

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, September 26, 2019
Regular Session: 4:00 p.m. – EMB 213

Agenda

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) a.) Approval of August 29, 2019 Minutes
b.) Approval of Retreat Minutes of August 29, 2019
- 4) Auditors – Maher Duessel Certified Public Accountants
- 5) President’s Report – Dr. Mary Way Bolt
- * 6) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- * 7) Proposed Resolution: Establish Classification of Funds – Mr. Hugh Curran
- * 8) Proposed Resolution: Acceptance of Single Audit – Mr. Hugh Curran
- * 9) Proposed Resolution: Acceptance of Financial Statement – Mr. Hugh Curran
- * 10) Proposed Resolution: Acceptance of Maryland State Department of Education Child Care Development Fund Grant – Mr. Hugh Curran
- * 11) Proposed Resolution: Multi-Cultural Diversity Plan – Dr. Kimberly Joyce
- 12) 2019 Institutional Performance Accountability Report – Dr. Mary Way Bolt
- 13) Financial Report – Mr. Hugh Curran
- 14) Financial Aid Update –Ms. Amanda Solecki
- 15) Old Business/New Business
- 16) Adjournment

a.Next Meeting, Monday, October 28, 2019 at 4:00 p.m., EMB213
b.Joint Meeting with Cecil County Public Schools – 5:00 p.m. TC208

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES
September 26, 2019

- 1) Chairman Mark G. Mortenson called the regular session to order at 4:00 p.m.

Roll Call: Present –Mark Mortenson, Chair; Donna Horgan, Raymond Hamm, Kathleen Kunda, Michael Scibinico and Dr. Mary Way Bolt, President of Cecil College.

By Phone: Dr. Cydney T. Teal

Absent: Sarah Colenda

Also present were Dr. Christy Dryer, Vice President of Academic Programs, Chris Ann Szep, Vice President of Community and Government Relations and College Advancement, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Maurice Tyler, CIO; Lauren Fleck, Director of Human Resources and Hugh Curran, Vice President of Administrative Services

- 2) Approval of Agenda – On motion of Kathleen Kunda, seconded by Raymond Hamm, the agenda was approved as presented.

- 3) a.) Approval of August 29, 2019 Board Meeting Minutes – On motion of Michael Scibinico and seconded by Donna Horgan, the minutes of August 29, 2019 were approved as written.

b.) Approval of Retreat Minutes August 29, 2019 – On motion of Michael Scibinico and seconded by Donna Horgan, the Retreat Minutes of August 29, 2019 were approved as written.

- 4) Maier Duessel Certified Public Accountants – Audit – Shawn Strauss from Maier Duessel reviewed the Financial Statement and Single Audit with the board.

- 5) President’s Report – Dr. Mary Way Bolt

Dr. Bolt advised the board our truck driver training program has been approved for the Professional Truck Driver Institute (PTDI) certification. With this new certification, Cecil College exceeds all government minimum training requirements. The program is now nationally recognized as a high quality program.

Cecil College has been designated by the National Security Agency (NSA) and the Department of Homeland Security as a National Center of Academic Excellence in Cyber Defense through the year 2024. This designation signifies that our programs meet the NSA and DHS standards of quality and relevance in the information assurance and cyber defense disciplines.

Dr. Bolt participated in the American Association of Community College’s discussion on ‘Unfinished Business.’

Dr. Bolt provided a welcome to students during their student athlete orientation. She provided an official welcome to students and donors at the Foundation Scholarship breakfast. This event reinforces our student needs for scholarships and support.

The Little Black Dress event was sold out and participants helped support the Foundation scholarship fund.

The inaugural dinner for the Career and Community Education faculty and staff was held and Dr. Bolt provided the welcome.

Dr. Bolt met in Annapolis with MACC staff and delegates who have voiced concerns regarding transfer of college credits.

The Girls in STEM event is hosted on the North East campus in September and Dr. Bolt provides the welcome to these bright young women. Faculty and staff volunteer each year to support this CCPS program.

