

CECIL COLLEGE  
BOARD OF TRUSTEES MEETING  
Thursday, December 2, 2021  
Regular Session: 4:00 p.m.

Join Zoom Meeting

<https://cecil-edu.zoom.us/j/6856624244?pwd=bExoRFFCYmF0M1pJVFNnUTQ4SlhzQT09>

Meeting ID: 685 662 4244

Passcode: 20210325

**A G E N D A**

- 1) Roll Call
  - \* 2) Approval of Agenda
  - \* 3) a. Approval of October 27, 2021 Meeting Minutes  
b. Approval of October 27, 2021 Joint Meeting Minutes with Cecil County Public Schools
  - 4) Academic Senate Report – Dr. Christopher Castillo
  - 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Gary Brown
  - 6) President’s Update – Dr. Mary Way Bolt
  - \*7) Proposed Resolution: Personnel Actions November 2021– Dr. Mary Way Bolt
  - \*8) Proposed Resolution: December Graduation Candidates Report – Dr. Christy Dryer
  - \*9) Proposed Resolution: Approval for new Lower Division in Biological Laboratory Skills – Dr. Christy Dryer
  - \*10) Proposed Resolution: NIMBL Grant – Dr. Christy Dryer
  - \*11) Proposed Resolution: Occupational Safety and Health Administration Emergency Temporary Standard Policy – Ms. Lauren Fleck
  - 12) Financials – Mr. Christopher Mills
  - 13) Old Business/New Business
    - \*a. Next Meeting, January 27, 2022 at 4:00 p.m., ZOOM.
  - 14) Adjournment
- \*Requires Board Action



CECIL COLLEGE  
BOARD OF TRUSTEES  
MINUTES

December 2, 2021

- 1) Chairman Mark Mortenson called the regular session to order at 4:02 p.m.

Roll Call via Zoom– Mark Mortenson, Sarah W. Colenda, Raymond W. Hamm, Donna Horgan, Michael J. Scibinico, II, Kathleen Kunda, Dr. Cydney T. Teal, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

Also present via Teams were Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Lauren Fleck, Executive Director of Human Resources; Chris Ann Szep, Vice President Community & Government Relations and College Advancement and Interim CIO; and Christopher Mills, Vice President of Finance.

- 2) Approval of Agenda –On motion of Sarah W. Colenda, seconded by Dr. Cydney T. Teal, the agenda was approved.
- 3) a. Approval of October 27, 2021 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Michael J. Scibinico, II, the minutes of October 27, 2021 were approved as presented  
b. Approval of October 27, 2021 Joint Meeting Minutes with Cecil County Public Schools – On the motion of Kathleen Kunda and Dr. Cydney T. Teal, the minutes of October 27, 2021 Joint Meeting Minutes with Cecil County Public Schools were approved as presented.
- 4) Academic Senate Report – Dr. Christopher Castillo

Academic Senate met twice, November 3, 2021 and December 1, 2021.

Senate made minor revisions to two policies and approved a new Blackboard Process.

- 5) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Gary Brown

CSO

CSO held their meeting on November 12, 2021. A fundraising committee meeting will be held to discuss a spring fundraiser.

CSO will hold their next meeting on December 10, 2021

APO

The MRDC Early Head Start Wish List through Amazon was a great success. APO was able to provide many of the items that were requested so each child receives gifts for the holidays.

APO will work with BSN Sports to arrange an online store with Cecil College logo wear for purchase.

The next APO meeting is scheduled for Thursday, December 16, 2021 at 9:00 a.m.

6) President's Report – Dr. Mary Way Bolt

The College budget process is nearing final stages and will be presented to the Board of Trustees in January. The President's office will be reaching out to trustees to schedule time for review of the proposed budget with our Vice President of Finance and Administrative Services.

The rpkGroup is moving forward with data review and personnel interviews. During the January board meeting rpkGroup will present preliminary data with a reminder that the consultant engagement runs until May 2022.

