maryland.

Mr. Fred McDonald holds a B.A. History/Social Sciences Salisbury State College, M.A. History/Education, Washington College. Additional graduate studies, Washington College. He is well respected by his colleagues and the many students he has impacted in and outside of the classroom. Based on these accomplishments, Mr. McDonald is submitted for consideration for Granting of Professor Emeritus status.

On September 6, 2017, the Academic Senate unanimously approved the forwarding of a recommendation to the President nominating Mr. Fred McDonald, Associate Professor, History (Retired), to the title, rank, and status of Associate Professor Emeritus. The President concurs with this recommendation; now, therefore, be it

RESOLVED, that the Board of Trustees approves the nomination and grants the title, rank, and status of Associate Professor Emeritus to Mr. Fred McDonald, Associate Professor, History (Retired), to be bestowed on him.

- 7) Financials – Mr. Dan Thompson reported that year to date revenues are down \$470,000 or 4.5% to budget. This is related to enrollment being below projection and current downturn in Continuing Education. Projections for the year are currently projected a net revenue under budget of \$890,000 or 3.2% related to enrollment being down and some downturn in Continuing Education. However, since the numbers were projected, Continuing Education believes they will make up some of the downturn. Expenses are down and this offsets revenues. Current projections are \$110,000 for the year but with numbers expected to rise in Continuing Education, we expect to be flat. Working Capital was projected at \$4.8 million and ended month at \$2.7 million due to moving \$750,000 to an investment and \$1.4 million in Financial Aid that will hit in October. At this point no concerns with working capital.

Mr. Hamm asked to have enrollment, projected and actual on the financial documents. Mr. Thompson said they could provide that information. FTE's are down, not just locally, but nationally. When employment is down, FTE's are down, when employment is up, FTE's are normally up as well.

- 8) Proposed Resolution – Consent Agenda - Moved by Mark Mortenson and seconded by Raymond Hamm, the Board approved the Consent Agenda

- a. Proposed Resolution – Acceptance of Grant Agreement – Consolidated Adult Education and Literacy Services

RESOLUTION NO: 17-044

ACCEPTANCE OF GRANT AGREEMENT – CONSOLIDATED ADULT EDUCATION AND LITERACY SERVICES

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2) (h) (2017), Cecil College is empowered to seek grants.

The College applied to the Maryland Department of Labor, Licensing, and Regulation for a grant to provide support for Consolidated Adult Education and Literacy Services. The Maryland Department of Labor, Licensing, and Regulation awarded \$198,675 to support the program.

The President is convinced that adequate fiscal controls and program monitoring systems are in place for the grant and recommends that the Board of Trustees accept it. Therefore, be it

RESOLVED that the Cecil College Board of Trustees accepts the Maryland Department of Labor, Licensing and Regulation agreement in the amount of \$198,675 and directs that these funds be used to provide support for the Consolidated Adult Education and Literacy Services for the period July 1, 2017 through June 30, 2018.

- b. Acceptance of Grant Agreement – DLLR Maryland I-Pathways Program

RESOLUTION NO: 17-045

ACCEPTANCE OF GRANT AGREEMENT – DLLR MARYLAND I-PATHWAYS PROGRAM

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2)(h) (2017), Cecil College is empowered to seek grants.

The College applied to the Maryland Department of Labor, Licensing, and Regulation for a grant to provide support for online instruction for GED Test preparation services. The Maryland Department of Labor, Licensing, and Regulation awarded \$181,326 to support the program.

The President is convinced that adequate fiscal controls and program monitoring systems are in place for the grant and recommends that the Board of Trustees accept it. Therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Maryland Department of Labor, Licensing and Regulation agreement in the amount of \$181,326 and directs that these funds be used to provide support for online instruction for GED Test preparation services for the period July 1, 2017 through June 30, 2018.

- c. Proposed Resolution: Acceptance of Grant Agreement – Eckerd Workforce Development Services WIA Youth Services Training Program

RESOLUTION NO: 17-046

ACCEPTANCE OF GRANT AGREEMENT – ECKERD WORKFORCE DEVELOPMENT SERVICES WIA YOUTH SERVICES TRAINING PROGRAM

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2)(h) (2017), Cecil College is empowered to seek grants.

