

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, August 27, 2020

Regular Session: 4:00 p.m.

A G E N D A

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Meeting ID: 910 0661 4332

Passcode: 08272020

- 1) Roll Call
 - * 2) Approval of Agenda
 - * 3) Approval of June 25, 2020 Minutes
 - 4) Joint report from Administrative Professional Organization and Classified Staff Organization Report
– Mr. Daniel Combs
 - 5) Academic Senate Report- Dr. Anne Edlin
 - 6) President’s Report – Dr. Mary Way Bolt
 - * 7) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt - **20-048**
 - * 8) Proposed Resolution: ACCT Voting Delegate – Dr. Mary Way Bolt - **20-049**
 - * 9) Proposed Resolution: Approval of August 2020 Candidates for Graduation – Dr. Christy Dryer - **20-050**
 - * 10) Proposed Resolution: Approval of Sexual Discrimination and Harassment Policy – Dr. Kimberly- **20-051**
Joyce
 - * 11) Proposed Resolution: Annual Fund Balance Designations– Mr. Hugh Curran - **20-052**
 - 12) Financial Report – Mr. Hugh Curran
 - 13) Sabbatical Presentation- Dr. Christy Dryer
 - Dr. Anne Edlin
 - 14) Old Business/New Business
 - a) Next Meeting, Thursday, September 24, 2020 at 4:00 p.m.
 - 15) Adjournment
 - * 16) Closed Session
- *Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES
June 25, 2020

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

Roll Call by Zoom: Present –Mark Mortenson, Dr. Cydney T. Teal, Raymond Hamm, Sarah W. Colenda, Kathleen Kunda, Donna Horgan and Dr. Mary Way Bolt, President of Cecil College.

Absent: Michael J. Scibinico

Also present by Zoom were Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Maurice Tyler, CIO; Lauren Fleck, Director of Human Resources; Chris Ann Szep, Vice President Community & Gov't Relations and College Advancement and Hugh Curran, Vice President of Administrative Services

- 2) Approval of Agenda – On motion of Donna Horgan, seconded by Raymond Hamm, the agenda was approved as presented.
- 3) Approval of May 28, 2020 Board Meeting Minutes – On motion of Donna Horgan and seconded by Kathleen Kunda, the minutes of May 28, 2020 were approved as written.
- 4) Maryland Association of Community Colleges (MACC) – Dr. Bernard Sadusky
Dr. Sadusky reviewed the state of funding for community colleges as well as information on Coronavirus Aid, Relief, and Economic Security (CARES) Act. MACC along with college presidents, trustees and local senators will be the voice who fight for community colleges within Maryland.
- 5) Joint report from Administrative Professional Organization and Classified Staff Organization – Ms. Melissa Redfield

Classified Staff Organization (CSO) Update:

CSO has been meeting virtually via Skype for Business since April. This month, instead of a meeting, a “virtual picnic” was offered to give CSO members a chance to reconnect. CSO will continue to meet throughout the summer to ensure all information provided is communicated to all full-time, hourly staff each month. The first goal for next fiscal year is to review the CSO Constitution. CSO members will identify any policies that need to be reviewed on a yearly basis into an easily accessible file. Potential options for student fundraisers are being discussed especially if the spring All-College Day needs to move to a virtual event.

Administrative Professional Organization (APO) Updates

APO is continuing to meet virtually through Skype. The June meeting was on June 28 and the next meeting is scheduled for July 16. President, Dann Combs noted that APO will meet during the summer months so full time staff members have a venue to voice any praises or concerns and to disseminate information. APO will not be hosting their normal fundraising efforts at All College Day but will look to conduct smaller fundraising activities once all are back on campus. APO has enough money to cover the same amount of scholarships that were awarded last year. APO will continue fundraising efforts to grow the APO Scholarship fund. The Constitution and

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Bylaw review is going through the final round of voting which will be completed before the 4th of July break.

6) Academic Senate Report – Dr. Anne Edlin

Senate met virtually on June 10 via Skype and discussed several policies.

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

Dr. Bolt participated in the Economic Development Commission meeting, Local Management Board, Maryland Association of Community College’s Executive Board, and Susquehanna Workforce Network Annual meeting.

The Maryland Association of Community College Board of Directors meeting is scheduled for June 30, 2020 and Dr. Bolt will be participating in the meeting.

Dr. Bolt provided a college update to the Multicultural Student Services Advisory Board meeting.

On June 11th Dr. Bolt hosted a college wide Town Hall meeting for college employees. A college update was provided along with responses to previously submitted questions from employees.

Dr. Bolt participated as an invited panel member to Reverend Kevin Brown’s Courageous Conversations held on June 16th.

Dr. Bolt hosted Cecil College United virtual event on June 16th for employees, students, Multicultural Student Advisory Board, Foundation members and Board of Trustee members. The Reverend Brown provided remarks along with a student reading and reflection by a staff member.

Cecil College’s three phase Return to Campus plan is a safe and planful return to campus. At this time, Cecil has created a tentative phased approach for our employees and students to return to campus. To remain consistent with federal guidance, the phased approach to reopening Cecil offices mirrors the guidelines included in the Maryland Road to Recovery. Cecil College continues to collaborate with the Cecil County Health Department to ensure a safe and phased return to campus.

