

**CECIL COLLEGE**  
**BOARD OF TRUSTEES MEETING**  
Thursday, April 25, 2024  
Regular Session: 4:00 p.m.

**Join on your computer or mobile app**  
**[Join the meeting now](#)**

**REVISED**

**A G E N D A**

- 1) Roll Call
- \* 2) Approval of Agenda
- \* 3) Approval of March 28, 2024 Meeting Minutes
- 4) Academic Senate Report – Dr. Jennifer Scott-Greenfield
- 5) Administrative Professional Organization Report – Mr. Daniel Combs
- 6) Classified Staff Organization Report – Mr. Wyatt Thompson
- 7) President’s Report - Dr. Mary Way Bolt
- \*8) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- \*9) Proposed Resolution: Cecil College Naming Policy – Dr. Mary Way Bolt
- \*10) Proposed Resolution: Academic Program Approval – Associate of Applied Science in Skilled Trades – Dr. Christy Dryer
- \*11) Proposed Resolution: Job Abandonment Policy – Ms. Lauren Fleck
- \*12) Proposed Resolution: Senior Citizen Tuition Waiver and Fees Policy – Mr. Christopher Mills
- 13) Financial Report – Mr. Christopher Mills
- 14) Old Business/New Business
- \*a. Regular Session: Thursday, May 30, 2024 at 4:00 p.m. In Person (A338) and Virtual via Teams
- 15) Adjournment

---

**Upcoming Events**

- April 26 – STEM Poster Night – 3pm – 5pm
- April 27 – Scholar’s summit –9am – 3pm – TC208
- April 29 – Groundbreaking Ceremony for Roadway and Facility Building – 10am
- April 29 – Creative Writing event – 5pm – Milburn Stone Theatre

\* Requires Board Action

- May 3 – First Friday – Student Art and music performance – 5pm – 8pm – Elkton Station
- May 8 – VCP Show – 5pm – 7pm Technology Building
- May 11 & 12– The Laramie Project – Milburn Stone Theatre
- May 16 – PTA Ceremony – 6pm – TC106
- May 17 – Nursing Pinning – 6pm – 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  
April 25, 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, Raymond W. Hamm, Sarah W. Colenda, Dr. Ozden Coksaygan and Dr. Mary Way Bolt, President of Cecil College

Via Teams: Trustees: Dr. Cydney T. Teal, and Kathleen Kunda

Absent: None

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, Christopher Mills, Vice President of Finance, Lauren Fleck, Human Resources Executive Director, Kelly McVeigh, Chief Information Officer, and, Sherry D. Hartman, Executive Assistant to the President.

- 2) Approval of Agenda –On motion of Sarah W. Colenda, seconded by Dr. Ozden Coksaygan the agenda was approved.
- 3) Approval of March 28, 2024 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Sarah W. Colenda, the minutes of March 28, 2024, were approved as presented.
- 4) Academic Senate Report – Dr. Jennifer Scott-Greenfield

Academic Senate met on April 3, 2024

Senate reviewed and approved the Granting of Professor Emeritus Policy and the Learning Management System Policy

Academic Affairs Committee approved the revision of seventeen courses, two course archive requests (VCP 120 Digital Imaging & VCP 227 Advanced Digital Imaging Production II), a new course request (PHI 110 Introduction to Ethics), a program change request (Associate of Arts Secondary Education), and a new program request (Associate of Applied Science Skilled Trades)

Faculty Affairs Committee is reviewing the Full Time Faculty Rank and Promotion Policy, the Faculty Performance Evaluation Policy, and the Adjunct Faculty Performance Policy

Instructional Technology Committee is reviewing the Online Course Policy and the Online Education Plan; reminder that all courses will transition to Canvas at the end of the semester

Next Senate meeting is Wednesday, May 1, 2024

5) Administrative Professional Organization Report (APO)– Mr. Wyatt Thompson

APO last met on April 18, 2024

The Cecil College Logo Apparel Sale online store closed on April 7, 2024. Sixteen (16) orders were placed for a total of ninety (90) garments. Howett's is awaiting a few items to finish up the embroidering. The estimated pick-up date is set for May 6, 2024. Dann Combs will contact all purchasers to schedule a time to pick up or delivery of items.