The College applied to Eckerd Workforce Development Services for a grant to provide adult education services to out of school youth. Eckerd Workforce Development Services awarded \$24,812 to support the program.

The President is convinced that adequate fiscal controls and program monitoring systems are in place for the grant and recommends that the Board of Trustees accept it. Therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Eckerd Workforce Development Services agreement in the amount of \$24,812 and directs that these funds be used to provide adult education services to out of school youth for the period July 1, 2017 through June 30, 2018.

- d. Proposed Resolution: Acceptance of Grant Agreement – Chesapeake Transportation and Logistics Partnership

RESOLUTION NO: 17-047

ACCEPTANCE OF GRANT AGREEMENT – CHESAPEAKE TRANSPORTATION AND LOGISTICS PARTNERSHIP

Pursuant to Md. EDUCATION Code Ann. §16-103 (2)(h), Cecil College is empowered to seek grants.

The College applied to the Maryland Department of Labor, Licensing, and Regulation for a grant to provide support for the Chesapeake Transportation and Logistics Partnership. The Maryland Department of Labor, Licensing, and Regulation awarded \$100,000 to support the program.

The President is convinced that adequate fiscal controls and program monitoring systems are in place for the grant and recommends that the Board of Trustees accept it. Therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Maryland Department of Labor, Licensing and Regulation agreement in the amount of \$100,000 and directs that these

funds be used to provide support for the Chesapeake Transportation and Logistics Partnership for the period October 1, 2017 through September 30, 2019.

- e. Proposed Resolution – Acceptance of Maryland State Department of Education Local Perkins Plan for Program Improvement Grant

RESOLUTION NO: 17-048

ACCEPTANCE OF MARYLAND STATE DEPARTMENT OF EDUCATION LOCAL PERKINS PLAN FOR PROGRAM IMPROVEMENT GRANT

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2)(h) (2017), Cecil College is empowered to seek grants.

The College applied to the Maryland Division of Career and Technology Education for Federal funds for program improvement. The Division of Career and Technology Education awarded \$93,025 to improve vocational and technical education.

The President is convinced that adequate fiscal controls and program monitoring systems are in place and recommends that the Board of Trustees accept the grant. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Local Perkins Grant in the amount of \$93,025 and directs that these funds be used to improve vocational and technical education programs for Cecil County for the period July 1, 2017 through June 30, 2018.

9. Proposed Resolution – Acceptance of Maryland Higher Education Commission Nurse Support Program II Grant Agreement – Moved by Raymond Hamm and seconded by Michael Scibinico, the Board approved the Grant Agreement for the MHEC Support Program II.

RESOLUTION NO: 17-049

ACCEPTANCE OF MARYLAND HIGHER EDUCATION COMMISSION NURSE SUPPORT PROGRAM II GRANT AGREEMENT

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2)(h) (2017), Cecil College is empowered to seek grants.

The College applied to the Maryland Higher Education Commission (MHEC) for funds to expand clinical simulation in Cecil's nursing program. Maryland Higher Education Commission awarded \$98,693 to meet these goals.

The President is convinced that adequate fiscal controls and program monitoring systems are in place and recommends that the Board of Trustees accept the grant. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the MHEC grant in the amount of \$98,693 and directs that these funds be used to increase retention and graduation rates in Cecil's nursing program for the period July 1, 2017 through June 30, 2018.

10. Proposed Resolution – Acceptance of Financial Statements FY 2017 - Moved by Raymond Hamm and seconded by Donna Horgan, the Board approved the Resolution for Acceptance of Financial Statements FY 2017

RESOLUTION NO: 17-050
ACCEPTANCE OF FINANCIAL STATEMENTS FY 2017

Title 16, Section 315, of the Education Article of the Annotated Code requires each community college in the state to conduct an annual audit of “its books of accounts, accounting procedures and principles, and other fiscal and operational methods and procedures in accordance with guidelines prescribed by the Maryland Higher Education Commission.”

