

CECIL COLLEGE  
BOARD OF TRUSTEES MEETING  
Thursday, June 29, 2023

Regular Session: 4:00 p.m.  
EMB213 or TEAMS

**A G E N D A**  
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\*\*\*\*\* 3:30 pm – President’s Portrait Unveiling

- 1) Roll Call
- \* 2) Approval of Agenda
- \* 3) Approval of May 26, 2022 Meeting Minutes
- 4) Maryland Association of Community Colleges –Dr. Bradley Phillips via Teams
- 5) Academic Senate Report – Dr. Jennifer 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) Election of Board of Trustees Officers – Dr. Mary Way Bolt
- \*10) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- \*11) Proposed Resolution: Approval of the Annual Operating and Minor Capital Budget for Fiscal Year 2024 – Mr. Christopher Mills
- \*12) Proposed Resolution: Control of College Property Policy– Mr. Christopher Mills
- \*13) Proposed Resolution: Acceptance of Maryland Higher Education Commission Nurse Support Program II FY 2024 Grant Agreement – Mr. Christopher Mills
- \*14) Proposed Resolution: Consent Agenda – Dr. Christy Dryer
  - a. Academic and Business Calendar
  - b. Full-time Faculty Rank and Promotion Policy
  - c. Religious Accommodation Policy
  - d. Academic Integrity Policy
  - e. Incomplete Grading Policy and Process
- \*15) Proposed Resolution: Academic Program Approval – Lower Division Certificate in Hospitality Management – Dr. Christy Dryer
- \*16) Proposed Resolution: Professional Development Policy – Ms. Michelle Williams

17) Financial Report – Mr. Christopher Mills

18) Old Business/New Business

\*a. Board of Trustee Retreat, Thursday, August 31, 2023 – 11:30 am – 3:30 PM

\*b. Regular Session: Thursday, August 31, 2023 at 4:00 p.m.

19) Adjournment

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\* Requires Board Action

**\*\*Call Closed Session for August 31, 2023 Retreat**

CECIL COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
June 29, 2023

- 1) Chairman Mark G. Mortenson called the regular session to order at 4:00 p.m.

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

Via Teams: Kathleen Kunda and Dr. Cydney T. Teal

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

- 2) Approval of Agenda –On motion of Raymond W. Hamm, seconded by Donna Horgan, the agenda was approved.
- 3) Approval of May 26, 2023 Board Meeting Minutes – On the motion of Donna Horgan and seconded by Raymond W. Hamm, the minutes of May 26, 2023 were approved as presented.
- 4) Maryland Association of Community Colleges – Dr. Bradley Phillips reviewed the information covered in the 2023 MACC Annual Report with Trustees.
- 5) Academic Senate Report – Dr. Jennifer Greenfield

Academic Senate met on Wednesday, June 7, 2023

Senate approved revisions to the Academic Integrity Policy and the Incomplete Grading Policy, and, also approved the new Religious Accommodations for Students Policy.

Two new courses, Introduction to Hospitality Management, and Human Biology Lab, were approved as well as a new certificate for Hospitality Management.

Dr. Greenfield provided a “thank you” to Dr. Chris Castillo for his service as Senate President.

The next Senate meeting is scheduled for Wednesday, September 6, 2023

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

APO

APO and CSO held a joint summer picnic on June 20, 2023. The function was catered by Chipotle with great positive feedback on the food. Thank you to the committee members who coordinated the picnic: Ashley Weber (Chair), Sherry Hartman, Joanne Owens and Karen Uricoli. Andrew Mitchell, Wyatt Thompson and Brooke Cave also helped with set up and picking up the food.

A Fundraising Sub-Committee was created for All College Day that takes place on August 23, 2023. The committee had their first meeting and will reconvene after the July break.

The next APO meeting is scheduled for July 20, 2023 at 10am where the APO members will be reviewing and updating the APO Constitution and Bylaws.

7) CSO

CSO held their first meeting in several years on Thursday, June 8, 2023 and had a discussion regarding fundraising in the upcoming semester.

CSO reviewed the Constitution and Bylaws and the CSO Handbook, and will be bringing the documents forward to the Cecil College Management Team.

CSO and APO held a joint picnic on Tuesday, June 20, 2023 from 11:30 am – 1:30 pm with food catered by Chipotle. Many CSO members from both campuses and multiple departments attended.

The next CSO meeting will take place on Thursday, July 13, 2023 at 2:00 p.m.

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

Dr. Bolt participated in the Susquehanna Workforce Network board meeting, Northern Maryland Technical Council, Economic Development Commission, Local Management Board, Maryland Association of Community Colleges Executive Committee, and Maryland Association of Community College Board of Directors meeting.

Dr. Bolt attended the Maryland Military Communities conference hosted in Annapolis, Maryland and attended the Aberdeen Proving Ground Garrison Change of Command Ceremony.

The Athletics' Department Golf Tournament sold out and was a great success raising donations in support of the athletics' department programs and student athletes.