The BJ's Wholesale Membership Fundraiser is running now through April 30, 2024. Save on a new membership or renewal, and up to \$10 of the cost will go to the PO Scholarship Fund. Email with information was sent out to the college community. The email includes the information on how to enroll/renew through this program.

A committee has been assembled to plan the annual summer picnic. APO and CSO have both agreed to hold the picnic together this year since last year's join picnic was a success. It also fosters a larger sense of community, as well as it limits financial and food waste. The picnic will take place in June, a date has not been established yet.

A committee will be established to run elections for the upcoming fiscal year. All three (3) current officers are up for election and are viable candidates for their respective roles as they have not reached the term limit.

- President – Daniel Combs
- Vice President/Treasurer – Andrew Mitchell
- Secretary – Thomas Worthington

The committee will poll APO for nominees and hold a virtual election in late June early July.

The next meeting is scheduled for May 16, 2024 at 9:00am

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

CSO held their meeting on April 11, 2024 at 11:00 a.m. via Teams.

The CSO Constitution and By-laws & Handbook are currently being distributed and half have been delivered. Forty (40) have been provided to Human Resources for new hire distribution.

The .5K Donut/Coffee Walk has been moved to AVD in the fall as a larger volume of staff and faculty will be present on campus. More details to follow.

The spring fundraiser will take place on May 6, 2024 from 4pm-7pm at Rita's of North East. All purchases during the time frame will count towards the fundraiser. There is no need to show a QR code, flyer or prove any affiliation with Cecil College.

- \$251-\$400 in sales, Cecil College will receive 15% of sales.
- Over \$400 in sales, Cecil College will receive 20% of sales.

The next meeting will take place on May 9, 2024 at 2:00 p.m. via Teams.

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

Dr. Bolt participated in the Economic Development Commission Meeting, Maryland Association of Community College’s legislative committee, Susquehanna Workforce Network Focus Group, Maryland Council of Community College Presidents meeting, and Susquehanna Workforce Development meeting.

Dr. Bolt attended the American Association of Community Colleges conference. Also attended the virtual presentation by the Association of Governing Boards entitled Philanthropic Leadership: How Foundation Boards, Foundation Executives, and Campus Presidents Collaborate to Grow Giving.

Dr. Bolt presented Cecil College’s budget to the county council along with Vice President Chris Mills and Controller Craig Whiteford.

Dr. Bolt attended Cecil Colleges graduation event day, open house and provided a welcome for the College for a Day event.

Dr. Bolt attended the Foundation Gala hosted at Rosewood Farms and thanked the Trustees and staff for attending and supporting this event which supports programs and scholarships for students.

Dr. Bolt provided a College update to faculty and staff through a live and recorded Town Hall on April 24, 2024.

The Scholars Summit will be hosted on campus April 27, 2024 and Dr. Bolt will provide a welcome. The conference is designed to inform undergraduate students with the process and academic rigors of presenting projects in a professional setting.

The groundbreaking for the new entrance and facilities building will take place on April 29, 2024 at 10 am.

8) Proposed Resolution: Personnel Items – Moved by Sarah W. Colenda and seconded by Dr. Ozden Coksayan, the Personnel Items were approved as presented.

