

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, September 27, 2018
Regular Session: 4:00 p.m. – EMB 213

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of August 30, 2018 Minutes
- 4) Auditors – Maher Duessel Certified Public Accountants – Ms. Lisa Ritter
- 5) Academic Senate Report – Dr. Ebony Roper
- 6) President’s Report - Dr. Mary Way Bolt
- 7) 2018 Institutional Performance Accountability Report – Dr. Mary Way Bolt
- 8) Financial Report – Mr. Craig Whiteford
- *9) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- *10) Proposed Resolution: Investment Policy Statement – Mr. Craig Whiteford
- *11) Proposed Resolution: Academic Programs: Approval for Associate of Science in Geosciences with Concentrations in Geology, Meteorology, and Ocean Studies – Dr. Christy Dryer
- *12) Proposed Resolution: Bereavement Policy – Colleen Cashill
- 13) Academic Programs Presentation – Math Development re-design and First in the World grant -Kim Sheppard
- 14) Old Business/New Business
 - *a. New Meeting, Joint Board Meeting with Cecil County Public School. Monday, October 22, 2018
 - *b. 5:00 p.m. Dinner – Cecil County School of Technology
 - *c. 6:00 pm. Joint Meeting with Cecil County Public Schools – Cecil County School of Technology
- 15) Adjournment

* Requires Board Action

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

September 27, 2018

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

- 1) Roll Call: Present - Donna Horgan, Vice Chair, Mark Mortenson, Raymond Hamm, Kathleen Kunda, and Dr. Cydney Teal. Absent: Michael Scibinico. 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, Colleen Cashill, Director of Human Resources and Craig Whiteford, Controller. Absent: Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, and Daniel Thompson, Vice President of Finance.
- 2) Approval of Agenda – On motion of Mark Mortenson, seconded by Raymond Hamm, the agenda for the meeting was approved.
- 3) Approval of August 30, 2018 Meeting Minutes – On motion of Donna Horgan, seconded by Raymond Hamm, the minutes of August 30, 2018, were approved as written.
- 4) Auditors – Maher Dussel Certified Public Accountants – Moved by Raymond Hamm and seconded by Kathleen Kunda, the reports submitted by Maher Dussel Certified Public Accounts were approved as presented.

Ms. Lisa Ritter reviewed financial statements and the single audit report with the Trustees. Maher Duessel has the responsibility to express opinions about whether the financial statements prepared by management are in conformity with accounting principles generally accepted in the United States.

- 5) Academic Senate Report – Dr. Ebony Roper reported the Senate met in September for the first time this semester. Goals were set and they continue to work on communication with faculty for participation in fund raisers that promote education. Senate will work on how they create policies so they are clear and easy to find. They will be reviewing a few policies that will come to the board soon.
- 6) President’s Report – The Cecil County Economic Commission met on the North East campus. Dr. Bolt is a member of the Workforce Development subcommittee and explained the meeting was to align goals with the county priorities.

Dr. Bolt attended the Sheeler’s Field Day and Appreciation Dinner at the Sheeler farm and the Local Management Board meeting.

Dr. Bolt met with the new superintendent of Cecil County Public Schools, Dr. Jeff Lawson. Meetings between Dr. Bolt and Dr. Lawson occur every other month to discuss educational issues and opportunities at CCPS and Cecil College. Dr. Lawson is looking forward to lively discussions

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at the joint board meeting and is happy to provide information in advance of the meeting.

The Foundation Scholarship breakfast was well attended. Dr. Bolt thanked speaker, Mr. Raymond “Chick” Hamm as well as donors and students.

The Little Black Dress was an amazing opportunity to raise money for scholarships and the event was sold out. Dr. Bolt thanked all of the volunteers and participants for making it a great evening.

The Cecil College’s Multicultural Student Services Advisory Board met and Dr. Bolt provided a welcome. Sharon Pelham was welcomed as the new president and she has many ideas for this upcoming year.

Dr. Bolt participated in the Northern Maryland Technical Council meeting. She and several staff members attended NMTC’s World of Wine fundraiser in support of STEM education.

A RAMP-MD board meeting was held and Dr. Bolt participated in the meeting. The group advances additive manufacturing also known as 3D printing.

Cecil College hosted the Maryland Community College President’s meeting on the North East campus.

Cecil Fest was an outstanding event with over 400 guests visiting the campus. Dr. Bolt said a big thank you to all the staff and faculty volunteers. Every department was well represented.

