

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, February 29, 2024  
Regular Session: 4:00 p.m.

**A G E N D A**

[Join the meeting now](#)

- 1) Roll Call
- \* 2) Approval of Agenda
- \* 3) Approval of January 25, 2024 Meeting Minutes
- 4) Academic Senate Report – Dr. Jennifer Scott-Greenfield
- 5) Administrative Professional Organization–Mr. Daniel Combs
- 6) Classified Staff Organization Report – Mr. Wyatt Thompson
- 7) President’s Update – Dr. Mary Way Bolt
- \*8) Proposed Resolution: Personnel Actions February 2024– Dr. Mary Way Bolt
- \*9) Proposed Resolution: Full-time Sick Leave Policy – Mrs. Lauren Fleck
- \*10) Proposed Resolution: Classified Staff Organization Constitution & Bylaws – Mr. Wyatt Thompson
- \*11) Proposed Resolution: Proposed FY25 Budget – Mr. Christopher Mills
- \*12) Proposed Resolution: Consent Agenda - Asset Disposal – Mr. Christopher Mills
  - a) Disposal of 1995 International Tractor
  - b) Disposal of 2005 Chevrolet Silverado Pickup Truck
- 13) ACCT Legislative Conference Report – Trustee Donna Horgan
- 14) Financials – Mr. Christopher Mills
- 15) Old Business/New Business
  - \*a. Next Meeting, March 28, 2024 at 4:00 p.m., President’s Board Room – A338
- 16) Adjournment

\* Requires Board Action

**\*\* NMTC Visionary Awards – February 29, 2024 – 5:30 p.m. to 8:00 p.m.- Richland Ballroom**

**Events**

- February 29, 4pm – Board of Trustee Meeting – President’s Boardroom (A338)
- February 29, 6:00 pm – NMTC Visionary Awards – Water’s Edge
- February 29, 6:30 pm – Career Networking Mixer – Milburn Stone Theatre
- March 1,2,3 & 4 – The Mountaintop – Milburn Stone Theatre
- March 2, Rooted in Our Community
- March 8 & 9 – NJCAA Division 20 Men’s & Women’s Basketball Tournament – NE Campus

- March 11-16 – Spring Break
- March 15 – College Closed for spring break
- March 23 – 6-8 pm – Cecil College Athletic Hall of Fame Induction Ceremony – TC208
- March 28 – Board of Trustee Meeting – President’s Boardroom (A338)
- April 11 – 9:30 am – 12:30 pm – College for a Day- Milburn Stone Theatre
- April 19, 20, 21, 26, 27, 28 - Cinderella – Milburn Stone Theatre
- April 25 – Board of Trustee Meeting – President’s Boardroom (A338)
- May 11 & 12– The Laramie Project – Milburn Stone Theatre
- May 19 – 3:00 p.m. - Graduation
- May 27 – College Closed for Memorial Day
- May 30 – Board of Trustee Meeting – President’s Boardroom (A338)
- June 7 – 7am – 2pm – Cecil College Athletics Golf Tournament
- June 14, 15, 16, 22, 23 – Urinetown – Milburn Stone Theatre
- June 19 – College Closed for Juneteenth
- June 27 – Board of Trustee Meeting – President’s Boardroom (A338)
- June 28 – 5pm – College Closes for summer break
- July 1 – 5 – College Closed for summer break
- August 21 – All College Day
- August 29 – Board of Trustee Retreat and meeting
- September 2 – College closed for Labor Day

Cecil College  
Board of Trustees  
Minutes  
February 29, 2024

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

Roll Call- In Person– Mark G. Mortenson, Donna Horgan, Kathleen Kunda, and Dr. Mary Way Bolt, President of Cecil College

Via Teams: Trustees: Sarah W. Colenda, Dr. Cydney T. Teal, and Sherry Hartman, Executive Assistant to the President.

Absent: Trustees: Raymond W. Hamm and Dr. Ozden Coksaygan

Also present were Dr. Christy Dryer, Vice President of Academics, Vice President of Student Services and Enrollment Management, Dr. Kimberly Joyce, Vice President of Student Service, Lauren Fleck, Human Resources Director, Brandon Brice, Vice President, College Advancement and Community Relations and Craig Whiteford, Controller.