**RESOLUTION NO: 24- 017**  
**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**

***Promotions***

Name:	Brittni Askew
Position:	Registration Specialist
Salary Grade:	111

April 25, 2024

Division: Student Services  
Category: Non-Exempt  
Effective: March 25, 2024

Name: Donna Smith  
Position: Payroll Compliance Coordinator  
Salary Grade: 114  
Division: Finance and Administration  
Category: Exempt  
Effective: April 8, 2024

### SEPARATIONS/RESIGNATIONS

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

- 9) Proposed Resolution: Cecil College Naming Policy - Moved to be approved with the removal of the sentence *“When a recommendation is submitted to the Board of Trustees by a member of the Board of Trustees, the member shall recuse themselves from the vote on the recommendation.”* by Raymond W. Hamm and seconded by Sarah W. Colenda, the approval of the Cecil College Naming Policy was approved as presented.

#### **RESOLUTION NO: 24-018**

#### **APPROVAL OF CECIL COLLEGE NAMING POLICY**

The Cecil College Naming Policy provides conditions/criteria upon which Cecil College may name its properties, programs, and positions to support the mission of the College and the Cecil College Foundation.

RESOLVED, that the Cecil College Board of Trustees approves of the Cecil College Naming Policy as presented.

- 10) Proposed Resolution – Academic Program Approval – Associate of Applied Science in Skilled Trades – Moved by Sarah W. Colenda and Kathleen Kunda, the Academic Program – Associate of Applied Science in Skilled Trades is approved as presented.

#### **RESOLUTION NO: 24- 019**

#### **APPROVAL OF ACADEMIC PROGRAMS-ASSOCIATE OF APPLIED SCIENCE IN SKILLED TRADES**

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 Skilled Trades

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.

- 11) Proposed Resolution – Job Abandonment Policy – Moved by Raymond W. Hamm and Donna Horgan approved the Job Abandonment Policy as presented.

**RESOLUTION NO: 24- 020**  
**APPROVAL OF THE JOB ABANDONMENT POLICY**

Employees are required to report to work as scheduled, unless the employee is on approved leave (including sick and safe leave) or the employee’s absence or tardiness is excused by the employee’s supervisor. If an employee fails to report to work without properly contacting and obtaining approval for the absence from their supervisor (i.e. absence on a “no call/or show” basis) for three (3) scheduled consecutive working days, the employee will be considered to have abandoned their job, effective at the end of their normal shift on the third day. Proper use of sick and safe leave will not count toward the three (3) days for job abandonment. If an employee abandons their job, the College will process separation paperwork.

RESOLVED, that the Cecil College Board of Trustees approves of the Job Abandonment Policy as presented.

- 12) Proposed Resolution – Senior Citizen Tuition Waiver and Fees Policy - Moved by Donna Horgan and seconded by Dr. Ozden Coksaygan, the Senior Citizen Tuition Waiver and Fees Policy was approved as presented.

**RESOLUTION NO: 24-021**  
**APPROVAL OF THE SENIOR CITIZEN TUITION WAIVER AND FEES POLICY**

Pursuant to **Md. EDUCATION Code Ann. §16-106**, Cecil College will waive tuition only (not fees) on Maryland FTE eligible credit and certain non-credit courses to Maryland senior citizens, defined as Maryland residents 60 years of age and older, in alignment with Maryland state law. All waivers are subject to course eligibility requirements and space availability.

RESOLVED, that the Cecil College Board of Trustees approves of the Senior Citizen Tuition Waiver and Fees Policy as presented.

13) Financial Report for March 31, 2024– Mr. Chris Mills

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

14) Old Business/New Business

Old Business:

New Business

- a. A suggestion to schedule work sessions was put forward, if needed, before the monthly board meeting.
- b. Trustee Colenda suggested a collaborative event between the Cecil College Board of Trustees and the Cecil College Foundation board. Hosting it at the newly refurbished Principio Mansion can foster a conducive environment for discussions and networking.
- c. Next Regular Session will be held on Thursday, May 30, 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 Raymond W. Hamm and seconded by Dr. Ozden Coksaygan for the next regular session meeting and was approved

20) Close Regular Session - Adjournment

The regular meeting adjourned at 4:41 p.m. A motion was made by Sarah W. Colenda and seconded by Donna Horgan to adjourn the meeting.