Milburn Stone Theater hosted their 2019 Season unveiling with over 125 guests in attendance.

Dr. Bolt attended the Gold Star Mother’s and Family’s event with guest speaker Dr. Jill Biden. Major General Randy Taylor was very appreciative of the college’s support. They had their largest turnout in excess of 300 participants.

Congressman Harris visited Clene Nanomedicine and Operative Experience and Dr. Bolt was invited to the event along with the Economic Development office and County Executive.

- 7) 2018 Institutional Performance Accountability Report - Motion to approve made by Mark Mortenson, seconded by Kathleen Kunda. The 2018 Institutional Performance Accountability Report was approved.

Dr. Bolt reviewed the 2018 Institutional Performance Accountability Report including the State Plan Goals. Cecil College’s Strategic Plan provides the foundation of the College’s planning activities and serves as the primary guide for the development of funding priorities. The College’s Strategic Plan focuses on student academic achievement and completion, fostering a dynamic learning environment, stimulating resource development that prompts student success, and expanding community alliances.

- 8) Financial Report – Mr. Craig Whiteford presented the Financial Report as of August 31, 2018. Actual revenue verses budget: Revenue is down 5.89% or \$567,000 including prior year encumbrances. Current revenues are down 2.35% without encumbrances. Under performance in credit tuition is partially offset by favorable non-credit tuition.

Cecil will begin year end projections beginning in the second quarter.

Actual expenses versus budget is currently favorable to budget. There are two large invoices unpaid in the month as not received from entities. Expense results would still be favorable had they been paid during August. The related timing should begin to smooth over the next few months. Budget to actual variances should balance due to using averages to construct percentages for budget.

Working capital as of August 31 was \$3,465,000 versus projected \$3,448,000. This is \$17,000 or essentially equal to forecast. At this point, there are not forecasted cash flow issues through the remainder of the fiscal year.

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

RESOLUTION NO: 18-044
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: Maurice Tyler
Position: Chief Information Officer
Salary Grade: 19
Division: Executive Management
Category: Exempt
Effective: September 4, 2018

SEPARATIONS/RESIGNATIONS

Name: Dallas Herbert
Position: Special Police Officer
Salary Grade: 11
Division: Public Safety
Category: Non- Exempt
Effective: September 7, 2018

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

- 10) Proposed Resolution – Investment Policy Statement – Moved by Mark Mortenson, seconded by Donna Horgan, the Board of Trustees approved the Resolution for the Investment Policy Statement.

RESOLUTION NO: 18-045
APPROVAL OF INVESTMENT POLICY STATEMENT

The Board of Trustees, pursuant to Md. EDUCATION Code Ann. §16-103 shall exercise general control over the community college, keep separate records and minutes, and adopt reasonable rules, regulations, or bylaws. Pursuant to Md. STATE FINANCE AND PROCUREMENT Code Ann. §6-222, the Board of Trustees of Cecil College shall invest public funds in a manner which will provide the highest investment return with the maximum security and liquidity while meeting the daily cash flow demands of the College and conforming to local statutes governing the investment of public funds.

Upon review, recommendations have been made to update the appropriate code citations, and incorporate revised language therein; to clarify the language defining yield; to more clearly establish the citations for delegation of authority; to insert “Vice President of Finance” in lieu of “business officer”; to clarify and update the language associated with collateralization; and, to eliminate an annual reporting requirement to the State Treasurer that had been removed by legislation.

The Vice President of Finance, the College Management Team and the President have reviewed the recommendations and concur, therefore be it

RESOLVED, that the Board of Trustees approves the Investment Policy effective September 27, 2018.

- 11) Proposed Resolution – Academic Programs: Approval for Associate of Science in Geosciences with Concentrations in Geology, Meteorology, and Ocean Studies. Moved by Raymond Hamm, seconded by Kathleen Kunda, the Board of Trustees approved the Associate of Science in Geosciences with Concentrations in Geology, Meteorology, and Ocean Studies.

RESOLUTION NO: 18-046
APPROVAL OF ASSOCIATE OF SCIENCE IN GEOSCIENCES WITH CONCENTRATIONS IN GEOLOGY, METEOROLOGY, AND OCEAN 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 Science in Geosciences with Concentrations in Geology, Meteorology, and Ocean 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.

- 12) Proposed Resolution – Bereavement Policy – Moved by Donna Horgan, seconded by Kathleen Kunda, the Board of Trustees approved the Bereavement Policy.