The College's auditors, Maher Duessel, Certified Public Accountants, have concluded their examination of the accounts of the College entitled Independent Auditor's Report, Component Unit Financial Statements and Supplemental Information, June 30, 2017, which they feel fairly presents the financial position of Cecil College at the end of the 2016 – 2017 fiscal year. Therefore, be it

RESOLVED, that the Board of Trustees accepts the independent public accountants' report by Maher Duessel, Certified Public Accountants, entitled Independent Auditor's Report, Component Unit Financial Statements and Supplemental Information, June 30, 2017 as the official financial report of the College for Fiscal Year 2016 – 2017.

11. Proposed Resolution: Acceptance of Single Audit FY 2017 - Moved by Mark Mortenson and seconded by Donna Horgan, the Board approved the Resolution for Acceptance of Single Audit FY 2017

RESOLUTION NO: 17-051
ACCEPTANCE OF SINGLE AUDIT FY 2017

Federal regulations require that an external audit (single audit) be conducted of funds received under Federal financial assistance programs. The firm of Maher Duessel, Certified Public Accountants, was engaged to conduct the single audit according to Office of Management and Budget Circular A-133 for the year ended June 30, 2017.

The audit confirms the College's practices and procedures for the use of Federal funds and contains no findings related to internal compliance controls. Therefore, be it

RESOLVED, that the Board of Trustees accepts the Annual Financial Report (single audit) of Federal financial assistance programs for the year ending June 30, 2017.

12. Proposed Resolution: Academic Program Approval –Addiction and Chemical Dependency
Moved by Donna Horgan and seconded by Michael Scibinico, the Board approved the Addiction and Chemical Dependency Program

RESOLUTION NO: 17-052
APPROVAL OF ACADEMIC PROGRAM – ADDICTION AND CHEMICAL DEPENDENCY

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 programs:

- Lower Division Certificate (LDC) in Addictions and Chemical Dependency
- Associate of Arts (AA) in Addictions and Chemical Dependency

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.

13. Proposed Resolution: Academic Program Approval- Public Health – Healthcare Professionals - Moved by Michael Scibinico and seconded by Donna Horgan, the Board approved the Academic Program – Public Health - Healthcare

RESOLUTION NO: 17-053
APPROVAL OF ACADEMIC PROGRAM PUBLIC HEALTH, HEALTHCARE

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 programs:

- Lower Division Certificate (LDC) in Public Health – Health Care Professionals
- Lower Division Certificate (LDC) in Health Navigator (Public Health Generalist)
- Lower Division Certificate (LDC) in Addictions and Chemical Dependency
- Associate of Arts (AA) in Addictions and Chemical Dependency

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: Document Imaging Services – Moved by Kathy Kunda and seconded by Mark Mortenson, the Board approved the Document Imaging Services.

RESOLUTION NO: 17-054
APPROVAL OF DOCUMENT IMAGING SERVICES

In November 2013, Cecil College entered into a lease agreement for Document Imaging Services (Department Copier/Fax/Scan Devices and Duplication Center Equipment) with Delmarva Document Solutions (Xerox). The equipment lease and maintenance agreement expires December 31, 2017.

A formal Request for Proposal (RFP) process is not required since the College is able to utilize any of the document imaging vendors with active Maryland State Contracts. In order to determine the best vendor for the College, each copier vendor with an approved Maryland State Contract received a Request for Interest from the College. Multiple companies responded and the committee shortlisted to the following three (3) vendors for further consideration:

Canon Solutions America, Inc., Wilmington, DE (Canon),
Centric Business Systems, Owings Mills, MD (Sharp, Ricoh),
Delmarva Document Solutions, Elkton, MD (Xerox),

A college-wide committee, consisting of 12 members, was formed to select the Maryland State Contract copier vendor that best meets the College's needs. The proposals were reviewed and evaluated by the committee who ranked the vendors according to the criteria established by the College. The companies were evaluated based on their Company Profile, Technical Compliance and Support, Equipment and Services, Presentation, References, Site Visit Equipment Demonstrations and Cost Proposal.