In November, Dr. Bolt attended Local Management Board, Economic Development Commission, Maryland Association of Community College's (MACC) Executive Board, University System of Maryland and MACC Leadership Council, and Northern Maryland Technical Council meetings.

Dr. Bolt attended the Army Alliance Annual breakfast meeting where Aberdeen Proving Ground updates were provided.

Dr. Bolt attended the College's presentation on "Relationships between people and land: a brief synopsis of the indigenous tradition in the northern Chesapeake Bay area."

Dr. Bolt participated in Cecil College's Nursing Advisory Board and Healthcare Advisory Board meetings, and provided a welcome to the College's Bioproduction Advisory Board and Multicultural Student Services Advisory Board. Thank you, Trustee Teal, for participating in the Healthcare Advisory board meeting.

Dr. Bolt attended the Organization of Associate Degree Nursing conference for induction as an Honorary Fellow in the Academy of Associate Degree Nursing.

Dr. Bolt participated in the Aspen Institute Philanthropy Leadership Institute Series, part one.

Dr. Bolt will be attending the Leadership Maryland Class of 2021 Celebration of Leadership and Graduation on December 7.

The College received final notice that the Physical Therapist Assistant program has been reaccredited for ten years. Congratulations to the Physical Therapist Assistant Program.

7) Proposed Resolution: Personnel Items November 2021 – Moved by Sarah W, Colenda and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

**RESOLUTION NO: 21- 057**  
**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: Arshaneka Fountain  
Position: Financial Aid Associate  
Salary Grade: 13  
Division: Student Services  
Category: Exempt  
Effective: November 1, 2021

Name: Elijah Orzechowski  
Position: Information Security Analyst  
Salary Grade: 13  
Division: Information Technology  
Category: Exempt  
Effective: November 8, 2021

Name: David Barnett  
Position: Academic Advisor  
Salary Grade: 14  
Division: Student Services  
Category: Exempt  
Effective: November 29, 2021

Name: Candy Greenleaf  
Position: Administrative Assistant, Workforce Development  
Salary Grade: 11  
Division: Academic Programs  
Category: Non-Exempt  
Effective: November 15, 2021

Name: Raegen Iler  
Position: Coordinator, Disability & Wellness Support  
Salary Grade: 14  
Division: Student Services  
Category: Exempt  
Effective: November 29, 2021

Name: Eric Soler  
Position: Coordinator of Student Engagement  
Salary Grade: 14  
Division: Student Services  
Category: Exempt  
Effective: November 29, 2021

**SEPARATIONS/RESIGNATIONS**

Name: Alexandra Bellin  
Position: Academic Advisor  
Salary Grade: 14  
Division: Student Services  
Category: Exempt  
Effective: November 19, 2021

**RETIREMENT**

Name: Joellen Brackin  
Position: Academic Advisor  
Salary Grade: 13  
Division: Student Services  
Category: Exempt  
Effective: November 26, 2021

The President has recommended these personnel actions, therefore, be it

RESOLVED, that the Board of Trustees approves these personnel actions.

- 8) Proposed Resolution: December Graduation Candidates Report– Moved by Michael J. Scibinico, II and seconded by Donna Horgan, the December Graduation Candidates Report was approved as presented.

**RESOLUTION NO: 21- 058**

**APPROVAL OF THE DECEMBER GRADUATION CANDIDATES REPORT**

The Board of Trustees has been authorized by the Maryland Higher Education Commission toward 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 as of December 31, 2021.

- 9) Proposed Resolution – Approval for new Lower Division in Biological Laboratory Skills - Moved by Sarah W. Colenda and seconded by Dr. Cydney T. Teal, the board approved the new Lower Division in Biological Laboratory, as presented.

**RESOLUTION NO: 21- 059**

**APPROVAL OF NEW LOWER DIVISION IN BIOLOGICAL LABORATORY SKILLS**

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 Biological Laboratory Skills

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.