The turf field ribbon cutting ceremony was held and the ribbon cutting was led by Trustees Mark G. Mortenson and Sarah W. Colenda. Senator Hershey and Delegate Hornberger provided a Citation from the Maryland General Assembly recognizing the event.

Cecil College hosted the Maryland Community College Council of Presidents on June 16, 2023 and Cecil College will lead the President's group.

Dr. Bolt attended the retirement dinner of Dr. Ray Hoy, President of Wor Wic Community College. He is an exceptional leader and staunch advocate for Maryland Community Colleges.

The Middle States Commission on Higher Education conducted a verification visit which is a follow-up visit following a virtual visit conducted for the self-study. The purpose was to verify the presence of facilities viewed during the virtual site visit.

Dr. Bolt met with Ellen Poe the new director of Cecil County's YMCA. Cecil College looks forward to collaboration on future programs.

Dr. Bolt attended the official Grand Opening of the Great Wolf Lodge in Perryville. Currently 61% of the jobs are filled by Cecil County residents.

- 9) Proposed Resolution: Election of Board of Trustees Officers – Moved by Raymond W. Hamm, and, seconded by Donna Horgan, the Election of the Board of Trustees was approved as presented.

**RESOLUTION NO: 23-028**

**APPROVAL OF THE ELECTION OF BOARD OF TRUSTEES OFFICERS**

Every year the Board elects its officers at the annual meeting in June. The Nominating Committee polled Trustees for the nominations for the elected positions. The officers to be elected are Chair and Vice-Chair as per the Annotated Code 16. Ballots were presented and a vote was taken, the results are as follows: Mark G. Mortenson will serve as Chairman and Dr. Cydney T. Teal will serve as Vice-Chairman. The term of office for each selected position shall be from July 1 until June 30 of the following year.

- 10) Proposed Resolution: Personnel Items – Moved by Kathleen Kunda and seconded by Dr. Cydney T. Teal, the Personnel Items were approved as presented.

**RESOLUTION NO: 23- 029**

**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: Kelly McVeigh  
Position: Chief Information Officer  
Salary Grade: 129  
Division: Executive Staff  
Category: Exempt  
Effective: June 12, 2023

Name: Brett Pearson  
Position: Audio & Lighting Technician  
Salary Grade: 111  
Division: Community Relations & College Advancement  
Category: Non-Exempt  
Effective: June 12, 2023

Name: Gladys Ramirez-Wrease  
Position: Associate Dean for Academic & Community Collaboration  
Salary Grade: 118  
Division: Academic Programs  
Category: Exempt  
Effective: June 20, 2023

### **SEPARATIONS/RESIGNATIONS**

Name: Alesha Walker  
Position: Executive Assistant, Community Relations & College Advancement  
Salary Grade: 15  
Division: Community Relations & College Advancement  
Category: Exempt  
Effective: June 9, 2023

### **RETIREMENTS**

Name: Dale Schultz  
Position: Associate Professor I – Engineering  
Salary Grade: F6  
Division: Academic Programs  
Category: 10-Month Faculty  
Effective: June 9, 2023

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 the Annual Operating and Minor Capital Budget for Fiscal Year 2024 - Moved by Raymond W. Hamm and seconded by Dr. Cydney T. Teal, the approval of the Annual Operating and Minor Capital Budget was approved as presented.

### **RESOLUTION NO: 23- 030 APPROVAL OF THE ANNUAL OPERATING AND MINOR CAPITAL BUDGET FOR FISCAL YEAR 2024**

According to Md. EDUCATION Code Ann. § 16-301 the Board of Trustees of each community college is required to prepare and submit an operating budget, a capital budget, and if required by local law, charter or regulation, a long-term capital improvement program for submission to the county governing body. The contents of the operating budget shall show (1) All revenues estimated for the next fiscal year classified by funds and sources of income, including: (i) Any funds from federal, State, and local sources; and (ii) Any surpluses; (2) All expenditures requested; and (3) Any other information or supporting data required by the county governing body.

The Operating and Minor Capital Budget and Capital Improvement Program for fiscal year 2023-2024 has been prepared by the administration of the College with faculty and staff participation.

The Operating and Minor Capital Budget for Fiscal Year 2024 is based on estimated revenue from the Cecil County Government, the State of Maryland, and student tuition and fee revenue. Fiscal year 2024 revenue is projected to total \$30,347,940, which is an increase of 8.2% (\$2,305,636) from the approved FY 2023 Operating and Minor Capital Budget.

The Operating Budget includes no increases to tuition for either in- county, in-state or out-of-state students. The budget includes the conversion of the current Registration Fee to a per credit hour Consolidated Fee to promote equity based on student course load.

The Operating and Minor Capital Budget includes expenditures for basic services and college-wide priorities such as increases in health insurance costs, equity adjustments and compensation increases for faculty and staff, on-going information technology investments as well as academic program-related improvements.