The evaluation committee is recommending that the Document Imaging Services proposal from Centric Business Systems (Sharp), be accepted. The details of this recommendation have been reviewed by the Manager of Procurement and the Vice President of Finance. The President concurs with the recommendation, therefore be it

RESOLVED, that the Board of Trustees of Cecil College authorizes the College administration to enter into a lease agreement with Centric Business Systems (Sharp) for Document Imaging Services beginning January 1, 2018 for a period of four (4) years at an estimated total cost of \$306,192.

15. ACCT Report – Donna Horgan, Kathy Kunda and Michael Scibinico attended the ACCT Conference in Las Vegas at the end of September.

Donna Horgan reported there were three items she was most interested.

1. Free Community College to qualified students, the lack of a skilled workforce is the biggest challenged faced by employers. We need to collaborate with industry to provide job training. There is a grant program at the US Department of Labor that would support job-training partnerships with industry. Washington will rely on Community Colleges to meet its goals for workforce development and job creation.
2. The Pell Grant program currently has a \$10 billion dollar surplus and benefits from previous cuts need to be regained. Year round Pell has been restored. Increase the maximum number of semesters from twelve to fourteen to help ensure community college students who transfer to a four-year institution do not run out of benefits before they earn their Bachelor's Degree. Develop Pell Grant flexibility to help students graduate more quickly.
3. College completion and student success, more than 31 million students over the past two decades have enrolled in college and left before earning any credentials. Thirty-five percent exclusively attended two-year colleges leaving us faced with how to do more with less to assist with completion.

Kathy Kunda – Attended sessions related to STEM, partnerships, dual graduation, etc. but felt that Cecil is so far, ahead of what was heard at the session. Cecil is more proactive than reactive. Ms. Kunda was interested in the Minnesota program regarding awarding credit to their Veterans. They track Veterans from signing to coming home from deployments. The training they get can be transferred to community colleges awarding students up to twenty-five credits.

Michael Scibinico – Good conference. Michael attended a session regarding legal representation in Washington. The bottom line is students are needy and immature in many

areas of the country. He felt much of the information that was being discussed does not happen in Cecil County. Mr. Scibinico also attended a session on how to be a good Trustee.

16. Old Business/New Business

Old Business - None

New Business

- Ms. Colenda thanked the Trustees who attended the ACCT Conference in Las Vegas.
- Ms. Colenda informed the Trustees that Donna Horgan, Dr. Bolt and herself would be attending the MACC Board meeting in Annapolis on October 25, 2017.
- Ms. Colenda reminded the Trustees of the date for the MACC Conference for Trustees. The conference will be held on January 22, 2018 in Annapolis. There will be breakout sessions with opportunities to talk to other Trustees from Maryland Community Colleges. After the conference is over, a reception with representatives and local delegation will be held where Trustees can meet and discuss pertinent matters one on one.
- Ms. Colenda reminded the Trustees there will be no meeting in November and the meeting in December will be early on December 7, 2017.
- Adam Kamras, Marketing has left Cecil College and will be working at University of Delaware. We wish him all the best.
- Donna Horgan mentioned that Harry Lenderman's brother passed away.

Close Regular Session – Moved by Mark Mortenson and seconded by Michael Scibinico.

- a. Next Regular Session will be held on Thursday, December 7, 2017 beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. Moved by Mark Mortenson, seconded by Michael Scibinico, and approved.
- b. A motion to adjourn the regular session was made by Donna Horgan and seconded by Cydney T. Teal and was approved.
- c. A motion was made by Mark Mortenson and seconded by Michael Scibinico to go into Executive Session.

17. The regular meeting adjourned at 4:55 p.m.

18. The closed session meeting was brought to order at 5:00 p.m. under General Provisions Article § 3-305(b), only:

(7)To consult with counsel to obtain legal advice on a legal matter

Board of Trustee Meeting

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October 23, 2017

Individuals present at closed session: Sarah W. Colenda, Chair, Donna Horgan, Vice Chair, Raymond Hamm, Mark Mortenson, Dr. Cydney Teal, Kathy Kunda, Michael Scibinico, and Dr. Mary Way Bolt.

The closed session meeting was adjourned at 5:20 p.m.

