

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, August 31, 2023

Regular Session: 4:00 p.m.

Engineering and Math Building RM213 & Virtual

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A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of June 29, 2023 Minutes
- 4) Administrative Professional Organization Report - Mr. Daniel Combs
- 5) Classified Staff Organization Report – Mr. Wyatt Thompson
- 6) President’s Report – Dr. Mary Way Bolt
- * 7) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- * 8) Proposed Resolution: Approval of August 2023 Candidates for Graduation – Dr. Christy Dryer
- * 9) Proposed Resolution: Cultural Diversity Report – Dr. Kimberly Joyce
- 10) Financial Report – June & July 2023 – Mr. Christopher Mills
- 11) Old Business/New Business
 - a. Next Meeting, Thursday, September 28, 2023 at 4:00 p.m.
- 12) Adjournment

*Requires Board Action

Events

- August 31 – 11:30 am – 4pm – Board of Trustee Retreat
- August 31 – 4pm – Board of Trustee Meeting- EMB 213
- September 4 – Labor Day – College Closed
- September 6 – 5:30 pm – PTA Open House
- September 6 – 5:30 pm – Virtual New Student Orientation
- September 13 – 7:30 am – Scholarship Breakfast – Rising Sun Banquet Hall
- September 13 – DBT40 – Executive Banquet Hall – Newark
- September 21 – 5pm – NMTC (WOW) World of Wine – Water’s Edge Event Center

- September 21 – 6pm – Little Black Dress – The Wellwood
- September 28 – 4pm – Board of Trustee Meeting – EMB 213
- September 30 – Girls in STEM
- October 18 – 6:30 pm – PTA Advisory Meeting – G213
- October 25 – 4:00 pm – Board of Trustee Meeting – G213
- October 25 – 5:00 pm – Joint Meeting of the Board of Trustees and CCPS
- October 30 – 11am – Marina Ribbon Cutting
- November 22-24 – Thanksgiving Break – College Closed
- December 7 – 4pm – Board of Trustee Meeting
- December 8 – 3-5pm – STEM Poster Presentation
- December 22 – College closes at 5pm
- December 25-January 1 – College Closed for Winter Break

Cecil College
Board of Trustees
Minutes
August 31, 2023

- 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, Donna Horgan, Kathleen Kunda, Sarah W. Colenda, Dr. Ozden Coksaygan, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

Via Teams: 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, Kelly McVeigh, Chief Information Officer, and Brandon Brice, Vice President, College Advancement and Community Relations.

- 2) Approval of Agenda –On motion of Kathleen Kunda, seconded by Donna Horgan, the agenda was approved.
- 3) Approval of June 29, 2023 Board Meeting Minutes – On the motion of Donna Horgan and seconded by Raymond W. Hamm, the minutes of June 29, 2023, 2023 were approved as presented.
- 4) Administrative Professional Organization Report (APO) – Mr. Daniel Combs
APO held three fundraisers during All College Day on August 23, 2023 and they were the Parking Space Silent Auction, breakfast sale and the 50/50 Raffle. Overall, APO raised \$563 for student scholarships. Thank you to individuals who helped with the fundraiser and committee: Richard Haubert, Joanne Owens, Kelsey Ladics, Jamie McCloskey and Andrew Mitchell.

APO is working on the following fall events and fundraisers: Chipotle Fundraiser in October, MRDC Early Headstart Holiday Wish List and the fall/winter Cecil College Logo Wear sale.

The next APO meeting is scheduled for September 21, 2023 at 9am.

- 5) Classified Staff Organization Report (CSO) – Mr. Wyatt Thompson
CSO held their meeting on August 10, 2023 in EMB21 and via Teams and reviewed the Constitution and By-Laws, and the CSO Handbook. All documents will be submitted to CMT for review.

CSO has formed sub-committees to organize fundraisers and have five members interested. The following fundraisers are currently in the works:

- Fall Fundraiser – Fall/winter apparel sale
 - Possible fall chrysanthemum sale
- Winter/December – possible poinsettia sale.

- All College Day
 - Preordered lunches benefiting student scholarships, and CSO Silent Auction Parking Spot
 - Possible raffle baskets, 50/50 or College cookbook
- Spring Fundraiser – items under consideration
 - Mother’s Day/spring flower sale
 - Car Wash
 - An event or outreach focused on alumni

Officers of CSO have started editing, updating and streamlining the CSO MyCecil page, and, the creation of a participation survey, and a Maryland 5-Star discussion.

The next CSO meeting will take place on September 14, 2023 at 2:00 p.m. via Teams and in person at ES210.

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

Dr. Bolt attended and participated in the Maryland Council of Community retreat hosted by Montgomery College.

Dr. Bolt attended and participated in the Local Management Board meeting, Susquehanna Workforce Network Blueprint for Maryland’s future meeting, Cecil County Government relations committee meeting, and Northern Maryland Technical Council Board meeting.

