

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, March 30, 2017

Regular Session: 4:00 p.m. – EMB 213

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of February 23, 2017, Meeting Minutes
- 4) Student Life Report – Taylor Bridgeforth
- 5) Joint Classified Staff Organization & Administrative Professional Report – Alicia Markey
- 6) Academic Senate Report – Dr. Jennifer Levi
- 7) 2017 Legislative Update – Ms. Chris Ann Szep - ***postponed to April*
- 8) President’s Report - Dr. Mary Bolt
- 9) Financial Report – Mr. Dan Thompson
- *10) Proposed Resolution: Personnel Items – Dr. Mary Bolt
- *11) Proposed Resolution: Candidates for Graduation – Dr. Christy Dryer
- *12) Academic Update: Fitness and Wellness Center Update – Ms. Aubrie Lawler
- 13) Old Business/New Business
 - *a. Regular Session: Thursday, April 27, 2017 at 4:00 p.m., EMB213
- 14) Adjournment

CECIL COLLEGE
BOARD OF TRUSTEES

MINUTES
March 30, 2017

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

- 1) Roll Call: Present: Chair Sarah Colenda, Trustees: Mark Mortenson, and Kathleen Kunda. By Telephone: Dr. Cydney Teal. Absent: Vice Chair, Donna Horgan, Raymond Hamm and Michael Scibinico 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 Kathleen Kunda, the agenda for the meeting was approved.
- 3) Approval of February 23, 2017, Meeting Minutes – On motion of Kathleen Kunda, seconded by Mark Mortenson, the minutes of February 23, 2017, were approved as written.
- 4) Student Life Report - Taylor Bridgeforth a Cecil student updated the Trustees on Student Activities happening on campus. Taylor said February and March were busy months in the Student Life Office. Spring Club Day was held on February 2nd with established student club Allies, Alpha Alpha Theta Honor Society, Amazing Grace, Art Club, CIAO, Geekdom, Hoopnotic, Psychology Club and the Multicultural Student Union. College Admissions and Foundation offices also had tables. Three students accompanied Dr. Bolt and Chris Ann Szep to Annapolis on February 8 to represent Cecil College at Student Advocacy Day. They observed a Senate session (Thank you, Trustee Horgan) and visited with the local delegation. The Student Leadership Council hosted a Blood Drive on February 14 collecting 53 pints of blood from students, faculty, staff and community members. Student Kyra Gaskill had an information table to raise awareness of invisible illnesses affecting college students, providing specific information and “supporter ribbons.” On March 7th, Student Life partnered with Cecil County Public Health and other local agencies to host a forum about Addiction and Recovery. After a welcome from Dr. Bolt, County Executive Alan McCarthy and Judge Will Davis, the film Anonymous People was shown. Another forum is being planned for September. Students in the Performing Arts program participated in a Sing Diversity workshop at the Elkton Station on March 8th. Local singer – songwriters, The Billies, led the group. Irish Heritage Month was celebrated on March 9th with Irish music, a mashed potato bar and information about Irish American immigration patterns through the years as well as the Great Potato Famine. Holocaust survivor Ann Jaffe spoke to the College community about her experiences as a child living in Poland under Nazi occupation. Allies has been meeting bi-weekly and have chaperoned visits to Elkton High School to meet with their Gay Straight Alliance. Alpha Alpha Theta continues their

mentoring program with Bay View Elementary this semester with nine students and three staff members participating weekly. CIAO (Cecil International Students Organization) sponsored an International Day of Happiness event on March 20th distributing happy face stickers and inspirational messages about being positive. Geekdom meets weekly for both club activities and Cecil Con planning. Seventeen information sessions and workshops, video game tournaments, Cosplay contests, thirty-four artists and authors and thirty vendors will participate. The 501st Legion (a film quality Star Wars group) will return this year. Cecil Con takes place on April 8th. History Club has been meeting bi-weekly since the fall semester with adjunct Merrill Holloway serving as advisor. Hoopnotic, the hula hooping club, has been practicing all summer in hopes of having several routines to perform at upcoming basketball games. The Horticulture Club is hosting their Spring Plant Sale on Thursday, April 20th and their spring workshop on April 29th. The Multicultural Student Union hosted an African American History Month celebration on February 23rd with the theme “Who is Your Hero?” Dr. Bolt and Rev. John Moore spoke to students, who shared stories of their personal heroes. Women’s History Month was observed on March 8th at Elkton Station and March 30th at the North East campus. The presentation and discussion entitled “Honoring Trailblazing Women” provided our female students words of wisdom from successful women. The Office of Disability and Support Services held two “personal success” workshops on Time Management and Effective Communication.