Governor Larry Hogan announced the commitment of more than \$45.6 million in additional education funding for K-12 technology improvements, community college workforce development programs, rural broadband initiatives, and other priorities in every jurisdiction in Maryland, particularly those most affected by the COVID-19 pandemic. The Maryland Higher Education Commission has not established guidelines for allocation of the \$10 million for community college workforce development programs.

8) Election of Board of Trustees – Dr. Mary Way Bolt – Moved by Sarah W. Colenda and seconded by Kathleen Kunda, the Election of Board of Trustees was approved.

Every year the Board elects its officers at the annual meeting in June. The Nominating Committee polled Trustees for the nominations for the elected positions. The officers to be elected are Chair and Vice-chair as per the Annotated Code 16. Ballots were tallied and the results are as follows: Mark G. Mortenson will serve as Chairman and Dr. Cydney T. Teal will serve as Vice-Chairman. The term of office for each elected position shall be from July 1 until June 30 of the following year.

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

RESOLUTION NO: 20-036
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:

RETIREMENT

Name: Amrutha Kuraguntla
Position: Professor II, Biology
Salary Grade: 19
Division: Academic Programs
Category: Faculty
Effective: June 19, 2020

Name: Nancy Vinton
Position: Professor I, Biology
Salary Grade: 18
Division: Academic Programs
Category: Faculty
Effective: June 12, 2020

SEPARATIONS/RESIGNATIONS

Name: Scott Walton
Position: Associate Professor I, Business
Salary Grade: 16
Division: Academic Programs
Category: Faculty
Effective: June 19, 2020

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

- 10) Proposed Resolution – Approval Maryland Higher Education Commission Nurse Support Program II Grant Agreement- Dr. Christy Dryer – Moved by Kathleen Kunda, and seconded by Raymond Hamm, the board approves MHEC Nurse Support Program II Grant Agreement.

RESOLUTION NO: 20-037
APPROVAL OF MARYLAND HIGHER EDUCATION COMMISSION NURSE SUPPORT PROGRAM II GRANT AGREEMENT

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2) (h) (2020), Cecil College is empowered to seek grants.

The College applied to the Maryland Higher Education Commission (MHEC) for funds to support advancing academic preparation of entry-level nurses and existing nurses to meet the needs of

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hospitals and health systems (80 percent baccalaureate degree by 2025). The Maryland Higher Education Commission awarded \$330,923 to meet these goals.

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 MHEC grant in the amount of \$330,923 and directs that these funds be used to support advancing academic preparation of entry-level nurses and existing nurses to meet the needs of hospitals and health systems (80 percent baccalaureate degree by 2025) for the period July 1, 2020 through June 30, 2025.

- 11) Proposed Resolution – Academic Program Approval Consent Agenda – Moved by Raymond Hamm seconded by Sarah W. Colenda, the Board of Trustees approved the Resolutions in the Consent Agenda.

**a) RESOLUTION NO: 20-038
APPROVAL OF ACADEMIC PROGRAM APPROVAL – LOWER
DIVISION CERTIFICATE IN VISUAL COMMUNICATIONS – DIGITAL
COMMERCE**

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 new program:

- Lower Division Certificate in Visual Communications – Digital Commerce

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

**b) RESOLUTION NO: 20-039
APPROVAL OF LOWER DIVISION CERTIFICATE IN VISUAL
COMMUNICATIONS – GRAPHIC DESIGN**

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;

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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 revised program:

- Lower Division Certificate in Visual Communications – Graphic Design

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

c) RESOLUTION NO: 20-040

ACADEMIC PROGRAM APPROVAL – LOWER DIVISION IN VISUAL COMMUNICATIONS – PROFESSIONAL PHOTOGRAPHY

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 revised program:

- Lower Division Certificate in Visual Communications – Professional Photography

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

d) RESOLUTION NO: 20-041

ACADEMIC PROGRAM APPROVAL – LOWER DIVISION CERTIFICATE IN VISUAL COMMUNICATIONS – SIMULATION DESIGN AND GAMING

The Board of Trustees, under Title 13B.02.03 of the Code of Maryland Regulations

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(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 revised program:

- Lower Division Certificate in Visual Communications - Simulation Design and Gaming

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

e) **RESOLUTION NO: 20-042**

ACADEMIC PROGRAM APPROVAL – LOWER DIVISION CERTIFICATE IN VISUAL COMMUNICATIONS – WEB DESIGN AND MULTIMEDIA

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 revised program:

- Lower Division Certificate in Visual Communications – Web Design and Multimedia

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

- 12) Proposed Resolution – Academic Program Approval – Lower Division Certificate in Computer Aided Drafting and Design (CADD)- Moved by Donna Horgan and seconded by Dr. Cydney T. Teal, the Board of Trustees accepts the Academic Program Approval – Lower Division Certificate in Computer Aided Drafting and Design (CADD)

RESOLUTION NO: 20-043

ACCEPTANCE OF THE ACADEMIC PROGRAM – LOWER DIVISION CERTIFICATE IN COMPUTER AIDED DRAFTING AND DESIGN (CADD)

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 new program:

- Lower Division Certificate in Computer Aided Drafting and Design (CADD)

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

- 13) Proposed Resolution – Academic Program Approval – Associate of Applied Science in Bio-production – Moved by Kathleen Kunda and seconded by Sarah W. Colenda, the board approved the Academic Program – Associate of Applied Science in Bio-production.