- 6) Proposed Resolution: Personnel Items – Moved by Raymond Hamm and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

RESOLUTION NO: 19-049
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: Hugh Curran
Position: Vice President, Finance and Administration
Salary Grade: 21
Division: Executive Management
Category: Exempt
Effective: September 16, 2019

Name: Charles Reynolds
Position: Campus Security Officer
Salary Grade: 11
Division: Community Relations and College Advancement
Category: Non-Exempt
Effective: August 26th 2019

Name: Corey Walsh
Position: Campus Security Officer
Salary Grade: 11
Division: Community Relations and College Advancement
Category: Non-Exempt
Effective: August 26th 2019

SEPARATIONS/RESIGNATIONS

Name: Kenneth Herbert
Position: Custodian
Salary Grade: 10
Division: Community Relations and College Advancement
Category: Non-Exempt
Effective: August 20, 2019

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

- 7) Proposed Resolution – Establish Classification of Funds - Moved by Raymond Hamm, and seconded by Michael Scibinico, the board approved the Establish Classification of Funds as presented.

RESOLUTION NO: 19-050
ESTABLISH CLASSIFICATION OF FUNDS

In conformance with Government Accounting Standards Board (GASB) Statement No. 54 which defines the classification of fund balances, the Vice President of Finance and the President of the College recommend the establishment of the following Fund Balance classifications as part of the Financial Statement for the Year Ended June 30, 2019:

Reserve for Encumbrances	\$ 206,489
Reserve for Capital and Programs	\$ 950,000
Reserve for Tuition/Budget Stabilization	\$ 950,000
Reserve for Self-Insurance	\$ 200,000
Reserve for Campus Safety	\$ 200,000
Reserve for Physical Plant	\$1,500,000
Physical Education Building	\$ 249,983
Engineering & Math Building	\$ 297,703
<hr/> Total	<hr/> \$4,554,175

Therefore, be it

RESOLVED, that the Board of Trustees establishes the funds and fund balances listed above as a part of the Financial Statement for the Year Ended June 30, 2019 effective July 1, 2019 and further be it

RESOLVED, that the Board of Trustees authorizes the President to expend the reserved funds in accordance with the category of reserves subject to the requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54.

- 8) Proposed Resolution – Acceptance of Single Audit of Federal Financial Assistance Programs FY 2019 – Moved by Kathleen Kunda, seconded by Raymond Hamm, the Board of Trustees approved the Acceptance of Single Audit

RESOLUTION NO: 19-051
ACCEPTANCE OF SINGLE AUDIT OF FEDERAL FINANCIAL ASSISTANCE PROGRAMS FY 2019

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, 2019.

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, 2019.

- 9) Proposed Resolution – Acceptance of Financial Statements FY2019 – Moved by Raymond Hamm and seconded by Donna Horgan, the Board of Trustees approved the Acceptance of Financial Statements FY2019.

RESOLUTION NO: 19-052
APPROVAL OF ACCEPTANCE OF FINANCIAL STATEMENTS FY2019

The Md. EDUCATION Code Ann. § 16-315 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, 2019, which they feel fairly presents the financial position of Cecil College at the end of the 2018 – 2019 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, 2019 as the official financial report of the College for Fiscal Year 2018 – 2019.

- 10) Proposed Resolution – Acceptance of Maryland State Department of Education Child Care Development Fund Grant - Moved by Donna Horgan and seconded by Kathleen Kunda, the Board of Trustees approved the Acceptance of Maryland State Department of Education Child Care.

RESOLUTION NO: 19-053
ACCEPTANCE OF MARYLAND STATE DEPARTMENT OF EDUCATION CHILD CARE DEVELOPMENT FUND GRANT

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

The College applied to the Maryland Division of Early Childhood Development for Federal funds for credentialed child care providers to pursue a college degree in early childhood education. The Division of Early Childhood Development awarded \$47,732 to improve vocational and technical education. The College was awarded \$41,469 in the previous fiscal year.