- 2) Approval of Agenda –On motion of Kathleen Kunda, seconded by Donna Horgan, the agenda was approved.
- 3) Approval of January 25, 2024 Board Meeting Minutes – On the motion of Donna Horgan and seconded by Sarah W. Colenda, the minutes of January 25, 2024, were approved as presented.
- 4) Academic Senate Report – Dr. Jennifer Scott-Greenfield

Academic Senate met on February 7, 2024

Academic Senate reviewed the following documents and policies

- a. Master Syllabi and Course Syllabi Policy
  - i. Tabled and waiting for information from the AI committee
- b. Master Syllabus Template
  - i. The below changes were made, but waiting to send to Dr. Bolt until review of the Master Syllabi and Course Syllabi Policy is complete
    1. Move the Topical Outline before the assessment chart.
    2. Remove the details in the “Time Required to Successfully Complete” section. Just need total time in class, total time out of class, etc.

Report from AAC

- a. Updated Course: BIO 132 Principles of Biology II
- b. Updated Program: Associate of Arts Social Work
- c. Archived Course: VCP 215 Guerilla Film Making

The following Senate offices are now filled for 2024-2026 academic years:

- i. Senate Vice President – Kelsey Bianca, Psychology
- ii. Senate Secretary – Allan Drach, Math
- iii. Academic Affairs Vice Chair – Carlos Lampkin, Business
- iv. Faculty Affairs Vice Chair – Dr. Jennifer Levi, English
- v. Instructional Technology Vice Chair – Kelsey Bianca, Psychology

The next Senate meeting is Wednesday, March 6, 2024

5) Administrative Professional Organization Report (APO)– Mr. Daniel Combs

APO met on February 15, 2024

APO submitted a final list for the Cecil College Logo Wear Store and will launch the store on March 22, 2024. The store will be open for two weeks through April 5, 2024. BSN Sports LLC suggested the store remain open for up to two weeks as these dates all the store to be open for two pay dates.

The next meeting will be held on March 21, 2024.

6) Classified Staff Organization Report – (CSO) – Mr. Wyatt Thompson

CSO held their meeting on February 8, 2024 in person via Teams. Items discussed were fundraising and the CSO Constitution Proposed Resolution. Changes made to the Constitution and Bylaws were reviewed.

The next meeting will take place on March 14, 2024 at 2:00 p.m. via Teams.

7) President’s Report – Dr. Mary Way Bolt

Dr. Bolt attended hearings in Maryland’s House and Senate on the budget and the Maryland House hearing on the Budget Reconciliation Finance Act (BRFA) and submitted House and Senate opposition testimony related to the BRFA.

Dr. Bolt provided written and oral testimony in the Maryland House and Senate in support of increases to the Facilities Renewal Grant, including all sixteen community colleges annual participation and an increase in the grant award.

Dr. Bolt attended and participated in Student Advocacy Day in Annapolis. Cecil College was well represented by enthusiastic students who were prepared and engaged.

Dr. Bolt attended the presentation Value of the Arts in Cecil County, hosted by Milburn Stone Theatre. American for the Arts representative shared the study for Cecil County.

Dr. Bolt participated in the Local Management Board, Susquehanna Workforce Network, and Northern Maryland Technical Council meetings and plans to attend the Visionary Awards for

February 29, 2024

the Northern Maryland Technical Council where three Cecil College members will be recognized. Dr. Ben Rohe- Leader Award, Dr. James Morgan, Innovator Award, and Heather Cadogan-Rising Star Award.

Dr. Bolt provided a Cecil College update to the Cecil College Foundation and attended the Socrates new member induction ceremony hosted on the North East campus.

- 8) Proposed Resolution: Personnel Items – Moved by Kathleen Kunda and seconded by Donna Horgan, the Personnel Items were approved as presented.

