

CECIL COLLEGE  
BOARD OF TRUSTEES MEETING

Thursday, January 26, 2017

Executive Session: 3:30 pm – EMB 213

Regular Session: 4:00 p.m. – EMB 213

**A G E N D A**

- 1) Roll Call
  - \* 2) Approval of Agenda
  - \* 3) Approval of December 8, 2016 Meeting Minutes
  - 4) Student Life Report – Madison Seymour
  - 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report– Ms. Sondra McKeever
  - 6) President’s Report - Dr. Mary Bolt
  - 7) Financial Report – Mr. Daniel Thompson
  - 8) Investment Report – Mr. Daniel Thompson
  - \* 9) Proposed Resolution: Personnel Items – Dr. Mary Bolt
  - \*10) Proposed Resolution: Acceptance of Maryland Clinical Simulation Resource Consortium – Dr. Christy Dryer
  - 11) Enrollment Update: Dr. Diane Lane
  - 12) Nursing Program Update: Dr. Roxanne Rash
  - 13) Old Business/New Business
- \*a. Executive Session: Thursday, February 23, 2017 at 3:00 p.m., EMB 213.
- CLOSED SESSION: Pursuant to the Maryland Annotated Code, State Government, 10-508(a) (7) to consult with counsel to obtain legal advice on legal matters.*
- \*b. Regular Session: Thursday, February 23, 2017 at 3:00 p.m., EMB 213.
- 14) Adjournment

\* Requires Board Action

CECIL COLLEGE  
BOARD OF TRUSTEES

MINUTES  
January 26, 2017

Closed Session:

The Board met in executive session. The meeting was called to order at 3:30 p.m. Present were Chair Sarah Colenda, Vice Chair Donna Horgan, Trustees, Raymond Hamm, Mark Mortenson, Michael Scibinico, and Dr. Cydney Teal. Also present was Dr. Mary Way Bolt, President of Cecil College. Personnel matters and contracts were discussed. The executive session was adjourned at 4:30 pm with a motion by Mark Mortenson, seconded by Raymond Hamm.

Sarah Colenda called the regular session to order at 4:35 p.m.

- 1) Roll Call: Present: Chair Sarah Colenda, Vice Chair, Donna Horgan, Trustees, Raymond Hamm, Mark Mortenson, Michael Scibinico, and Dr. Cydney Teal. Kathleen Kunda was absent. 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 Donna Horgan, seconded by Mark Mortenson, the agenda for the meeting was approved.
- 3) Approval of December 8, 2016 Meeting Minutes – On motion of Mark Mortenson, seconded by Donna Horgan, the minutes of December 8, 2016, were approved as written.
- 4) Student Life Report – Madison Seymour provided a student life report. She is a 2<sup>nd</sup> year social major and also works in Student Life as an assistant in the work study program. Many things are going on in the Student Life office since the last meeting. Over the holiday break the office was painted a vibrant gold and green and furniture was rearranged to provide a larger space. A charging station and Zen Den for privacy was also set up. Seventeen students went to Bear Creek mountain for skiing and there were no injuries. Student orientation was held on January 12, there were 25 students and family members. The Spring semester kicked off with hot chocolate and resource tables. There was a Cecil Celebrity table with our own Dr. Bolt and Dr. Dryer. Eight students and staff are mentoring at Bay View Elementary. This week was reorganizing week for clubs. Spring Club day is February 9<sup>th</sup>. The multicultural student services held the Martin Luther King celebration. Judge and former Cecil Trustee, Will Davis gave the keynote address. Student Leadership council is sponsoring a blood drive on February 14<sup>th</sup> and online sign up is available. February 27<sup>th</sup> IT will hold its annual computer sale; proceeds go to the Foundation. March 7<sup>th</sup> showing film Anonymous People.

- 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report – Ms. Sondra McKeever, vice-president of the Classified Staff Organization, reported on behalf of both the Administrative Professional Organization (APO) and the Classified Staff Organization (CSO). Sondra reported for Ashley Biasucci who is out on leave, Ashley will return in February. The CSO held their Christmas luncheon on December 9<sup>th</sup> at the Olive Garden. The Annual All College Day raffle was very successful. There were 26 donations this year and netted \$750. The parking space was raffled off and Colleen Cashill was the parking space winner for \$250. There is no January meeting but will next meet in February. APO has no updates and plan to meet on February 9<sup>th</sup>.
  