The President is satisfied 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 Child Care Development Fund Grant in the amount of \$47,732 and directs that these funds be used for credentialed child care providers to pursue a college degree in early childhood education for Cecil County for the period July 1, 2019 through June 30, 2020.

- 11) Proposed Resolution – Acceptance of Multi-Cultural Diversity Plan – Moved by Kathleen Kunda and seconded by Raymond Hall, the Acceptance of Multi-Cultural Diversity Plan was approved as presented.

RESOLUTION NO: 19-054
ACCEPTANCE OF MULTI-CULTURAL DIVERSITY PLAN

The Board of Trustees has the responsibility to approve the College's Cultural Diversity Plan in accordance with Education Article, Annotated Code of Maryland, §11-406 (b) (1) (iii).

The Cultural Diversity Plan (CDP) is designed to promote and support institutional values. Since 2012, the plans have been intentionally aligned with the Maryland State statutory provision §11-406 of the Education Article and the College's strategic priorities. The CDP is annually reviewed and assessed by an internal college-wide committee, the College's Multicultural Student Services Advisory Board, and the College's Board of Trustees prior to submission to the Maryland Higher Education Commission (MHEC).

The proposed document have been prepared through Multicultural Services, reviewed by the Vice President of Student Services and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees affirms the annual report for the 2019 Cultural Diversity Plan.

- 12) Proposed Resolution – 2019 Institutional Performance Accountability Report- Moved by Donna Horgan and seconded by Cydney Teal, the 2019 Institutional Performance Accountability Report was approved as presented.

RESOLUTION NO: 19-055
ACCEPTANCE OF 2019 INSTITUTIONAL PERFORMANCE ACCOUNTABILITY REPORT

In accordance with Maryland State law, the Board of Trustees has the authority and responsibility to establish institutional accountability. In April 1996, the Maryland Higher Education Commission created an accountability system for institutions of higher education that includes specific indicators and benchmarks that must be reported annually.

The Office of Institutional Research, in collaboration with appropriate College staff, has prepared the Performance Accountability Report for 2019. The President has reviewed and approved the document and recommends its approval by the Board of Trustees. Therefore, be it

RESOLVED, that the Board of Trustees approves the Performance Accountability Report for 2019 to be submitted to the Maryland Higher Education Commission.

13) Financial Report – Mr. Hugh Curran

Mr. Curran reviewed financial information as of August 31, 2019. He reviewed actual and projections versus budget operating revenue and expenses as well as working capital.

14) Financial Aid Update – Ms. Amanda Solecki

Ms. Solecki gave a presentation on Financial Aid that included the breakdown of aid awarded to Cecil students. Cecil offers workshops on Financial Aid every Tuesday and Thursday throughout the year at the campuses. Workshops are also held throughout the county at various places to inform and help students.

15) Old Business/New Business

Old Business

- None

New Business

- Mark Mortenson had dinner with Middle States Chair, Dr. Will Austin and Dr. Mary Way Bolt on September 25, 2019. Dr. Austin is responsible for leading the Middle States accreditation process at Cecil College.
- Mr. Mortenson invited the Trustees to a dinner with the Middle States accreditation team on Sunday, March 29, 2020.
- Mark Mortenson congratulated Donna Horgan on being reappointed for another six year term to the Board of Trustees.

Close Regular Session

- a. Next Regular Session will be held on Monday, October 28, 2019. The meeting will take place in the Engineering and Math building, Room 213 beginning at 4:00 p.m.
- b. Joint Board Meeting with Cecil County Public Schools – will be held on Monday, October 28, 2019. The meeting will take place in the Technology Center building, Room 208 beginning at 6 pm.
- c. A motion to adjourn the regular session was made by Raymond Hamm and seconded by Kathleen Kunda and approved.
- d. The regular meeting adjourned at 6:03 p.m.