**RESOLUTION NO: 24- 003**  
**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:

**SEPARATIONS/RESIGNATIONS**

Name: Logan Jessee  
Position: Custodian  
Salary Grade: 105  
Division: Finance and Administration  
Category: Non-Exempt  
Effective: January 22, 2024

*Retirement*

Name: Rebecca Williams  
Position: Foundation Office Manager  
Salary Grade: 111  
Division: Community Relation and College Advancement  
Category: Non- Exempt  
Effective: February 14, 2024

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

- 9) Proposed Resolution: Full-Time Sick Leave Policy - Moved by Kathleen Kunda and seconded by Donna Horgan, the approval of the Full-Time Sick Leave Policy was approved as presented.

**RESOLUTION NO: 24- 004**  
**APPROVAL OF THE FULL-TIME SICK LEAVE POLICY**

Upon employment, full-time employees (administrators, 12- and 10-month faculty, and classified employees) are eligible to receive continuation of full pay if unable to work due to illness or injury, up to the limit of actual sick and safe leave accrued. An employee earns sick and safe leave at a rate of 3.47 hours per pay period up to twelve (12) days/90 hours per fiscal year (ten (10) days/75 hours for 10-month faculty/), accrued to an unlimited maximum.

In the event of necessity, any full-time employee may request additional paid sick and safe leave which may be advanced in the form of a “loan.” Such unearned leave may be granted up to a maximum of twelve (12) days year and must be repaid if the employee has not worked sufficient hours to earn the advanced leave. The College uses a rolling 12-month period measured backward from the date the employee first uses loaned leave to determine eligibility for loaned leave. The request must be approved by the President of the College. As a condition for the advancement of leave, the employee shall agree in writing that, if the employee's employment with the College terminates before the employee has accrued the amount of leave that was used, the College is authorized to deduct the amount paid for the advanced leave from the employee’s final paycheck.

In accordance with the Maryland Flexible Leave Act, employees may use “leave with pay” for an illness in the employee’s immediate family - a child, spouse or parent. Employees may use “leave with pay” on the death of a member of the employee’s immediate family (bereavement leave). For purposes of illness, child includes an adopted, biological, foster child, a stepchild, or a legal ward who is under the age of 18 or at least 18 years old and incapable of self-care due to a mental or physical disability. For purposes of bereavement leave, child includes a child (adopted, biological, foster, step, or legal ward).

RESOLVED, that the Cecil College Board of Trustees approves of the Full-Time Sick and Safe Leave Policy as presented.

- 10) Proposed Resolution – Classified Staff Organization Constitution and Bylaws – Moved by Donna Horgan and Sarah W. Colenda, the Classified Staff Organization Constitution and Bylaws is approved as presented.

**RESOLUTION NO: 24- 005**

**APPROVAL OF CLASSIFIED STAFF ORGANIZATION AND CONSTITUTION AND BYLAWS.**

WHEREAS, the Classified Staff Organization of Cecil College is a key group which contributes to the governance structure of the College; and

WHEREAS, a representative body of Classified Staff gives the members of Classified Staff Organization a voice in the decision-making process affecting institutional policies and procedures; and

WHEREAS, the Board of Trustees recognizes that the Classified Staff Organization has a professional responsibility to advise College decision-makers regarding institutional policies and procedures and the fulfillment of the College’s vision, mission, and Strategic Plan; and

WHEREAS, a well-governed body must have rules and bylaws to ensure its effective operation; now therefore be it

RESOLVED, that we, the Classified Staff Organization of Cecil College, do ordain and establish this Constitution and Bylaws of the Classified Staff Organization of Cecil College.

RESOLVED, that the Cecil College Board of Trustees approves of the Classified Staff Organization Constitution and Bylaws as presented.

- 11) Proposed Resolution – Proposed FY25 Budget – Moved by Kathleen Kunda and Donna Horgan approved the Proposed FY25 Budget as presented.

**RESOLUTION NO: 24- 006**  
**APPROVAL OF PROPOSED FY25 BUDGET**

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 contents of the operating budget shall show (1) All revenues estimated for the next fiscal year classified by funds and sources of income, including: (i) any funds from federal, State, and local sources; and (ii) Any surpluses; (2) All expenditures requested; and (3) Any other information or supporting data required by the county governing body.