- 6.) President's Report – Dr. Mary Way Bolt presented the President's Report. Dr. Bolt attended a Pre-legislative session breakfast with our local delegation. Welcomed 240 students and parents at the Oxford ECA Orientation where information was shared about expectations for the upcoming semester for 3 cohorts of students. The program also included a College Fair where representatives from 8 universities came to encourage these students to transfer to their institutions. Welcome Week - Classes began on January 17<sup>th</sup> and we have hosted a full complement of Welcome Back activities for our students including Welcome Tables with information sheets, Cecil Celebrity Stations where Dr. Bolt had the opportunity to greet students as they moved between classes, Pizza Party, and Spirit Day. Martin Luther King Celebrations – Dr. Bolt has had the opportunity to join in the celebrations in recognition of Martine Luther King. Dr. Bolt attended services at Wright's AME Church and on January 22, we hosted the College's celebration. Dr. Bolt welcomed guests who came to hear former trustee Judge William Davis' remarks on the Life and Legacy of Dr. King. CCST Graduation - Cecil College hosted the Cecil County School of Technology Graduation last week. Between classes, graduates, and guests there were almost 1500 on campus. The college was able to accommodate all activities and classes and CCPS reported a smooth and successful graduation. January 12<sup>th</sup> the college participated in Cecil Night in Annapolis where we had opportunity to meet our local delegation and many other Senators and Delegates. Additionally, this event led to several new Cecil County business contacts and many businesses are interested in internships for our students. Dr. Bolt had the opportunity to present our component CIP to the county executive, county administrator, and budget manager. The MACC Trustee Leadership workshop and legislative reception was well attended. Trustee Colenda and Dr. Bolt led the breakout session for Maryland Association of Community College's strategic goal regarding funding. Thank you to our trustees who were able to participate in this informative workshop and reception. The Foundation was notified about a very generous gift for scholarship from the Georgia Gransky estate in the amount of \$87,866.76. Georgia was a dear friend to the college and we are thankful for having been granted the honor of her friendship and gift.
  
- 7) Financial Report – Daniel Thompson provided a financial report through December 31, 2016 Overall revenue was 26% ahead of budget which represents 68 percent of our annual budget bringing us right in line with where we are supposed to be at this time of year. At December month end, we are down FTE's overall. Year-end revenues tend to be flat. Expenses at the

end are running favorable to last year. At January month end, FICA taxes will be reclassified. Working capital ended the month at \$4.3 million which is \$110,000 short of projection.

- 8) Investment Report – Daniel Thompson provided the Investment Report. Overall we have maintained the investment balance of \$4 million. MLGIP is at \$3.5 million. The certificate of deposit with BB&T valued at \$240,000 expires next week and the \$200,000 certificate of deposit with Harford Bank will expire in March. We are currently returning .54 basis points on MLGIP, BB&T is at .30 basis points and Harford Bank is .45 basis points. When the upcoming certificates of deposit mature they will be moved to the MLGIP. BB&T is only offering .10 basis points on a 12-month certificate of deposit. When interest rates settle down; we hope to put back the funds back into certificates of deposit. Investment income 12/31/16 \$7,905. Compared to last year earned \$2,146. This is due to additional funding. Bank fees year to date are \$2,994
- 9) Proposed Resolution – Personnel Items - Moved by Mark Mortenson and seconded by Michael Scibinico, the Board approved the Personnel Items as presented.

RESOLUTION NO: 17-001  
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: Mark Donohue  
Position: Assistant Professor, Art  
Salary Grade: F4  
Division: Academic Programs  
Category: Faculty  
Effective: January 9<sup>th</sup>, 2017

Name: Adele Foltz  
Position: Associate Professor, Business  
Salary Grade: F6  
Division: Academic Programs  
Category: Faculty  
Effective: January 9<sup>th</sup>, 2017

Name: Ashley Weber  
Position: Admissions Officer  
Salary Grade: 14

Division: Student Services  
Category: Exempt  
Effective: January 9<sup>th</sup>, 2017