- 10) Proposed Resolution – National Institute for Innovation in Manufacturing Biopharmaceuticals (NIMBL) Grant – Moved by Raymond W. Hamm and seconded by Dr. Cydney T. Teal, the NIMBL Grant was approved as presented.

**RESOLUTION NO: 21- 060**  
**APPROVAL OF NATIONAL INSTITUTE FOR INNOVATION IN**  
**MANUFACUTRING BIOPHARMACEUTICALS GRANT**

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

The College applied to the University of Delaware for Federal funds for Supporting Pharmaceutical and Bioproduction Manufacturing with a Certificate in Laboratory Techniques to Provide an Entry-Level Workforce, under the American Rescue Plan (HEERF III). Cecil College is a sub-recipient of funds awarded to the pass-through entity University of Delaware. The University of Delaware awarded \$106,471 to Cecil College to create a program setting students on a path to completion or employment or continued education in biotechnology/bioproduction.

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 National Institute for Innovation in Manufacturing Biopharmaceuticals (NIIMBL) Research, Development, and Testbeds to Help the Nation Prevent, Prepare for, and Respond to Coronavirus Grant in the amount of \$106,471 and directs that these funds be used to train entry level laboratory workers for pharmaceutical and biotechnology companies in the region for the period November 1, 2021 through October 31, 2022.

- 11) Proposed Resolution – Occupational Safety and Health Administration Emergency Temporary Standard (OSHA ETS) Policy – Moved by Kathleen Kunda and seconded by Dr. Cydney T. Teal, the Occupational Safety and Health Administration Emergency Temporary Standard Policy was approved as presented.

**RESOLUTION NO: 21- 061**  
**APPROVAL OF OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION**  
**EMERGENCY TEMPORARY STANDARD POLICY**

Cecil College, in compliance with the Occupational Safety and Health Administration’s COVID-19 Vaccination and Testing Emergency Temporary Standard, adopts this COVID-19 Vaccination, Testing, and Face Covering Policy (the “Policy”).

The Policy requires that all College employees be fully vaccinated against COVID-19 or comply with testing and face covering requirements as set forth below. The Policy also requires that employees provide proof of vaccination.

Employees may be entitled to a reasonable accommodation if they cannot be vaccinated and/or comply with this Policy and Procedure (*i.e.*, wear a face covering or comply with required safety policy’s) because of a disability or sincerely held religious belief, practice, or observance of the employee. Employees must contact Human Resources if they are seeking information regarding a potential reasonable accommodation.

Employees are required to complete [Cecil College’s Employee Covid-19 Vaccination Status Form](#) regarding their vaccination status by December 6, 2021.

Failure to abide by the Policy and the accompanying procedures may lead to disciplinary action, up to and including termination of employment.

This Policy and the accompanying Procedure are effective immediately. The College may modify this Policy and the accompanying Procedure based on the State of Maryland’s adoption of the OSHA ETS and the outcome of pending court proceedings regarding the ETS.

*This Policy complies with OSHA’s Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).*

**RESOLVED**, that the Board of Trustees has approved OSHA ETS policy and recommends that the College proceed with the policy as presented.

12) Financial Report – Mr. Christopher Mills

Mr. Mills reviewed financial information from October and November, 2021. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

13) Old Business/New Business

Old Business

New Business

- Cecil College received a Letter of Intent from Cecil County to provide the remaining funds to complete the project
- Trustee Horgan asked about the Student Center – The Student Center project has been pushed out of the five-year plan with the County. No good estimate when the project will be viable.

14) Close Regular Session

- a. Next Regular Session will be held on Thursday, January 27, 2022. The meeting will take place via Zoom beginning at 4:00 p.m. A motion was made by Michael J. Scibinico, II and seconded by Donna Horgan for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 4:46 p.m. A motion was made by Sarah W. Colenda and seconded by Kathleen Kunda to adjourn the meeting.