RESOLUTION NO: 18-047
APPROVAL OF BEREAVEMENT POLICY

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

All full-time employees are entitled to leave with pay consistent with this policy. All full-time employees shall be entitled to leave with pay for a maximum of five (5) workdays in the case of death in the immediate family. Immediate family is defined as spouse, child, step-child, parent, parent-in-law, legal guardian(s), grandparent, grandchild, brother, sister, or any other related person living in an employee's household.

All full-time employees shall be entitled to leave with pay for a maximum of three (3) workdays in the case of death of a great-grandparent, uncle, aunt, niece, nephew, sister-in-law, or brother-in-law.

Part time employees are not eligible for Bereavement Leave.

The proposed Bereavement Leave Policy has been reviewed and approved by the College Management Team, the President of the College, and legal counsel. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the attached Bereavement Leave Policy to become effective October 1, 2018.

- 13) Academic Programs Presentation – Math Development re-design and First in the World grant
Kim Sheppard, faculty in the Mathematics and Engineering Department reviewed a presentation on the Math Development redesign. Kim highlighted Barb Morton, Coordinator of Skills Assessment, Testing & Math Tutoring as receiving a Rising Star Award through Northeastern Maryland Technology Council (NMTC) for her outstanding work on Cecil's Developmental Math Sequence.

Kim also explained how it was possible for students to save on textbooks in Statistics, Precalculus and Discrete Structures.

Over 40 Mathematics students participated in STEM Nights last year. Posters were created by Calculus and Differential Equations students and 3D Goblets were designed and created by Calculus students. In Fall 2018 the STEM Night will take place on December 7th from 4:00 p.m. to 6:00 p.m.

14) Old Business/New Business

Old Business

- Sarah Colenda congratulated and thanked everyone involved with The Little Black Dress event. Between \$14,000 and \$18,000 was raised towards scholarship.
- Mark Mortenson said he attended Cecil Fest and it was beyond what he could have imagined. He said the planning was spectacular and saw so much commitment from staff and faculty. The engagement and thought and interaction with the community members was fantastic. Mark gave kudos to everyone and said he couldn't imagine anything better. Ms. Colenda said Dr. Bolt and her staff do a wonderful job.

New Business

- Ms. Colenda reminded the Trustees of the joint meeting with Cecil County Public Schools (CCPS). The joint meeting takes place on Monday, October 22, 2018. The meeting will begin at 4 pm at the School of Technology. Dinner will be at 5:00 pm with the joint meeting to begin at 5:30 pm. Ms. Colenda asked Trustees to send her any questions they may have for Dr. Jeffery Lawson, CCPS Superintendent.
- Ms. Colenda reminded the Trustees to contact her if there is ever a time they need someone at the college to provide more information on something. An abbreviated work session will be held before the regular meeting to go over the information. The work sessions will be brief and to the point.
- Trustees were asked to keep bringing food to the food pantry on campus. Donation items needed are food items to take home and cook. Student Services prepares care boxes for students to take home.

Close Regular Session

- a. Next Regular Session will be held on Monday, October 22, 2018. This meeting is the joint meeting with Cecil County Public Schools beginning at 4:00 p.m. at the School of Technology. Moved by Kathleen Kunda, seconded by Raymond Hamm, and approved.

- 15) Adjournment - The regular meeting adjourned at 5:35 p.m. Moved by Mark Mortenson and seconded by Dr. Cydney Teal.

16) Closed Session:

1. **Recorded vote to close the meeting:** The meeting was called to order at 5:40 p.m. in the Engineering and Math building, Room 213 on September 27, 2018. Motion to close meeting made by: Kathleen Kunda; Seconded by Raymond Hamm: Members in favor: Sarah W. Colenda, Kathleen Kunda, Raymond Hamm, Mark Mortenson, Donna Horgan, Dr. Cydney T. Teal. Abstaining: None; Absent: Michael Scibinico.
2. **Citation of statutory authority to close session:** This meeting is being closed under General Provisions Article § 3-305(b), only:

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Pursuant to the Annotated Code of Maryland, General Provisions Article §3-305 (b) (4) to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.

3. **Disclosure of the topics to be discussed, for each citation:**
§ 3-305(b) (4) topics: To consider a matter that concerns the proposed for a business or industrial organization to locate, expand, or remain in the State.
4. **For topic listed in #2, disclosure of the reason for discussing it in closed session rather than in open session:** to discuss concerns for a business to remain in the State
5. **This statement is made by Sarah W. Colenda, Presiding Officer.**

The closed session meeting was adjourned at 6:00 p.m.