

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, May 30, 2024

Regular Session: 4:00 p.m.

**A G E N D A**

**Join on your computer or mobile app**

[Click here to join the meeting](#)

- 1) Roll Call
- \* 2) Approval of Agenda
- \* 3) Approval of April 25, 2024 Meeting Minutes
- 4) Audit Report – Ms. Lisa Ritter – Maher Duessel – Mr. Christopher Mills
- 5) Academic Senate Report – Dr. Jennifer Scott-Greenfield
- 6) Administrative Professional Organization Report – Mr. Daniel Combs
- 7) Classified Staff Organization Report– Mr. Wyatt Thompson
- 8) President’s Report - Dr. Mary Way Bolt
- 9) Employee Accomplishments – Dr. Mary Way Bolt
- \*10) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- \*11) Proposed Resolution: Approval - 2024/2025 Board of Trustee Meeting Calendar – Dr. Mary Way Bolt
- \*12) Proposed Resolution: Printer Policy – Ms. Kelly McVeigh
- \*13) Proposed Resolution: Domain User Password Policy – Ms. Kelly McVeigh
- \*14) Proposed Resolution: Granting of Professor Emeritus Policy – Dr. Christy Dryer
- \*15) Proposed Resolution: Performance Management Policy – Ms. Lauren Fleck
- \*16) Proposed Resolution: Payment Plans Policy – Mr. Christopher Mills
- \*17) Proposed Resolution: Academic Program Approval: Lower Division Certificate in Pre-Veterinary Technician
- \*18) Proposed Resolution: Academic Program Approval: Associate of Science in Physics
- 19) Insurance Renewal Summary – Mr. Christopher Mills

\* Requires Board Action

- 20) Financial Report – Mr. Christopher Mills
- 21) Old Business/New Business
  - \*a. Regular Session: Thursday, June 27, 2024 at 4:00 p.m. In-person and via Teams
- 22) Adjournment

### **Events**

- May 30 – Board of Trustee Meeting – President’s Boardroom (A338)
  - June 6 – Continuing Education and Workforce Development Completion Celebration -5pm-MST
  - 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 20 – 5:30 p.m. Summer Soiree at Trustee Colenda’s home
  - 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  
May 30, 2024

- 1) Chairman Mark G. Mortenson called the regular session to order at 4:03 p.m.

Roll Call- In Person– Mark G. Mortenson, Raymond W. Hamm, Dr. Ozden Coksaygan and Dr. Mary Way Bolt, President of Cecil College

Via Teams: Trustees: Dr. Cydney T. Teal, and Donna Horgan

Absent: Sarah W. Colenda

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 Kathleen Kunda, seconded by Raymond W. Hamm, the agenda was approved.
- 3) Approval of April 25, 2024 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Kathleen Kunda, the minutes of April 25, 2024, were approved as presented.
- 4) Audit Report

Ms. Lisa Ritter and Mr. Shawn Strauss from Maher Duessel CPA’s reviewed the Audit Report.

- 5) Academic Senate Report – Dr. Jennifer Scott-Greenfield  
Academic Senate met on May 1, 2024

Senate reviewed the following policies:

- i. Master Syllabi and Course Syllabi Policy-Procedure
- ii. Master Syllabus Template
- iii. Academic Integrity Policy
- iv. Online Course Policy
- v. Full-Time Faculty Rank and Promotion Policy-Procedure

Academic Affairs Committee approved the revision of six courses (AST103, BIO209, EQS247, PSC105, PSC120, PSC140), two program change requests (Associate of Arts General Studies & Associate of Science Physics) , and one certificate change request (Pre-Veterinary Technician)

Faculty Affairs Committee is reviewing the Adjunct Faculty Performance Evaluation Policy, and the Training and Professional Development Policy

Next Senate meeting is Wednesday, June 5, 2024

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

The June picnic celebration will take place on Tuesday, June 18 in TC208 and the back patio. An RSVP form was sent to all APO and CSO members to get a head count for food ordering.

The next meeting is scheduled for June 20 at 9:00 a.m.

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

CSO held their meeting on May 9, 2024 at 2:00 p.m. via Teams.

The spring fundraiser took place on May 6, 2024 at Rita's of North East. \$118 in proceeds were received. 50% of the proceeds will be allocated to the endowment account and 50% allocated to the flow-through account. Discussions and planning continue for fall All College Day Fundraisers.

The APO/CSO picnic lunch catered by Chipotle will take place on June 18 from 11:30 am-1pm in TC 208.

