

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, March 30, 2023
Regular Session: 4:00 p.m.

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of February 23, 2023 Meeting Minutes
- 4) Academic Senate Report – Dr. Christopher Castillo
- 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Daniel Combs
- 6) President’s Report - Dr. Mary Way Bolt
- * 7) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- * 8) Proposed Resolution: Recruitment Policy – Ms. Michelle Williams
- * 9) Proposed Resolution: May 2023 Graduation Candidates – Dr. Christy Dryer
- *10) Proposed Resolution: Admission of Gifted and Talented Students – Dr. Kimberly Joyce
- *11) Proposed Resolution: Priority Registration- Dr. Kimberly Joyce
- 12) Financial Report – Mr. Christopher Mills
- 13) Old Business/New Business
- *a. Regular Session: Thursday, April 27, 2023 at 4:00 p.m. In Person and TEAMS.
- 14) Adjournment

Upcoming Events

- April 27 – 4:00 pm – April Board of Trustee Meeting
- 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
- May 21 – 3:00 pm – Graduation/Commencement – PE Complex

* Requires Board Action

- 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 Kunda – 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
March 30, 2023

- 1) Chairman Mark Mortenson called the regular session to order at 4:06 p.m.

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

Via Teams: Donna Horgan and Kathleen Kunda

Absent: Sarah W. Colenda

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, College Advancement and Community Relations.

- 2) Approval of Agenda –On motion of Raymond W. Hamm, seconded by Dr. Cydney T. Teal, the agenda was approved.
- 3) Approval of February 23, 2023 Board Meeting Minutes – On the motion of Dr. Cydney T. Teal and seconded by Kathleen Kunda, the minutes of February 23, 2023 were approved as presented.
- 4) Academic Senate Report – Dr. Christopher Castillo

Academic Senate met on March 1, 2023

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

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

The next Senate meeting is scheduled for April 1, 2023

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

CSO

Mr. Combs announced that discussions have begun relating to employees wanting to take officer roles for the organization and hope to have officers and a new president in place by the end of the fiscal year.

APO

APO met on March 16, 2023 and is continuing conversations with BSN Sports related to the Cecil College Logo Apparel Wear Fundraiser. Available item lists are being reviewed by the committee. Marketing has verified with BSN the appropriate clothing colors as well as embroidery colors and will continue doing so until the clothing list is finalized.

APO held a BJ's Wholesale Fundraiser that ran from March 1 – March 22, 2023.

The Picnic Sub-Committee has been assembled and will be meeting over the next two months to plan the APO summer picnic. The picnic will be held in June as a celebration of the end of the Academic Year. Thank you to Sherry Hartman, Joanne Owens, Karen Uricoli, and Alesha Walker for working on this committee. A special thank you to Ashley Weber for chairing the committee.

The next meeting is scheduled for April 20 at 9:00am.

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

Dr. Bolt provided written and verbal testimony in support of Aid to Community Colleges FY 24 Operating Budget to the House Appropriations Committee, House Education and Economic Development Subcommittee on March 1, 2023.

Dr. Bolt participated in the Cecil County Economic Development Commission meeting, Northern Maryland Technical Council, Local Development Council Meeting, Maryland Council of Community College Presidents, Maryland Association of Community Colleges legislative committee, Local Management Board meeting, and the Workforce Investment Board.

Dr. Bolt provided a welcome to the 3rd Annual agricultural symposium titled 'Rooted in our Community,' hosted on the North East campus.

Dr. Bolt provided a welcome to the Cecil College Alumni event hosted by the Foundation and held in the Milburn Stone Theatre. As part of the evening's event, guests were treated to a dress rehearsal of Godspell.

Dr. Bolt attended District 36 night in Annapolis along with Dr. Dryer and Brandon Brice. They had an opportunity to thank legislators for their continued support of Cecil College and Maryland's community colleges.

Dr. Bolt attended the Army Alliance Annual Luncheon meeting hosted at Water's Edge. An update was provided on current and future activities planned at Aberdeen Proving Ground.

Dr. Bolt attended the Bainbridge Development Corporation open house and board meeting. She also toured the property along with a sneak peek into one of the warehouses on the property.

Dr. Bolt participated in the Cecil Leadership Institute Day hosted on campus and provided a brief overview of the work at Cecil College. Dr. Joyce presented as well and the entire executive team

was introduced to the group of Cecil County leaders. The student panel was the star of the day as the participants enjoyed hearing from students and they enjoyed a student led campus tour.

Dr. Bolt provided a welcome to the Agriculture Advisory Board meeting. This advisory board meets and discusses curriculum and programs related to agriculture.

Dr. Bolt attended the Association of Community College Trustees Robert's Rules workshop with Connie Deford, professional parliamentarian. This was a Zoom presentation.

Dr. Bolt attended the virtual presentation on supporting students with Autism Spectrum Disorder and other neurodiversity disorders.

Dr. Bolt will attend the American Association of Community College's annual conference Reaching New Heights, April 1-4, 2023.

The compensation and job classification study is near completion with a thorough review by the executive team, including salary and job classification. The Executive Director of Human Resources will provide final recommendations to the executive team.

Dr. Bolt received positive news from the County Executive related to the College's operating budget.

Work is in progress on the soccer field with completion expected by end of May.