CECIL COLLEGE
CCPS JOINT BOARD MEETING
MINUTES
October 23, 2017

Present: Cecil College

Present were Chair Sarah W. Colenda, Vice Chair Donna Horgan, Board Member; Dr. Cydney Teal, Board Member Raymond Hamm, Board Member; Mark Mortenson, Board Member; Michael J. Scibinico, Board Member; Ms. Kathleen Kunda, Board Member, Dr. Mary Way Bolt, President of the College; Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management; Daniel Thompson, Vice President of Finance; Dr. Christy Dryer, Vice President of Academic Programs; Colleen Cashill, Executive Director of Human Resources and Professional Development; Chris Ann Szep, Vice President of Community and Government Relations and College Advancement; Peter Shoudy, CIO and Sherry Pistor, Executive Assistant to the President. Also in attendance were Cecil Whig, Jessica Iannetta; and William DeFreitas and County Executive Alan McCarthy. Present from Cecil College: Cindy Mishoe and Diena Gischel.

Present: CCPS

Dr. D'Ette Devine, Superintendent of Cecil County Public Schools, Dr. Carolyn Tiegland, Associate Superintendent for Administrative Services; Dr. Jeffrey Lawson, Associate Superintendent for Education Services, Mr. Thomas Kappra, Chief Financial Officer; Ms. Georgia Clark, Executive Director for Elementary School Education; Dr. R. Joseph Buckley, Executive Director for Middle School Education; Ms. Anne Gellrich, Executive Director for High School Education; Mr. Perry Willis, Executive Director for Support Services; Ms. Elizabeth Orr, Assistant in Administration to Superintendent & Board of Education. Present from Board of Education of Cecil County; Ms. Dawn Branch, President; Ms. Wendy Wintersgill, Vice President; Mr. James Fazzino, Member; Mr. William Malesh, Member; Mr. William Manlove, Member; Mr. Grant Handley, Student Member of the Board.

Chairwoman Sarah W. Colenda welcomed Cecil County Public Schools and Cecil College to the joint meeting. Mrs. Colenda expressed that Cecil College appreciates working with the Cecil County Public Schools and the partnership that is shared between the two.

Ms. Dawn Branch, President of the Cecil County Board of Education welcomed everyone to the meeting and is looking forward to further collaborations with Cecil College.

Dr. Mary Way Bolt, President of Cecil College thanked everyone for their support and the collective work of both institutions for working together to make our county education stronger. Dr. Bolt said a notable item of CCPS and Cecil College working closely together is the possibility of a pilot program where high school students can enter into college courses early.

Dr. D'Ette Devine, Superintendent of Cecil County Public Schools welcomed everyone to the meeting and was very happy to report that graduation rates in Cecil County are rising.

Ms. Anne Gellrich, Dr. Christy Dryer and Dr. Kimberly Joyce reviewed the CCPS and Cecil College Collaboration "Creating Opportunities for Students in Cecil County". Students can earn college credits while in high school with dual enrollment. The Early College Academy (ECA)

enrolls students in grades 9-12. Students are guided through seminars and individualized advising to help them build academic skills. Successful students complete high school with a high school diploma and an Associate of Arts degrees in General Studies from Cecil College. Currently there are ninety-four students from Oxford school district and eleven homeschoolers in the program. The first Oxford cohort graduates this year and Cecil is helping them apply to four-year institutions. Cecil has hundreds of transfer course/program agreements in addition to ECA articulations ensuring Junior status.

Transportation, distribution and logistics are growing fields in Cecil County and creates a credential stacking opportunity for Cecil County Public School (CCPS) students enrolled at Cecil County School of Technology (CCTS). There are eighteen certificate programs embedded into the high school curriculum. A Certificate is embedded in an Associate degree for academic progression upon completion of high school and increases employability and opportunities for students.

Cecil College is re-designing Computer Science and Cybersecurity degrees and certificates. Cecil faculty will be reaching out to CCPS counterparts. An application will be submitted in spring 2018 to have Cecil College designated as a Center of Academic Excellence in Cyber Defense (CAE2Y)

Mrs. Colenda thanked everyone for attending the joint meeting and expressed that Cecil College looks forward to the next joint meeting in 2018.

Adjournment – The meeting adjourned at 6:30 pm.

Cecil County Public Schools will host the next joint board meeting, October 2018.