- 5) Joint Classified Staff Organization (CSO) and Administrative Professional Reports (APO) – Alicia Markey presented the report for both CSO and APO reporting that two days a week in North East and two days a week in Elkton there are food trucks on campus and it is going very well. Fundraising efforts have grown over the years and Robin Hunt has volunteered to head the Fundraising committee. APO and CSO are currently taking nominations for Officer positions.
- 6) Academic Senate Report – Dr. Jennifer Levi reported there have been two meetings of Senate since the last board meeting. In that time, they reviewed several policies but updated procedures only. New Senate leadership will begin this fall, and Anand Patel will be the new Senate President. Ebony Roper will be Vice President, Dr. Jennifer Scott-Greenfield will be chair of Academic Affairs Committee, Nancy Vinton will be chair of the Academic Affairs Committee and Gail Wyant will be chair of the Instructional Technology Committee. Senate is hosting a lunch for facilities for taking great care of the campus. Thank you to Christine Kyger and Sharon Anderson for taking care of most of the leg work for the facilities luncheon. The second in-house, volunteer, faculty professional development day was held and the focusing was on the national, social, and political climate facing classrooms. Seventeen people showed up voluntarily and all departments were represented. They talked about meeting again.
- 7) 2017 Legislative Update – Ms. Chris Ann Szep – this agenda item is postponed until April
- 8) President’s Report – Dr. Mary Way Bolt presented the President’s Report. Dr. Bolt attended

the Irish American Heritage Month on Thursday, March 9 with a celebration highlighting contributions of Irish American citizens – politicians, musicians, artists – as well as an information board describing immigration statistics and how many current US citizens identify with their Irish heritage. In addition, information was provided about the Great Hunger, famine causes and the resulting migration of Irish citizens to the US. International Day of Happiness: Last week Dr. Bolt joined our international student association, “CIAO,” as they recognized International Day of Happiness. Club members shared candy and lighthearted expressions with other students. Students convened in the quad as well as at “happiness stations” in different locations throughout the campus. Alpha Phi Alpha Fraternity Scholarship Dinner: Dr. Bolt joined a group of students as one of our students was presented a full college scholarship. Although this fraternity is based out of Harford County they have presented our students with scholarships since 2006. This year they have committed to providing 2 full scholarships. This will allow these individuals to move onto a four-year institution and complete their bachelor’s degree. Transfer Day: The College hosted 25 colleges for a Transfer Fair for students. Students were able to speak with college representatives from throughout the state and many institutions in Delaware and Pennsylvania. Interprofessional Workshop: Cecil College’s nursing department hosted an interprofessional workshop with senior Cecil College nursing students and Arcadia University Physician Assistant students.

Cecil Leadership: Dr. Bolt provided a welcome to Cecil Leadership Class of 2017 and last week Dr. Lane and Dr. Bolt presented to Cecil Leadership and shared the teachings of Bolman and Deal Four Frameworks of Leadership. ACCA: Dr. Bolt joined a group of community members and provided a welcome to the Aberdeen Centennial Celebration Association. The college is participating in the celebration with activities scheduled throughout the year. Anonymous People: On March 7 a showing of Anonymous People, resource fair and panel discussion was hosted in our technology center. Dr. Bolt joined the group in providing a welcome and attending the viewing of the Anonymous People film. Army Alliance: Dr. Bolt joined a group of community leaders at the Annual Army Alliance luncheon where an update was provided on APG activities. Upper Eastern Shore Regional Council: Dr. Bolt participated in the full council meeting where the Comprehensive Economic Development Strategy (CEDS) for the Upper Shore was shared. Incubator Advisory Meeting: Dr. Bolt participated as a member of the advisory board and reinforced the college’s support.

University of Maryland System (USM): Dr. Bolt joined Economic Development and other community leaders in meeting with USM Chancellor Bob Caret to share USM’s role in economic development. The Chancellor acknowledged the role community colleges play in workforce and economic development. Basketball Season: The Cecil Seahawks wrapped up the season. Women lost first round of regionals. Men lost in championship game by 2 points. Baseball and Softball Season: Ball season has started, Dr. Bolt asked everyone to please come and watch a few games. Foundation: Dr. Bolt attended wine dinner with foundation donors at Steak and Main. Team Building: Dr. Bolt participated in team building on Friday at Wellwood and helped pack 10,000 meals. Also approved name of new division- Community Relations and College Advancement. Community: Dr. Bolt attended Chili Cook-off and had an opportunity to meet with our local delegation.

