

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, April 27, 2023
Regular Session: 4:00 p.m.

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A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of March 30, 2023 Meeting Minutes
- 4) Joint report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Daniel Combs
- 5) Academic Senate Report – Dr. Christopher Castillo
- 6) President’s Report - Dr. Mary Way Bolt
- *7) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- *8) Proposed Resolution: Policy – Statewide Instructional Programs Policy – Mr. Christopher Mills
- *9) Proposed Resolution: Fund Balance – Mr. Christopher Mills
- 10) Financial Report – Mr. Christopher Mills
- 11) Old Business/New Business
- *a. Regular Session: Thursday, May 25, 2023 at 4:00 p.m. In Person (EMB213) and Virtual via Teams
- 12) Adjournment

Upcoming Events

- April 27 – 5:30 pm – Spring Open House
- April 28 - 3:00-5:00 pm – STEM Night
- April 29 – 6:00 pm – Collegium de Vinum Wine Gala- Bohemia Overlook -
- May 1 - 5:30-7:00 pm – English Reading/Writing event – MST Lobby
- May 3 – 5:30 pm - PTK All-Maryland Community College Recognition Dinner – Turf Valley Resort
- May 5 – 5:00 pm – Art & Design Student Exhibit & Pottery Sale Reception – Elkton Station
- May 10 – 4:00-8:00 pm – VCP Student Show
- May 11 – 6:00 pm – Trustee Kunda – School of Technology School Sr. High Awards Ceremony
- May 16 – 6:00 pm - Trustee Mortenson – Rising Sun HS Sr. High Awards Ceremony
- May 18 – 6:00 pm – PTA pinning ceremony– Milburn Stone Theatre
- May 18 – 7:00 pm – Public Hearing on Annual Budget – Elkton High School
- May 19 – 9:00 am – Graduation Rehearsal – PE Complex
- May 19 – 6:00 pm – Nursing Pinning Ceremony – Milburn Stone Theatre

* Requires Board Action

- May 21 – 3:00 pm – Graduation/Commencement – PE Complex
- May 22 – 6:00 pm – Trustee Colenda – Perryville HS – Sr. High School Awards Ceremony
- May 23 – 6:00 pm – Career and Community Education Completion Ceremony
- May 24 – 5:30 pm – Trustee Hamm – North East HS – Sr. High School Awards Ceremony
- May 25 – 4:00 pm – May Board of Trustee Board Meeting
- May 25 – 6:00 pm – Trustee Horgan – Elkton High School – Sr. High School Awards Ceremony
- May 29 Memorial Day – Cecil College Closed
- June 1 - 6:00 pm – Trustee Teal – Bohemia Manor High School – Sr. HS Awards Ceremony
- June 2 - 8:00 am – Athletics Golf Tournament – www.cecilathletics.com
- June 19 Juneteenth Holiday – College Closed
- June 20 – 2:00 pm – MACC Board of Directors Meeting
- June 29 – 4:00 pm – June Board of Trustee Meeting

CECIL COLLEGE
BOARD OF TRUSTEES

MINUTES

April 27, 2023

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

Roll Call- In Person– Mark Mortenson, Raymond W. Hamm, Sarah W. Colenda, Kathleen Kunda, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

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

Absent: None

Also present were Dr. Christy Dryer, Vice President of Academics, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Michelle Williams, Executive Director of Human Resources, Christopher Mills, Vice President of Finance, and Brandon Brice, Vice President, College Advancement and Community Relations.

- 2) Approval of Agenda –On motion of Sarah W. Colenda, seconded by Kathleen Kunda, the agenda was approved.
- 3) Approval of March 30, 2023 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Kathleen Kunda, the minutes of March 30, 2023 were approved as presented.
- 4) Academic Senate Report – Dr. Christopher Castillo

Academic Senate met on April 1, 2023

Academic Senate held officer elections for the 2023-2025 term.

- President – Dr. Jennifer Scott-Greenfield
- Academic Affairs Committee Chair – Melissa D’Agostino
- Faculty Affairs Committee Chair – Andrew Dickenson
- Instructional Technology Committee Chair – Allan Drach

Dr. Castillo introduced Dr. Jennifer Scott-Greenfield who will begin her term as Senate President in June.

Revisions were made to the Senate Constitution and Bylaws and four policies were reviewed.

The next Senate meeting is scheduled for May 3, 2023

- 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Daniel Combs

APO

APO met on April 20, 2023.

APO held a BJ's Wholesale Fundraiser that ran from March 1 – March 22, 2023. APO is working with a representative to extend the deadline

The Cecil College logo apparel wear fundraiser will run from May 10 – May 22, 2023. Purchases will be made online and items will be delivered to Dann Combs for final delivery to customers.

The picnic subcommittee is looking at locations on campus to hold the annual picnic. Members have been getting food costs from caterers and restaurants.

The next meeting is scheduled for May 18, 2023 at 9:00am.

CSO

Mr. Combs introduced the new President for CSO, Wyatt Thompson.

