

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, May 25, 2023

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 27, 2023 Meeting Minutes
- 4) Audit Report – Ms. Lisa Ritter – Maher Duessel – Mr. Christopher Mills
- 5) Academic Senate Report – Dr. Christopher Castillo
- 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) Proposed Resolution: Approval - 2022/2023 Board of Trustee Meeting Calendar – Dr. Mary Way Bolt
- *10) Proposed Resolution: Academic Senate Constitution and Bylaws – Dr. Christy Dryer
- *11) Proposed Resolution: Consent Agenda for the following policies: - Mr. Christopher Mills
 - a. Tuition Reduction for Health Manpower Shortage (Out of State)
 - b. Tuition Reduction for Health Manpower Shortage (Out of County)
 - c. Petty Cash Policy
 - d. Investment Policy
 - e. Federal Funds Procurement, Purchasing and Expenditures
- 12) Insurance Renewal Summary – Mr. Christopher Mills
- 13) Financial Report – Mr. Christopher Mills
- 14) Old Business/New Business
 - *a. Regular Session: Thursday, June 30, 2022 at 4:00 p.m. In-person and via Teams
 - b. June 29, 2023 – 3:30 PM – President’s Portrait Unveiling - Linda Harris Reynolds, Artist
Unveiling taking place before Board of Trustee Meeting

* Requires Board Action

15) Adjournment

Events

- 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 16 – 9:00 am – MCCCCP Meeting held at Cecil College – EMB213
 - 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
 - June 30 – 10:00 pm – College closes for summer break
 - July 3-July 7 – College closed for summer break
-

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES
May 25, 2023

- 1) Chairman Mark G. Mortenson called the regular session to order at 4:05 p.m.

Roll Call- In Person– Mark Mortenson, Raymond W. Hamm, Sarah W. Colenda, 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: Kathleen Kunda

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 Raymond W. Hamm, the agenda was approved.
- 3) Approval of April 27, 2023 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Sarah W. Colenda, the minutes of April 27, 2023 were approved as presented.
- 4) Audit Report – Ms. Lisa Ritter and Shawn Strauss of MaherDuessel reviewed the Single Audit.
- 5) Academic Senate Report – Dr. Christopher Castillo

Academic Senate met on May 3, 2023 and reviewed two policies

The next Senate meeting is scheduled for June 7, 2023

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

APO

APO met on May 18, 2023.

The Cecil College Logo Apparel Wear Fundraiser closed on May 22, 2023. There were fifteen orders that totaled \$1,638.66 with ten percent of all sales for scholarships equaling \$163.87.

APO will be partnering with CSO for the summer picnic. The event will be held on June 20, 2023 from 11:30 am – 1:30 pm. The event will take place on the third floor of the Engineering and Math building and will include both in-door and out-door seating.

An email was sent out asking for volunteers for a sub-committee to plan fundraising efforts for the fall 2023 All College Day. The sub-committee will begin work in June.

The next meeting is scheduled for June 20, 2023 at 11:00 a.m. as part of the summer picnic.

7) CSO

CSO will hold their first meeting on June 8, 2023 at 11:00 am via Teams. All meetings will be recorded.

CSO members will review and update the Constitution and Bylaws and the CSO handbook.

APO and CSO will hold a joint picnic on Tuesday, June 20, 2023 from 11:30 am – 1:30 pm.

Reoccurring meetings have been established as the second Thursday of every month with alternating times between 11:00 am and 2 pm so all members have a chance to attend.

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

Dr. Bolt attended and participated in the Economic Development Commission meeting, Susquehanna Workforce Board and Susquehanna Workforce Blueprint meeting, and Northern Maryland Technical Council meetings.

Dr. Bolt attended the annual Phi Theta Kappa All-Maryland community college recognition hosted at the Turf Valley Resort.

Dr. Bolt attended the Art and Design student exhibit and pottery sale reception. Music students also performed their respective end of semester pieces.