Regarding the road entrance and facilities building. The two final versions of County documents have been signed and they include the landscape agreement and declaration of restrictions (Forestation and Forest Conservation).

- 7) Proposed Resolution: Personnel Items – Moved by Raymond W. Hamm and seconded by Dr. Cydney T. Teal, the Personnel Items were approved as presented.

RESOLUTION NO: 23- 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:	Kassy Scott
Position:	Assistant Bursar
Salary Grade:	14
Division:	Finance & Administration
Category:	Exempt
Effective:	March 13, 2023

Name: Taylor Minderlein
Position: Assistant Director, Athletic Training
Salary Grade: 15
Division: Student Services
Category: Exempt
Effective: March 27, 2023

New Hires

Name: Russell Smith
Position: Financial Planning & Analysis Manager
Salary Grade: 15
Division: Finance & Administration
Category: Exempt
Effective: March 27, 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 Recruitment Policy - Moved by Kathleen Kunda and seconded by Raymond W. Hamm, the approval of the Recruitment Policy approved as presented.

RESOLUTION NO: 23- 018
APPROVAL OF RECRUITMENT POLICY

Cecil College recruits and hires faculty and staff on the basis of job-related selection criteria, demonstrated ability, experience, and training. Cecil College is committed to employing qualified individuals without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, genetic information, disability, veteran status, or any other characteristic protected by federal, state, and/or local law.

In furtherance of this policy, all vacant positions will be posted internally and externally. A Division Head who would like to waive a full-time posting and/or post the position as an internal posting only, must submit a memo to Human Resources, explaining the rationale for the request. In collaboration with the Division Head, Human Resources may waive a full-time posting requirement and/or permit a position to be advertised internally after review of current full- or part-time employees or otherwise qualified applicants who possess the requisite skills, qualifications, and academic credentials for the position.

The recruitment, selection, and appointment of individuals for employment at Cecil College are carried out through governance between the President, Division Heads, Search Committees, and Human Resources. The Division Heads, Search Committees, and Human Resources provide advice and recommendations to the President. The final decision with respect to the appointment of a college employee rests with the President. The candidates chosen by the President are subject to approval by the Board of Trustees.

The proposed policy has been reviewed by the College Management Team, and

recommended to the President. Now, therefore, be it:

RESOLVED, that the Board of Trustees adopts the Recruitment Policy to become effective March 30, 2023.

- 9) Proposed Resolution: Approval of May 2023 Graduation Candidates - Moved by Dr. Cydney T. Teal and seconded by Kathleen Kunda, the May 2023 Graduation Candidates were approved as presented.

RESOLUTION NO: 23-019

APPROVAL OF MAY 2023 GRADUATION CANDIDATES

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 on May 21, 2023

- 10) Proposed Resolution: Approval of Admission of Gifted and Talented Students Policy – Moved by Raymond W. Hamm and seconded by Dr. Cydney T. Teal, the Admission of Gifted and Talented Student Policy was approved as presented.

RESOLUTION NO: 23-020

APPROVAL OF ADMISSION OF GIFTED AND TALENTED STUDENT'S POLICY

Students under the age of 16 who have been identified as gifted and talented by the Director of Admissions or the Director of Early College and have a minimum GPA of 3.0 will be allowed to enroll in programs or credit courses at Cecil College where it has been determined that the student is academically prepared and will benefit from enrollment in college-level courses.

The proposed policy has been reviewed by the College Management Team, and recommended to the President. Now, therefore, be it:

RESOLVED, that the Board of Trustees adopts the Admission of Gifted and Talented Students to become effective March 30, 2023.

- 11) Proposed Resolution: Priority Registration Policy – Moved by Raymond W. Hamm and seconded by Kathleen Kunda, the Priority Registration Policy resolution was approved as presented.

RESOLUTION NO: 23-021

APPROVAL OF PRIORITY REGISTRATION POLICY

In accordance with the Code of Maryland Article – Education §15–124: Priority course registration for eligible service member.

Eligible service member means:

1. A currently serving member of any branch of the armed forces of the United States, including the National Guard and the military reserves; and
2. A veteran of any branch of the armed forces of the United States, including the National Guard and the military reserves, who has received an honorable discharge or a certificate of satisfactory completion of military service.

Cecil College grants priority course registration to currently serving service members, and veterans of the armed forces of the United States.

This policy applies only within 15 years after the eligible service member was last on active duty; and does not apply after an eligible service member's fourth academic year

The proposed policy has been reviewed by the College Management Team, and recommended to the President. Now, therefore, be it:

RESOLVED, that the Board of Trustees adopts the Priority Registration Policy to become effective March 30, 2023.

- 12) Financial Report for February 2023– Mr. Christopher Mills

Mr. Mills reviewed financial information for February 28, 2023. 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

- Review upcoming events
- Board of Trustee Retreat will be held August 31, 2023. The board will review Dashboards and Data during the retreat.
 - If Trustees have a topic they would like to propose, please forward to Trustee Mortenson.

14) Close Regular Session

- a. Next Regular Session will be held on Thursday, April 27, 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 Kathleen Kunda and seconded by Raymond W. Hamm for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 4:48 p.m. A motion was made by Raymond W. Hamm and seconded by Dr. Cydney T. Teal to adjourn the meeting.