The next meeting will take place on June 13, 2024 at 11:00 a.m. via Teams.

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

Dr. Bolt participated in the Economic Development Commission meeting, Local Management Board, Port of Deposit Historical Park Committee, Northern Maryland Technical Council.

Dr. Bolt participated in the Middle States Commission on Higher Education webinar for Presidents, Agency Liaison Officers and System Representatives for an update on the accrediting organization.

Dr. Bolt participated in the Achieving the Dream Equity and Justice Institute webinars on May 1<sup>st</sup> and 2<sup>nd</sup>.

Dr. Bolt attended the annual Phi Theta Kappa All-Maryland Community College Recognition Dinner where Jaylah Tyiani-Thai Williams, Angela Teague, Patricia Johnson, and Rebecca Scarborough were honored at the state level for their academic achievements and leadership.

Dr. Bolt attended STEM poster presentations, Visual Communications Program student exhibit with capstone presentations, fine and performing arts presentations, Physical Therapist Assistant white coat and pinning ceremony, and the nursing pinning ceremony. Dr. Bolt congratulated the students and thanked the faculty and staff for their support of student success.

Dr. Bolt participated in the Association of Governing Boards webinar, Thinking Together and Thinking Big: Developing a Unified College-Foundation Fundraising Strategy.

Dr. Bolt participated in the American Association of Community Colleges webinar on Federal Policy: Focus on Regulations.

Dr. Bolt provided a welcome to the Cecil Leadership Institute completion ceremony.

Dr. Bolt provided greetings to Cecil College’s Memorial Day event and congratulated the student contest winners. Essay winner was Gavin Rogers from Bohemia Manor High School and Photograph winner was Ashley Kifer from Bohemia Manor High School. Buglers Jack Horning from Rising Sun High School and Adrian Ohwevwo from Perryville High School performed taps.

9) Employee Accomplishments – Dr. Mary Way Bolt

Dr. Bolt reviewed the many accomplishments of staff and faculty that were reported for the 2023/2024 year.

10) Proposed Resolution: Personnel Items – Moved by Kathleen Kunda and seconded by Dr. Ozden Coksaygan, the Personnel Items were approved as presented.

**RESOLUTION NO: 24- 022**  
**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**

***New Hires***

Name: Ronald Golden  
Position: Public Safety Officer  
Salary Grade: 108  
Division: Finance and Administration  
Category: Non-Exempt  
Effective: May 6, 2024

***Promotions***

Name: Tammie Houck  
Position: Assistant Director of Health Care Careers  
Salary Grade: 117  
Division: Academic Programs  
Category: Exempt  
Effective: May 6, 2024

Name: Christopher DeBoda  
Position: Coordinator of IT Audio Visual  
Salary Grade: 114  
Division: Information Technology  
Category: Exempt  
Effective: May 6, 2024

Name: Kristen Nunley  
Position: Accounting Technician  
Salary Grade: 108  
Division: Finance and Administration  
Category: Non- Exempt  
Effective: May 20, 2024

**SEPARATIONS/RESIGNATIONS**

Name: Tricia Selby  
Position: Director of Institutional Research  
Salary Grade: 121  
Division: Information Technology  
Category: Exempt  
Effective: May 17, 2024

Name: Aaron Jessee  
Position: Learning Spaces Coordinator  
Salary Grade: 114  
Division: Information Technology  
Category: Non-Exempt  
Effective: May 19, 2024

Name: Tammy Howell  
Position: Senior Accounting Technician  
Salary Grade: 109  
Division: Finance and Administration  
Category: Non-Exempt  
Effective: May 10, 2024

Name: Matthew Stemple  
Position: Facilities Manager  
Salary Grade: 117  
Division: Finance and Administration  
Category: Exempt  
Effective: May 31, 2024

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

- 11) Proposed Resolution: Approval of 2024/2025 Board of Trustee Meeting Calendar - Moved to be approved by Raymond W. Hamm and seconded by Kathleen Kunda, the approval of the 2024/2025 Board of Trustee Meeting Calendar was approved as presented.

**RESOLUTION NO: 24- 023**  
**APPROVAL OF 2024/2025 BOARD OF TRUSTEE MEETING CALENDAR**

The Board of Trustees of Cecil College derives its authority from the Education Article of the Annotated Code of Maryland, Title 16, paragraphs 201 through 203;

In addition, the Board of Trustees operates according to the Bylaws of Cecil College, which were

last affirmed and amended on February 23, 2023. According to the Bylaws section 1.2, Organization, Time and Place of Meetings, the Board shall meet in regular session on the College campus the last Thursday of each calendar month.