The proposed Operating and Minor Capital Budget and Capital Improvement Program for fiscal year 2024-2025 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 2025 is based on estimated revenue from the Cecil County Government, the State of Maryland, and student tuition and fee revenue. Fiscal year 2025 revenue is projected to total \$30,275,017, which is a decrease of .002% (\$72,923) from the approved FY 2024 Operating and Minor Capital Budget.

The proposed annual Operating Budget includes increases to tuition for in-county, out-of-county, and out-of-state students. The budget includes modest inflationary increases to both course fees and the consolidated fee.

The proposed annual Operating and Minor Capital Budget includes expenditures for basic services and college-wide priorities such as compensation increases for faculty and staff, on-going information technology investments as well as academic program-related improvements.

- 12) Proposed Resolution – Consent Agenda – Asset Disposal – Moved by Donna Horgan and seconded by Kathleen Kunda, the Consent Agenda – Asset Disposal was approved as presented.

**RESOLUTION NO: 24- 007 AND 24-008**  
**APPROVAL OF CONSENT AGENDA – ASSET DISPOSAL**

**12a. Disposal of 1995 International Tractor**

The Annotated Code of Maryland, Education Article, Title 16, specifies that the Board of Trustees may sell, lease, or otherwise dispose of community college assets or property. The Board of Trustees adopted a policy for the disposal of surplus property on January 23, 1980 and updated this policy on September 28, 2023. The policy, as adopted, requires the approval of the Board of Trustees for the disposal of any asset or property when the original asset value exceeds \$25,000 (\$50,000 for assets purchased as of 10/1/17, \$100,000 as of 10/1/23).

The College purchased a 1995 International Tractor in 1994 in the amount of \$46,600 for the Truck Driver Training Program. The tractor recently sustained fire damage and was totaled by the insurance company. The insurance payout of \$20,611 will be used to help offset the cost of a replacement tractor for the program. It is recommended that the asset be removed from the asset inventory.

The Vice-President of Finance and Administration and the President concur with the recommendation, therefore, be it

RESOLVED, that the Board of Trustees concurs with the disposal of the 1995 International Tractor and directs the staff of the College to adjust the asset inventory and values accordingly.

### **12b. Disposal of 2005 Chevrolet Silverado Pickup Truck**

The Annotated Code of Maryland, Education Article, Title 16, specifies that the Board of Trustees may sell, lease, or otherwise dispose of community college assets or property. The Board of Trustees adopted a policy for the disposal of surplus property on January 23, 1980 and updated this policy on September 28, 2023. The policy, as adopted, requires the approval of the Board of Trustees for the disposal of any asset or property when the original asset value exceeds \$25,000 (\$50,000 for assets purchased as of 10/1/17, \$100,000 as of 10/1/23).

The College purchased a 2005 Chevrolet Silverado Pickup Truck in 2005 in the amount of \$25,514 for the Facilities Department and was transferred to the Truck Driver Training Program in 2016. The truck is no longer safe to drive and a replacement will be transferred from the Facilities Department once they receive their new 2024 trucks. It is recommended that the asset be removed from the asset inventory.

The Vice-President of Finance and Administration and the President concur with the recommendation, therefore, be it

RESOLVED, that the Board of Trustees concurs with the disposal of the 2005 Chevrolet Silverado Pickup Truck and directs the staff of the College to adjust the asset inventory and values accordingly.

### 13) ACCT Legislative Conference Report

Trustee Donna Horgan attended the ACCT Legislative Conference in early February and reported on topics that were reviewed.

### 14) Financial Report for January 31, 2024— Mr. Craig Whiteford

Mr. Whiteford reviewed financial information for January 31, 2024. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

### 15) Old Business/New Business

Old Business: none



New Business

- a. Next Regular Session will be held on Thursday, March 28, 2024. The meeting will take place in person at Cecil College or via Teams, beginning at 4:00 p.m. in the President's Board Room – A338. A motion was made by Kathleen Kunda and seconded by Donna Horgan for the next regular session meeting and was approved

15) Close Regular Session - Adjournment

The regular meeting adjourned at 4:46 p.m. A motion was made by Kathleen Kunda and seconded by Dr. Cydney T. Teal to adjourn the meeting.