

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, February 23, 2017
Regular Session: 3:00 pm – EMB 213

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) a. Approval of January 26, 2017 Meeting Minutes
b. Approval of February 2, 2017 Executive Session Minutes
CLOSED SESSION: Pursuant to the Maryland Annotated Code, State Government, 3-305(b) (1) (8)
- 4) President's Report - Dr. Mary Bolt
- 5) Financial Report – Mr. Daniel Thompson
- *6) Proposed Resolution: Approval of Annual Operating and Minor Capital Budget for Fiscal Year 2018-2019 – Mr. Daniel Thompson
- *7) Proposed Resolution: Public Address System Expansion Sole Source Procurement – Mr. Daniel Thompson
- *8) Proposed Resolution: Personnel Items – Dr. Mary Bolt
- *9) Proposed Resolution: Additional Paid Holidays - Dr. Mary Bolt
- *10) Proposed Resolution: Academic Calendar 2018-2019 – Dr. Christy Dryer
- *11) Proposed Resolution: Academic Program Approval – Dr. Christy Dryer
- 12) Old Business/New Business

*a. Regular Session: Thursday, March 30, 2017 at 4:00 p.m., EMB 213
- 13) Adjournment

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

February 23, 2017

Chairwoman Sarah Colenda called the regular session to order at 3:00 p.m.

- 1) Roll Call: Present: Chair Sarah Colenda, Vice Chair, Donna Horgan, Trustees, Raymond Hamm, Mark Mortenson, Michael Scibinico, Dr. Cydney Teal and Kathleen Kunda. Also present were Dr. Mary Way Bolt, President of Cecil College, Dr. Diane Lane, Vice President of Student Services and Institutional Effectiveness; Dr. Christy Dryer, Vice President of Academic Programs, 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) a.) Approval of January 26, 2017, Meeting Minutes – On motion of Raymond Hamm, seconded by Donna Horgan, the minutes of January 26, 2017, were approved as written.

b.) Approval of February 2, 2017, Executive Session Minutes – On the motion of Raymond Hamm, seconded by Kathleen Kunda, the minutes of February 2, 2017, were approved as written.
- 4.) President’s Report – Dr. Mary Way Bolt presented the President’s Report. Dr. Bolt attended the grand opening of The Gallery at 122 Main Street. The college continues to participate with Elkton to support the arts. The College has continued its commitment to the Career Blast program. Representatives have already visited the students and parents at five of our six middle schools and presented information about college affordability and the impact of a college education on income and employability. To date, 284 individuals have participated in these sessions and the final presentation is scheduled for next week. The college hosted the spring Information Night earlier this month and showcased our programs and services to 90 guests. The majority of the participants were twelfth-grade students and their parents. Dr. Bolt participated in a full complement of activities celebrating Black History month and had a full day in support of Student Advocacy Day in Annapolis. Our students were outstanding and they met the Cecil County Delegation. Thank you to Donna Horgan as she watches out for our students. They had their photo take with Senators Miller, Hershey, and Norman. A fabulous group attended the Socrates Society event held in the Milburn Stone Theater. Dr. Bolt participated in the Citizen Input to the county budget and had an inspirational student speaker, Jammi Larson. Cecil College was represented at District 35 Legislative reception in Annapolis and the reception for Chris Moyer, Director of the Cecil County Economic Development.

- 5) Financial Report – Daniel Thompson provided a financial report through January 31, 2017. Overall revenue was \$18.2 million, which is ½ percent ahead of budget and represents 74 percent of our annual budget. Both credit and non-credit tuitions are up slightly. Net of our other income and investment income are down slightly. Year-to-date expected to be flat, \$30-50K above our annual budget which is less than 1percent of revenue Expenses in January have changed due to the FICA taxes being rolled up into the salary lines and not held in administration, they are being distributed out to better allocate costs across the college. At the end of January the year to date actual expenses were \$13.2 million versus \$12.4 million last year and a budget of \$14.2 million. They are running about 8 percent ahead of schedule.
- 6) Proposed Resolution – Approval of Annual Operating and Minor Capital Budget for Fiscal Year 2018-2019 – Moved by Mark Mortenson and seconded by Raymond Hamm, the Board approved the Annual Operating and Minor Capital Budget for Fiscal Year 2018-2019.