The President has reviewed and proposed the calendar for the 2024-2025 Board of Trustees meetings. Therefore, be it

RESOLVED, that the Board of Trustees approves the 2024-2025 Board of Trustees meeting schedule.

- 12) Proposed Resolution – Approval of the Printer Policy- Moved by Kathleen Kunda and seconded by Dr. Ozden Coksaygan, the Printer Policy is approved as presented.

**RESOLUTION NO: 24- 024**  
**APPROVAL OF THE PRINTER POLICY**

Cecil College employees will use the College’s fleet of leased multi-function networked devices that offer shared printing, scanning, and copying.

The purpose of this policy is to facilitate the efficient, cost-effective use of printing and copying assets by:

- Reducing the cost of consumables and energy by using more efficient printing devices.
- Ensuring utilization of the College’s leased multi-function networked printer fleet whenever possible.
- Supporting green initiatives by reducing the number of printing devices.
- Providing a secure printing environment.

This policy applies to all employees using printing facilities provided or funded by the College.

This policy does not include the Duplication Center, standalone special-purpose scanners, or special printing devices such as plotters, check printers, classroom/lab printers and other devices which require non-standard supplies and servicing.

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

- 13) Proposed Resolution – Approval of the Domain User Password Policy – Moved by Kathleen Kunda and seconded by Raymond W. Hamm the Domain User Password Policy is approved as presented.

**RESOLUTION NO: 24-025**  
**APPROVAL OF THE DOMAIN USER PASSWORD POLICY**

This information technology requirement establishes rules for the creation of strong passwords, the protection and management of passwords, and password privacy. The implementation of these requirements will better safeguard the personal and confidential information of all individuals and organizations affiliated with, associated with, or employed by Cecil College. Adhering to these rules strengthens the confidentiality, integrity, and availability of electronic

assets and supports the college's comprehensive Information Security Program.

### **Scope**

This requirement is applicable to all Cecil College domain users. Including, but not limited to, students, faculty, staff, and members of third-party organizations given access to Cecil College systems, such as vendors, contractors, and consultants.

### **Password Policy**

1. Users are responsible for establishing unique passwords that comply with Cecil College password standards, including length and complexity requirements (see Password Standards, below).
2. Users must protect their passwords from disclosure and should not insecurely record or store them.
3. Passwords must never be revealed to anyone, including other employees.
4. The same password should not be used for Cecil College accounts and non-Cecil College accounts, including personal accounts.
5. Multi-Factor Authentication (MFA) is required for faculty and staff and is recommended for students. Users may be required to enroll in MFA under the Division of Information Technology Services' direction. An MFA exemption list will be maintained by the Division of Information Technology Services.
6. Users must not share MFA codes or approve prompts unless they are for their own login.
7. Password standards for length and complexity may change as needed, in the College's discretion, to protect college data and systems from escalating cyber threats and to comply with increasing information security controls requirements.
8. Passwords will be disabled upon detection of a compromised account (*e.g.*, an account accessed by a person not authorized to use the account).
9. Repeated failed login attempts will result in the account locking, which disables the account for a period of time to defend against brute force attacks.
  - 9.1. The account will automatically unlock once sufficient time passes with no further invalid attempts.
  - 9.2. An account can be unlocked by contacting the Information Technology Help Desk and providing acceptable identification.
10. Single Sign-On (an authentication method that allows users to sign in using one set of credentials to multiple independent software system) is recommended for all Cecil College technology systems and will be required for all new implementations. Exceptions must be approved by the Chief Information Officer.

### **Enforcement**

Individuals violating this Policy may have their account either suspended or terminated given the severity of the offense, and may be subject to discipline up to and including termination of employment or enrollment. Refer to the enforcement section of the college's Responsible Use of Information Technology Resources for additional information.

RESOLVED, that the Cecil College Board of Trustees approves of the Domain User Password



Policy as presented.

- 14) Proposed Resolution – Approval of the Granting of Professor Emeritus Policy - Moved by Kathleen Kunda and seconded by Dr. Ozden Coksaygan, the Granting of Professor Emeritus Policy was approved as presented.