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

Dr. Bolt attended the American Association of Community Colleges annual convention titled Reaching New Heights and attended the Aspen Fellowship reception.

Dr. Bolt met with two Medical Assisting Education Review Board (MAERB) site visitors for Cecil College's Medical Assisting Program. MAERB is a Committee on Accreditation for the Commission on Accreditation for Allied Health Education Programs. The visit went very well and the College will be notified of final accreditation outcomes in September.

Dr. Bolt provided a welcome to high school students participating in College for A Day hosted in the Milburn Stone Theatre.

Dr. Bolt participated in the Association of Community College Trustees Northeast Regional meeting and participated in the Aspen Institute's Transfer Intensive webinar. Dr. Bolt also participated in the Maryland Higher Education Commission Pell for Prisoner's webinar.

Dr. Bolt reported one hundred ninety-seven students responded they will be attending our May 21, 2023 graduation.

Dr. Bolt presented Cecil College's budget to the County Council. The council members asked a couple of clarifying questions related to dual enrollment and the county government scholarships.

Dr. Bolt attended the Chesapeake Science and Security Corridor Consortium hosted at the Ground Floor. Dr. Bolt completed and signed the Chesapeake Science and Security Corridor Consortium Memorandum of Understanding whereby Cecil College agrees that coordinated regional efforts will serve as a key component to successfully meet the goals of the consortium.

Dr. Bolt provided a welcome to the Physical Therapist Assistant, Bioproduction, and Cybersecurity Advisory Boards.

Dr. Bolt attended the Cecil County Chamber Legislative Wrap-up breakfast hosted on the North East campus.

Science, Technology, Engineering, and Math night is April 28, 2023 from 3 to 5 pm in the Engineering and Math building.

The Collegium de Vinum Gala is hosted at the Bohemia Overlook on April 29, 2023. This is Cecil College Foundations' largest fundraiser of the year. Dr. Bolt thanked those who are sponsoring and attending this event.

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

RESOLUTION NO: 23- 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

Promotions

Name: Kylie Shue
Position: Accounting Technician
Salary Grade: 11
Division: Finance & Administration
Category: Non-Exempt
Effective: April 24, 2023

SEPARATIONS/RESIGNATIONS

Name: Sheatiel Harris
Position: Human Resources Generalist
Salary Grade: 15
Division: Human Resources
Category: Exempt
Effective: April 14, 2023

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

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

- 8) Proposed Resolution: Approval of Statewide Instructional Programs Policy - Moved by Kathleen Kunda and seconded by Raymond W. Hamm, the approval of the Statewide Instructional Programs Policy was approved as presented.

RESOLUTION NO: 23- 023
APPROVAL OF STATEWIDE INSTRUCTIONAL PROGRAMS POLICY

Pursuant to Md. EDUCATION Code Ann. §16-310 (d), Maryland residents may attend Cecil College at in-county tuition rates in programs that have been approved and designated as Statewide programs by the Maryland Higher Education Commission.

RESOLVED, that the Cecil College Board of Trustees approves of the Statewide Instructional Programs Policy as presented.

- 9) Proposed Resolution: Approval of the Fund Balance - Moved by Sarah W. Colenda and seconded by Raymond W. Hamm, the Fund Balance was approved as presented.

RESOLUTION NO: 23-024
APPROVAL OF THE FUND BALANCE

Cecil College desires to undertake a road and parking lots asphalt refurbishment project at the North East Campus. The project intends to remove/mill selected areas of existing pavement with “alligatoring” (approx. 14,900 square foot) and replace with 3” of asphalt, clean and fill cracks of ½” or larger, seal coat asphalt with commercial grade Seal Master hot rubberized crack filler or hot rubberized tar, and repaint existing markings to include parking spaces, hatched areas, stop bars, handicap symbols, and directional arrows.

The project is expected to cost up to \$250,000. Due to the estimated useful life of the project coupled with the project scope containing elements of refurbishment versus construction/repair, it does not fit within either State capital or County capital budget eligible expenses. Therefore, it has been determined that the reserved fund balance is the preferred mechanism to complete the project.

The VP of Administration & Finance is recommending that the reserved Fund Balance for Physical Plant/Grounds be utilized for the Road and Parking Lots Refurbishment – North East Campus. The President concurs with the recommendation, therefore be it

RESOLVED, that the Board of Trustees of Cecil College authorizes the College administration to utilize Reserved Fund Balance for Physical Plant/Grounds in the amount of \$250,000 to accomplish the Road and Parking Lots Refurbishment – North East Campus Project.

- 10) Financial Report for March 2023– Mr. Christopher Mills
Mr. Mills reviewed financial information for March 31, 2023. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 11) Old Business/New Business

Old Business

New Business

- Spring Open House taking place this evening.

12) Close Regular Session

- a. Next Regular Session will be held on Thursday, May 25, 2023. The meeting will take place in person at Cecil College or via Teams, beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. A motion was made by Sarah W. Colenda and seconded by Kathleen Kunda for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 4:48 p.m. A motion was made by Sarah W. Colenda and seconded by Kathleen Kunda to adjourn the meeting.