Name: Tricia Blevins Evans  
Position: Practicum Coordinator  
Salary Grade: 13  
Division: Academic Programs  
Category: Exempt  
Effective: January 9<sup>th</sup>, 2017

**SEPARATIONS/RESIGNATIONS – Full-Time Staff**

Name: Cheryl Kolar  
Position: Instructor, Medical Assisting  
Salary Grade: 12  
Division: Academic Programs  
Category: Exempt  
Effective: January 11<sup>th</sup>, 2017

Name: Mary Reinhardt  
Position: Assistant Director, Athletics  
Salary Grade: 15  
Division: Institutional Advancement  
Category: Exempt  
Effective: January 20<sup>th</sup>, 2017

**RETIREMENT – Full-Time Staff**

Name: Charlene Conolly  
Position: Director, Marketing  
Salary Grade: 18  
Division: Institutional Advancement  
Category: Exempt  
Effective: January 20<sup>th</sup>, 2017

Name: Lisa Taylor  
Position: Administrative Assistant II  
Salary Grade: 12  
Division: Finance & Administration  
Category: Non-Exempt  
Effective: January 27, 2017

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

10) Proposed Resolution – Acceptance of Maryland Clinical Simulation Resource Consortium.

Moved by Raymond Hamm, and seconded by Donna Horgan, the Board approved the Acceptance of Maryland Clinical Simulation Resource Consortium as presented.

RESOLUTION NO: 17-002

ACCEPTANCE OF MARYLAND CLINICAL SIMULATION RESOURCE  
CONSORTIUM

By statute, Cecil College is empowered to seek grants.

The College applied to the Maryland Clinical Simulation Resource Consortium for funds to purchase nursing simulation equipment and materials. The Maryland Clinical Simulation Resource Consortium awarded \$71,103.86 to support the project.

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 Maryland Clinical Simulation Resource Consortium grant in the amount of \$71,103.86 and directs that these funds be used to purchase nursing simulation equipment and materials for the period January 1, 2017 through June 30, 2017.

11) Enrollment Update- The Enrollment Update was provided by Dr. Diane Lane. Dr. Lane said that FTE's are down but headcount is up slightly. They are working vigorously to pick up additional enrollment for the mid-semester courses. The number of credits students are taking has dropped below the threshold of nine. Students who enrolled in the fall have also enrolled for the spring. Right now we are at fifty-eight FTE's mid-semester. Almost every college is down FTE's because of economics. Students had to work and therefore had no time for school. A full campaign of texts, emails, letters to parents of high school juniors went out to every student. Financial Aid is calling every eligible student who can receive Pell grants.

12) Nursing Program Update – Dr. Roxanne Rash presented an update on the Nursing Program and reviewed a PowerPoint presentation showing the overall view of certificates, degrees and non-credit courses offered. Several faculty teaching in the credit and non-credit that are graduates of our RN Nursing Program. There are six full time faculty, three attended the meeting; Judy Furhman, Dr. Cindy Horton and Dr. Shirley Garbin. Three certified educators and part time adjuncts that have Masters degrees. Nursing faculty is active and several have part time jobs as well as working at Cecil College. Curriculum has changed to 70 credits and require 127 math statistics. The professional issues course has changed from 2 to 3 credits, due to students needed more time to prepare for being in the workforce. Cecil has the highest

pass rates in the State for two and four year colleges. Current class is 78 students and average age is mid-twenties.

13) Old Business - None

14) New Business – Chairwoman Sarah Colenda reminded Trustees the next meeting will begin at 3:00 p.m. on February 23, 2017 so Trustees can attend the Visionary Awards Gala. If Trustees would like to attend the Gala, please let Sherry Pistor know.

a. Executive Session – Moved by Mark Mortenson, seconded by Donna Horgan, the next Executive Session will be held on Thursday, February 23, 2017 at 3:00 p.m. in the Engineering and Math Building, Room 213, where the Board will discuss legal matters.

b. Regular Session – Moved by Donna Horgan and seconded by Dr. Cydney Teal, the next regular session of the Board of Trustees will be held on Thursday, February 23, 2017 immediately following the Executive Session in the Engineering and Math Building Room 213.

15) Adjournment – A motion to adjourn was moved by Donna Horgan, seconded by Dr. Cydney Teal. The meeting was adjourned at 5:31 p.m.