Dr. Bolt attended the student STEM poster presentation, visual communications program exhibit, physical therapist assistant pinning and white coat ceremony, nursing pinning ceremony,

Dr. Bolt participated in the webinar entitled Applying, Assessing, and Documenting Board Governance presented by the Association of Community College Trustees.

Dr. Bolt participated in the Aspen Institute webinar entitled College Excellence Program and a program entitled Rural Community College Excellence.

Dr. Bolt provided a welcome and attended the Cecil Leadership Institute graduation luncheon.

Dr. Bolt provided a college update to the Cecil College Foundation.

The Maryland Secretary of Agriculture, Kevin Atticks, was on campus and was provided information about the college's programs and economic and workforce development opportunities in the county and region.

The Foundation made \$38,000 on the Collegium de Vinum Gala with 164 attendees. Thank you to those who attended and supported student success.

The Cecil College turf field has been completed and a ribbon cutting is scheduled for June 13, 2023.

- 9) Proposed Resolution: Approval of the 2023/2024 Board of Trustee Meeting Calendar – Moved by Raymond W. Hamm and seconded by Sarah W. Colenda, the 2023/2024 Board of Trustee Meeting Calendar was approved as presented.

RESOLUTION NO: 23- 025

APPROVAL OF 2023/2024 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 2023-2024 Board of Trustees meetings. Therefore, be it

RESOLVED, that the Board of Trustees approves the 2023-2024 Board of Trustees meeting schedule.

- 10) Proposed Resolution: Approval of the Academic Senate Constitution and Bylaws - Moved by Sarah W. Colenda and seconded by Raymond W. Hamm, the approval of the Academic Senate Constitution and Bylaws was approved as presented.

RESOLUTION NO: 23- 026

APPROVAL OF ACADEMIC SENATE CONSTITUTION AND BYLAWS

The Board of Trustees is responsible for the effective governance of the College.

The Board of Trustees last approved revisions to the Academic Senate Constitution and Bylaws on April 30, 2020.

The Senate has reviewed and revised its Constitution and Bylaws and the changes have been approved by the Faculty, the Vice President of Academic Programs, the College Management Team and the President, therefore, be it:

RESOLVED, that the Board of Trustees accepts the changes to the Academic Senate Constitution and Bylaws as of May 25, 2023.

- 11) Proposed Resolution: Consent Agenda for five policies - Moved by Sarah W. Colenda and seconded by Dr. Cydney T. Teal, the approval of the consent agenda of five policies was approved as presented.

RESOLUTION NO: 23- 027

APPROVAL OF THE CONSENT AGENDA OF FIVE POLICIES

The Board of Trustees has the responsibility for approving policies of the College. The seven policies below are for consideration:

- 23-027 a) Tuition Reduction for Health Manpower Shortage (Out of State)
- 23-027 b) Tuition Reduction for Health Manpower Shortage (Out of County)
- 23-027 c) Petty Cash Policy
- 23-027 d) Investment Policy
- 23-027 e) Federal Funds Procurement, Purchasing and Expenditures

The proposed five policies in the Consent Agenda have been reviewed by the College Management Team, and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the Consent Agenda of the above five policies to become effective May 25, 2023.

- 12) Federal Payment Streams – Mr. Christopher Mills

Mr. Mills reviewed the federal payment streams Cecil College received for FY23 through April 2023.

- 13) Financial Report for April 2023– Mr. Christopher Mills

Mr. Mills reviewed financial information for April 30, 2023. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 14) Old Business/New Business

Old Business

New Business

- Trustee Hamm to reach out to Trustees regarding leadership roles.
- Kelly McVeigh, the newly hired Chief Information Officer, will begin her role on June 12, 2023.

- 15) Close Regular Session

- a. Next Regular Session will be held on Thursday, June 29, 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 Donna Horgan and seconded by Raymond W. Hamm for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 5:04 p.m. A motion was made by Sarah W. Colenda and seconded by Raymond W. Hamm to adjourn the meeting.