- 12) Proposed Policy – Approval of the Control of College Property Policy – Moved by Donna Horgan and Raymond W. Hamm, the Control of College Property Policy was approved as presented.

**RESOLUTION NO: 23-031**

**APPROVAL OF THE CONTROL OF COLLEGE PROPERTY POLICY**

An annual physical inventory shall be conducted of all assets owned by the College with an established value greater than or equal to \$10,000 with the exception of grant funded assets which may have lower capitalization limits. In addition, the Information Technology Department shall conduct an annual inventory of compute and audio-visual equipment.

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

- 13) Proposed Resolution: Acceptance of Maryland Higher Education Commission Nurse Support Program II FY 2024 Grant Agreement. Moved by Donna Horgan, and, seconded by Kathleen Kunda, the Maryland Higher Education Commission Nurse Support Program II FY 2024 Grant Agreement was approved as presented.

**RESOLUTION NO: 23-032**

**APPROVAL OF THE MARYLAND HIGHER EDUCATION COMMISSION NURSE SUPPORT PROGRAM II FY 2024 GRANT AGREEMENT**

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2)(h), Cecil College is empowered to seek grants.

The College applied to the Maryland Higher Education Commission (MHEC) for funds to support the One-Year Accelerated Associate Science in Nursing Degree program.

This project aims to address the urgent and current nursing workforce needs of Maryland hospitals through the NSPII initiative (1) *To increase pre-licensure registered nursing enrollments and graduates who will then practice in Maryland hospitals.* To support this initiative, the project plan is to provide a path for second-degree non-nursing students to attain an Associate Degree in Nursing and be eligible to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN) within 12 months. MHEC awarded \$896,984.11 for the project period of 7/1/2023 – 6/30/2026.

The President is satisfied that adequate fiscal controls and program monitoring systems are in place and recommends that the Board of Trustees accept the grant.

Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the MHEC grant in the amount of \$896,984.11 and directs that these funds be used to support the One-Year Accelerated Associate Science in Nursing Degree program for the period July 1, 2023 through June 30, 2026.

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

**RESOLUTION NO: 23- 0**

**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:

- 23-033 a) Academic and Business Calendar
- 23-033 b) Full-Time Faculty Rank and Promotion Policy
- 23-033 c) Religious Accommodation Policy
- 23-033 d) Academic Integrity Policy
- 23-033 e) Incomplete Grading Policy and Process

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 June 29, 2023.

- 15) Proposed Resolution: Academic Program Approval – Lower Division Certificate in Hospitality Management. Moved by Donna Horgan and seconded by Dr. Cydney T. Teal, the Academic Program Approval was approved as presented.

**RESOLUTION NO: 23-034**

**APPROVAL OF ACADEMIC PROGRAM – LOWER DIVISION CERTIFICATE IN HOSPITALITY MANAGEMENT.**



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 new program:

- Lower Division Certificate in Hospitality Management

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.

- 16) Proposed Resolution: Professional Development Policy: Moved by Dr. Cydney T. Teal, and, seconded by Donna Horgan, the Professional Development Policy was approved as presented.

**RESOLUTION NO: 23-035**

**APPROVAL OF THE PROFESSIONAL DEVELOPMENT POLICY**

Cecil College encourages its staff and faculty to participate in employee development programs to develop the knowledge, skills, and abilities that enhance job performance, instruction, productivity, and personal/career development. Opportunities may include, but are not limited to: workshops, college coursework, constituency meetings, conferences, and department retreats.

The President has reviewed the proposed Training and Development Policy. Therefore, be it:

RESOLVED, that the Cecil College Board of Trustees approves of the Training and Professional Development Policy as presented.

- 17) Financial Report for May 2023– Mr. Christopher Mills

Mr. Mills reviewed financial information for May 31, 2023. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 18) Old Business/New Business

Old Business

New Business

- Ozden Coksaygan, MD is a new Trustee and will be sworn in during the month of July.
- A question was posed about a policy for marijuana legalization, Human Resources is working on a policy.
- Trustees want to dedicate time at the retreat in August to talk about Collective Bargaining. A Teams meeting and training will be set up with Attorney Garrett Wozniak of Kollman and Saucier.
- Chairman Mortenson announced a Closed Session to be held during the Trustee Retreat on Thursday, August 31, 2023. All Trustees present approved the Closed Session for August 31, 2023 under General Provisions Article § 3-305 (b) 1(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensations, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

19) Close Regular Session

- a. Board of Trustee Retreat will be held on Thursday, August 31, 2023 beginning at 11:30 a.m.
- b. Next Regular Session will be held on Thursday, August 31, 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 Dr. Cydney T. Teal and seconded by Raymond W. Hamm for the Board of Trustee Retreat and the next regular session meeting and was approved.
- c. The regular meeting adjourned at 5:34 p.m. A motion was made by Donna Horgan and seconded by Raymond W. Hamm to adjourn the meeting.