RESOLUTION NO: 20-044

ACADEMIC PROGRAM APPROVAL – ASSOCIATE OF APPLIED SCIENCE IN BIO-PRODUCTION

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 new program:

- Associate of Applied Science in Bio-production

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

- 14) Proposed Resolution – Academic Program Approval – Lower Division Certificate in Health Sciences- Moved by Raymond Hamm and seconded by Kathleen Kunda, the Academic Program – Lower Division Certificate in Health Sciences was approved as presented.

RESOLUTION NO: 20-045

ACADEMIC PROGRAM APPROVAL – LOWER DIVISION CERTIFICATE IN HEALTH SERVICES

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 new program:

- Lower Division Certificate in Health Sciences

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

- 15) Proposed Resolution: Approval of the Annual Operating and Minor Capital Budget for Fiscal Year 2020-2021 – Moved by Donna Horgan and seconded by Sarah W. Colenda, the Annual Operating and Minor Capital Budget for Fiscal Year 2020-2021 was approved as presented.

RESOLUTION NO: 20-046

APPROVAL OF THE ANNUAL OPERATING AND MINOR CAPITAL BUDGET FOR FISCAL YEAR 2020-2021

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 Operating, Minor Capital Budget, and Capital Improvement Program for fiscal year 2019-2020 has been prepared by the administration of the College with faculty and staff participation.

The Operating and Minor Capital Budget Request for Fiscal Year 2021 was based on estimated revenue from the Cecil County Government, the State of Maryland, and student tuition and fee revenue. The College submitted an operating budget to the County Executive requesting total revenue of \$28,726,861, which included \$12,168,887 in operating from the County, \$393,000 in Minor Capital, and a Capital Improvement Program request of \$4,317,000. The County Executive submitted an operating budget to the County Council reflecting reductions of \$328,000 to operating, \$243,000 to Minor Capital, and \$1,817,000 to the Capital Improvement Program. On May 19, 2020, the County Council adopted the FY 2021 Operating, Minor Capital Budget, and Capital Improvement Program as presented by the County Executive.

Therefore be it

RESOLVED, that the Board of Trustees approves the Operating and Minor Capital Budget Request for Fiscal Year 2020 - 2021 in the total amount of \$27,435,260, which includes \$11,841,157 from the County, \$150,000 in Minor Capital and Capital Improvement Program funding of \$2,500,000.

- 16) Proposed Resolution – Approval of the Cecil College Cultural Diversity Plan – Moved by Kathleen Kunda and seconded by Raymond Hamm, the Cecil College Cultural Diversity Plan was approved as presented.

RESOLUTION NO: 20-047
APPROVAL OF THE CECIL COLLEGE 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 has 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 2020 Cultural Diversity Plan.

17) Financial Report – Mr. Hugh Curran

Mr. Curran reviewed financial information as of May 31, 2020. He reviewed actual and projections versus budget operating revenue and expenses as well as working capital.

18) Academic Programs – Covid-19: Faculty Adapting to Support Student Success

Information was presented on how Faculty is adapting to support student success during the spring semester 2020. There will be online synchronous versus asynchronous classes. The nursing program will utilize simulation to complete program and accreditation requirements but other healthcare programs are on hold. Automotive technology will use virtual reality online to meet requirements. Heating, Ventilation and Cooling will utilize online modules to complete program requirements.

The college's remaining courses and programs were able to be completed online including science labs, and virtual visual communication labs. The math lab, writing center, tutoring were offered in an online format. Information Technology (IT) provide IT distress assessment for students and faculty. Secure online student testing was supported with the adoption of technology called Respondus.

Moving forward to summer and fall 2020 there are plans to complete health care and skilled trades programs. A majority of classes will be held online as well as hybrid and in-person classes.

19) Old Business/New Business

Old Business

- Dr. Bolt invited Trustees to send topics of interest for board meetings or the retreat to Trustee Mortenson and copy Dr. Bolt.

New Business

- A Special Closed Session related to the Investment of Public Funds will be held at the August 27, 2020 board of trustees meeting - Motion made by Sarah W. Colenda and seconded by Kathleen Kunda, the Special Closed Session was approved as presented.

20) Close Regular Session

- a. Next Regular Session will be held on Thursday, August 27, 2020, 2020. The meeting will take place virtually beginning at 4:00 p.m. A motion was made by Sarah W. Colenda and seconded by Kathleen Kunda for the next regular session meeting and was approved.
- b. A motion to adjourn the regular session was made by Sarah W. Colenda and seconded by Raymond Hamm and approved.
- c. The regular meeting adjourned at 5:30 p.m.