- 9) Financial Report – Daniel Thompson provided a financial report through February 28, 2017. Year to date overall revenue as of February 2017 is \$19.916 million which is about \$45,000 or .23 percent ahead of our budget and represents 80 percent of our annual budget. Credit revenue is up slightly at \$53,000. Non-credit revenue is up. The truck driving school is having phenomenal growth. Cecil now has a contract with Delmarva to train their truck drivers. They are so impressed with our truck driving school they have doubled their class size.

Other income and investment income is down slightly by \$4,000. Overall the revenue projection is to be \$37,000 above budget or .15%.

As of end of February 2017, year to date expenses were \$15.2 million against a budget of \$16.4 million equaling a 7.8 percent positive variance. Variances are because of unfilled positions, savings from utilities due to a warm winter, healthcare savings and timing expenses all of which have been beneficial. At the end of the year expect to have a positive variance of about 3.5 to 4 percent of budget. Financial Services and the entire college is working hard to be good financial stewards of the budget and continue to push in that direction. No concerns with cash flow through the end of the year.

- 10) Proposed Resolution – Personnel Items– Moved by Mark Mortenson and seconded by Kathleen Kunda, the Board approved the Personnel Items

RESOLUTION NO: 17-009

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: Peter Shoudy
Position: Chief Information Officer
Salary Grade: 19
Division: Executive Management
Category: Exempt
Effective: March 13th, 2017

Name: Melissa Redfield
Position: Production Manager
Salary Grade: 11
Division: Institutional Advancement & Government Relations
Category: Non-Exempt
Effective: March 20th, 2017

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

- 11) Proposed Resolution – Approval of May 2017 Candidates for Graduation - Moved by Kathleen Kunda and seconded by Mark Mortenson, the Board approved the May 2017 Candidates for Graduation.

RESOLUTION NO: 17-010
APPROVAL OF MAY 2017 CANDIDATES FOR GRADUATION

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 21, 2017

- 12) Academic Update – Fitness and Wellness Center Update – Ms. Aubrie Lawler presented a slide presentation on updates that are taking place at the Fitness and Wellness Center at Cecil. Those updates include engaging students and education on lifelong wellness, opportunities, experiences and space for learning and assisting employees in obtaining optimum health. The facility is 5,200+ square feet with well-maintained equipment and professional staff. As of March 2017 the Fitness and Wellness Center has grown to include a Director and staff of ten to twelve part-time employees. The center is open to credit students, employees, spouses of full time employees, Alumni Association Members and guests. Throughout the year the Center offers many fun, health conscious contests and programs. Areas of expansion include safety, equipment and facility, engagement and retention, staffing, programming and revenue.
- 13) Old Business – Chair Colenda thanked everyone who attended the Visionary Awards and said she was honored to attend and have the wonderful colleagues of the college recognized for these prestigious awards.
- 14) New Business

- a. Nominating Committee – Chairwoman Colenda mentioned that a year has gone by and it will soon be time to elect a new Chair and Vice Chair for the board. The board chair will appoint a Nominating Committee to handle the election this year.
 - b. ACCT Conference: Early registration for the conference is open. Please let Sherry know if you decide to go to obtain rooms and pay for the conference during the discounted time period. Chair Colenda reminded Trustees to make sure they can attend before they are registered. Sherry will send out information. The dates are September 25-28, 2017 in Las Vegas, NV. The 28th of September would be a normal Trustee meeting day and we would need to realign that meeting for September.
 - c. Chair Colenda commended Dr. Bolt for being chosen as one of Maryland’s Top 100 Women.
 - d. Regular Session – Moved by Kathleen Kunda and seconded by Mark Mortenson, the next regular session of the Board of Trustees will be held on Thursday, April 27, 2017, in the Engineering and Math Building, Room 213.
- 15) Adjournment of Regular Session – On the motion made by Mark Mortenson, seconded by Kathleen Kunda and carried unanimously, the Trustees moved to convene a closed session. The regular meeting was adjourned at 4:45 p.m.

Pursuant to the Annotated Code of Maryland, General Provisions Article §3-305 (b) (3) and (1) to consider the acquisition of real property for a public purpose and matters directly related thereto and to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this 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.

16) Closed Session:

The meeting was called to order at 4:50 p.m. Present were Chair Sarah Colenda, Trustees Mark Mortenson, Kathleen Kunda and Dr. Cydney Teal (by phone). Also present were Dr. Mary Way Bolt who departed the meeting at 5:15 p.m. when *General Provisions Article § 3-305 (1)* was discussed. Real estate matters and personnel matters were discussed. The executive session was adjourned at 5:30 p.m. with a motion by Mark Mortenson, seconded by Kathleen Kunda.