RESOLUTION NO: 17-003

ANNUAL OPERATING AND MINOR CAPITAL BUDGET FOR FISCAL YEAR 2018-2019

According to Md. EDUCATION Code Ann. § 16-301 the Board of Trustees of each community college is required to prepare and submit an operating budget, a capital budget, and if required by local law, charter or regulation, a long-term capital improvement program for submission to the County governing body. The proposed Operating, Minor Capital Budget, and Capital Improvement Program for fiscal year 2017-2018 have been prepared by the administration of the College with faculty and staff participation.

The proposed Operating and Minor Capital Budget Request for Fiscal Year 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 premium, salary increases for faculty and staff, funding for faculty rank promotions or staff reclassifications, 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 includes 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.

- 7) Proposed Resolution – Public Address System Expansion Sole Source Procurement - Moved by Raymond Hamm and seconded by Michael Scibinico, the Board approved the Public Address System Expansion Sole Source Procurement as presented.

RESOLUTION NO: 17-004

PUBLIC ADDRESS SYSTEM EXPANSION SOLE SOURCE PROCUREMENT

Cecil College is seeking the installation and programming of a mass notification Public Address System Expansion in the following buildings: Arts and Sciences, Technology Center, Community Cultural Center and Elkton Station. Currently, Public Safety has the capability of activating a Public Address System, via two-way radio, during emergency situations in the PE and Engineering & Math buildings. Cecil College is currently equipped with Harris Momentum Radios. These radios contain frequencies which allow the College to communicate with county law enforcement, a mass notification siren system and our Public Address Systems installed in the PE and Engineering and Math buildings. The Public Address System that is installed in other College buildings will need to have frequencies programmed into the same radios, which can be accessed by simply dialing the channel selector to the desired building. The Public Address Systems in the PE and Engineering & Math buildings were installed and are maintained by Patriot Communications. Patriot Communications also provides the College with radios, hardware, and technical support and have the capability of programming the radios to required frequencies for talk groups and Public Address System networking.

The Director of Public Safety and the Manager of Procurement have determined that the installation and programming of the mass notification Public Address System Expansion is a sole source procurement. The total cost of the Public Address System Expansion is \$34,992. Funding is available through the Minor Capital Projects from the County. The VP of Finance and the President concur with this recommendation. Now, therefore be it;

RESOLVED that the Board of Trustees authorizes the purchase of the Public Address System for a total of \$34,992 from Patriot Communications.

- 8) Proposed Resolution – Personnel Items. Moved by Michael Scibinico, and seconded by Mark Mortenson, the Board approved the Personnel Items as presented.

RESOLUTION NO: 17-005
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: Ruby Carey
Position: Administrative Assistant I
Salary Grade: 11
Division: Academic Programs
Category: Non-Exempt
Effective: February 13th, 2017

SEPARATIONS/RESIGNATIONS – Full-Time Staff

Name: Lindsay Ellis
Position: Manager, Costume Shop
Salary Grade: 8
Division: Institutional Advancement
Category: Non-Exempt
Effective: February 24th, 2017

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

- 9) Proposed Resolution- Additional Paid Holidays. Moved by Dr. Cydney Teal, and seconded by, Raymond Hamm, the Board approved the Additional Paid Holidays.

RESOLUTION NO: 17-006
ADDITIONAL PAID HOLIDAYS

Pursuant to Md. Education Code Ann.§16-103 the Annotated Code of Maryland, the Board of Trustee has the authority to establish benefits for College employees. College employees currently receive 12 paid holidays per year.

In response to the economic challenges affecting our employees, the president is recommending one temporary annual leave day for December 24, 2018, and the temporary addition of two personal days to be used during the week of July 4, 2019. Employees would

use two of their existing personal days during the week of July 4, 2019. These paid holidays allow the college to close for the week of December 24, 2018, and the week of July 4, 2019, thus saving utility costs.