**RESOLUTION NO: 24-026**

**APPROVAL OF THE GRANTING OF PROFESSOR EMERITUS/EMERITA POLICY**

Upon the recommendation of the President of the College, the Board of Trustees may grant emeritus/emerita status to any retired full-time member of the Division of Academic Programs who has met the following criteria:

1. A minimum of 15 years of full-time service at Cecil College, with at least 10 of those years in a full-time teaching capacity. Part-time teaching at the College may count toward the minimum 15 years of service using the following equivalency: 30 teaching credits = 1 year of full-time. A maximum of five years may be accumulated through part-time teaching.
2. Attainment of the rank of Assistant Professor, Associate Professor, or Professor at Cecil College.
3. Consistent fulfillment of the College's mission and goals beyond normal contractual expectations. This superior performance should include the following:
  - a. Excellence in teaching. Student, supervisory, and/or peer evaluations should be used to determine excellence in teaching.
  - b. Professional growth. Examples of such growth might include innovative teaching techniques, publications, creation of educational materials for use by students and/or faculty, program and/or course development.

College service. Examples of such service might include active involvement in College governance, student activities, cultural activities, faculty development and mentoring, departmental and/or divisional leadership, and/or community involvement that reflects favorably upon the College.

RESOLVED, that the Cecil College Board of Trustees approves of the Granting of Professor Emeritus/Emerita Status Policy as presented.

- 15) Proposed Resolution – Approval of the Performance Management Policy - Moved by Raymond W. Hamm and seconded by Donna Horgan, the Performance Management Policy was approved as presented.

**RESOLUTION NO: 24-027**

**APPROVAL OF THE PERFORMANCE MANAGEMENT POLICY**

Cecil College's Performance Management Policy is used to address both work performance and behavioral issues for all full-time and part-time employees who have successfully completed their probationary period. Whenever possible, Cecil College will use progressive discipline to address unacceptable work performance and/or behavior, including violations of the College's Employee

Conduct policy. Nothing in this policy or procedure however shall preclude the College from taking action without prior warning when deemed appropriate by the College to address serious behavior or performance-related issues. For employees who are within their probationary period see the College's Probationary Policy.

RESOLVED, that the Cecil College Board of Trustees approves of the Performance Management Policy as presented

- 16) Proposed Resolution – Approval of the Payment Plans Policy – Moved by Dr. Ozden Coksaygan, and, seconded by Kathleen Kunda, the Payment Plans Policy was approved as presented.

**RESOLUTION NO: 24-028**

**APPROVAL OF THE PAYMENT PLANS POLICY**

Cecil College shall offer a payment plan option to credit students and eligible noncredit students to allow students in good financial standing with the College the opportunity to budget the cost of education. The Vice President of Finance and Administration, in conjunction with the Bursar, shall establish a payment plan.

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

- 17) Proposed Resolution: Academic Program Approval: Lower Division Certificate in Pre-Veterinary Technician – Moved by Raymond W. Hamm, and, seconded by Dr. Ozden Coksaygan the Lower Division Certificate in Pre-Veterinary Technician was approved as presented.

**RESOLUTION NO: 24-029**

**APPROVAL OF THE LOWER DIVISION CERTIFICATE IN PRE-VETERINARY TECHNICIAN**

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 Pre-Veterinary Technician

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.

- 18) Proposed Resolution: Academic Program Approval: Associate of Science in Physics – Moved by Kathleen Kunda, and, seconded by Dr. Ozden Coksaygan, the Associate of Science in Physics was approved as presented.

**RESOLUTION NO: 24-030**

**APPROVAL OF ASSOCIATE OF SCIENCE IN PHYSICS**

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:

- Associate of Science in Physics

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.

- 19) Insurance Renewal Summary – Mr. Christopher Mills

Mr. Mills reviewed insurance coverage on policies held by the college.

- 20) Financial Report for April 30, 2024– Mr. Christopher Mills

Mr. Mills reviewed financial information for April 30, 2024. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 21) Old Business/New Business

Old Business: None

New Business:

- a. Milburn Stone Theatre has been invited to perform at the Aberdeen Ironbirds game on June 28, 2024. The evening is “Broadway at the Ballpark” and will feature several

performances throughout the game by MST actors. Information about tickets will be available next week.

- b. Next Regular Session will be held on Thursday, June 27, 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 Dr. Ozden Coksaygan for the next regular session meeting and was approved

17) Close Regular Session - Adjournment

The regular meeting adjourned at 5:15 p.m. A motion was made by Raymond W. Hamm and seconded by Kathleen Kunda to adjourn the meeting.