Dr. Bolt attended the celebration of Cecil County’s Economic Growth and Opportunities 2023 event in Ocean City, Maryland.

Dr. Bolt provided greetings to full time and adjunct faculty during the faculty welcome back event.

Dr. Bolt provided a college wide update for employees during All College Day with embedded professional development and separate afternoon professional development activities.

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- 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:

PROMOTIONS/NEW HIRES– Full-Time Staff

Promotions

Name:	Deanna Smith
Position:	Assistant Professor II, Director of PTA Program
Salary Grade:	F3-10
Division:	Academic Programs
Category:	Exempt

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Effective: July 1, 2023

Name: Cheryl Macomber
Position: Human Resource Generalist
Salary Grade: 113
Division: Human Resources
Category: Exempt
Effective: July 31, 2023

Name: Catherine Jordan
Position: Accelerated Nursing Program Coordinator
Salary Grade: 117
Division: Academic Programs
Category: Exempt
Effective: August 7, 2023

Name: Dr. James Morgan
Position: Associate Professor II, Computer Science
Salary Grade: F5-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Wayne Beckles
Position: Associate Professor II, Social Work
Salary Grade: F5-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Dr. Ashley Fundack
Position: Associate Professor II, Criminal Justice
Salary Grade: F5-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Christine Warwick
Position: Assistant Professor II, Biology
Salary Grade: F3-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Kathleen Weiss
Position: Assistant Professor II, English
Salary Grade: F3-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Daniel Roman

Board of Trustee Meeting

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Position: Assistant Professor II, Health & Fitness
Salary Grade: F3-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Brandie Bidy
Position: Assistant Professor II, Mathematics
Salary Grade: F3-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Christopher Castillo
Position: Professor I, Mathematics
Salary Grade: F6-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Heather Cadogan
Position: Associate Professor II, Biology
Salary Grade: F5-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Dr. Ebony Roper
Position: Professor I, Chemistry
Salary Grade: F6-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Elizabeth Leavy
Position: Associate Professor I, Mathematics
Salary Grade: F4-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Kelsey Bianca
Position: Associate Professor I, Social Services
Salary Grade: F4-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Dr. Lauren Dawson
Position: Associate Professor II, Nursing
Salary Grade: F5-10

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Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

New Hires

Name: Diana Rodriguez
Position: Human Resource Coordinator
Salary Grade: 111
Division: Human Resources
Category: Exempt
Effective: July 10, 2023

Name: Dr. Thomas Keller
Position: Professor I, Environmental Science
Salary Grade: F6-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

Name: Dr. John Murphy
Position: Associate Professor I, Engineering
Salary Grade: F4-10
Division: Academic Programs
Category: Exempt
Effective: August 26, 2023

SEPARATIONS/RESIGNATIONS

Name: David Baumann
Position: Maintenance Technician
Salary Grade: 107
Division: Finance & Administration
Category: Non-Exempt
Effective: July 21, 2023

Name: Baz Wenger
Position: Scenic Manager
Salary Grade: 111
Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: August 4, 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 the August 2023 Candidates for Graduation** - Moved by Sarah W. Colenda and seconded by Dr. Cydney T. Teal, the approval of the August 2023 Candidates for Graduation was approved as presented.

RESOLUTION NO: 23- 037

APPROVAL OF THE AUGUST 2023 CANDIDATES FOR GRADUATION

The Board of Trustees has been authorized by the Maryland Higher Education Commission to award 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 August 31, 2023

- 9) Proposed Policy – Approval of the Cecil College Cultural Diversity Plan – Moved by Donna Horgan and Raymond W. Hamm, the Cecil College Cultural Diversity Plan was approved as presented.

RESOLUTION NO: 23-038

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 2023 Cultural Diversity Plan.

- 10) Financial Report for May 2023– Mr. Christopher Mills
Mr. Mills reviewed financial information for June and July, 2023. He provided actual and projections versus budget operating revenue and expenses as well as working capital and FY2023 Investment Summary as of June 20, 2023.

11) Old Business/New Business

Old Business

- None

New Business

- Chairman Mortenson read out loud the thank you letters received from students who were granted a Trustee scholarship.
- Trustee Horgan was named the President of the Maryland Association of Realtors.
- Brandon Brice, Vice President of Community Relations and College Advancement will be honored at the DBT40 celebration
- A Trustee/Foundation Holiday gathering will be held this year. More information to follow.
- The Trustee Evaluation will be discussed at the September board meeting since timing at the retreat did not allow time for the evaluation to be reviewed.

12) Close Regular Session

- Next Regular Session will be held on Thursday, September 28, 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 Raymond W. Hamm for the Board of Trustee Retreat and the next regular session meeting and was approved.
- The regular meeting adjourned at 4:59 p.m. A motion was made by Donna Horgan and seconded by Sarah W. Colenda to adjourn the meeting.