The College administration supports the addition of one temporary annual leave day, two temporary personal days and two paid holidays for fiscal year 2019, therefore, be it

RESOLVED, that the Board of Trustees approves the addition of one temporary annual leave day, two temporary personal days and two paid holidays during the July 4th week as noted above for Fiscal Year 2019 for all full-time staff.

- 10) Proposed Resolution- Academic Calendar 2018-2019 – Moved by Dr. Cydney Teal, and seconded by, Mark Mortenson, the Board approved the Academic Calendar 2018-2019

RESOLUTION NO: 17-007
ACADEMIC CALENDAR 2018-2019

The Board of Trustees has the authority to establish the College Calendar each academic year.

The Vice President of Academic Programs, in consultation with College staff, has developed a recommended calendar for Academic Year 2018-2019 and the College Management Team and Faculty Senate have carefully reviewed the schedule. The Vice President of Academic Programs has certified that the recommended calendar meets the minimum hours of credit instruction as established by the Maryland Higher Education Commission (MHEC).

The President has accepted the calendar as proposed and recommends it for adoption by the Board of Trustees, therefore, be it

RESOLVED, that the proposed calendar is adopted as the official calendar for academic year 2018-2019.

- 11) Proposed Resolution: Academic Program Approval – Moved by Raymond Hamm, and seconded by Donna Horgan, the Board approved the Academic Program.

RESOLUTION NO: 17-008
ACADEMIC PROGRAM

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:

- Associate of Arts Ceramics
- Associate of Arts Drawing and Painting
- Associate of Arts Graphic Design
- Associate of Fine Arts Art and Design with Areas of Concentration in Art History, Ceramics and Sculpture, Drawing and Painting, Graphic Design, Interactive and Motion Arts, Photography and Digital Arts, and Studio Arts
- Associate of Fine Arts Performing Arts with Areas of Concentration in Music, Theatre, and Live Arts
- Associate of Science Chemistry
- Certificate Transportation & Logistics – Commercial Transportation

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 program and recommends that the College proceed with the process of obtaining approval from the Maryland Higher Education Commission.

12) Old Business - None

13) New Business

- a. Regular Session – Moved by Mark Mortenson and seconded by Dr. Cydney Teal, the next regular session of the Board of Trustees will be held on Thursday, March 30, 2017, in the Engineering and Math Building, Room 213.

14) Adjournment – A motion to adjourn was moved by Donna Horgan, seconded by Dr. Cydney Teal. The meeting was adjourned at 3:29 p.m.

CECIL COLLEGE

BOARD OF TRUSTEES

MINUTES

February 2, 2017

Sarah Colenda called the regular session to order at 6:00 p.m.

- 1) Roll Call: Present: Chair Sarah Colenda, Trustees, Raymond Hamm, Michael Scibinico, Dr. Cydney Teal and Kathleen Kunda Mark Mortenson via phone. Donna Horgan absent. Also present were Dr. Mary Way Bolt, President of Cecil College
- 2) On motion by Raymond Hamm; seconded by Cydney Teal; and carried unanimously, the Trustees moved to convene a closed session.

Pursuant to the Annotated Code of Maryland, General Provisions Article § 3-305 (b)(1) and (8) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals and to consult with staff, consultants, or other individuals about pending or potential litigation.

- 3) Closed Session:
The meeting was called to order at 6:02 p.m. Present were Chair Sarah Colenda, Vice Chair Donna Horgan (arrived at 6:10 p.m.), Trustees, Raymond Hamm, Michael Scibinico, Kathleen Kunda and Dr. Cydney Teal. Mark Mortenson via phone. Also present was Dr. Mary Way Bolt, President of Cecil College. Personnel matters and potential litigation were discussed. The executive session was adjourned at 7:30 pm with a motion by Raymond Hamm, seconded by Cydney Teal.