

**CECIL COLLEGE  
BOARD OF TRUSTEES MEETING**

Thursday, April 29, 2021  
Regular Session: 4:00 p.m.

<https://cecil-edu.zoom.us/j/6856624244?pwd=bExoRFFCYmF0M1pJVFNnUTQ4SlhzQT09>

**Meeting ID: 685 662 4244**

**Passcode: 20210325**

**A G E N D A**

- 1) Roll Call
- \* 2) Approval of Agenda
- \* 3) Approval of March 25, 2021 Meeting Minutes
- 4) Audit Report – Ms. Lisa Ritter –Maher Duessel – Ms. Lauren Fleck
- 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Daniel Combs
- 6) Academic Senate Report – Dr. Anne Edlin
- 7) President’s Report - Dr. Mary Way Bolt
- \*8) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- \*9) Proposed Resolution: Credit Card Services – Ms. Lauren Fleck
- \*10) Proposed Resolution: Academic & Business Calendar 2021-2022– Dr. Christy Dryer
- \*11) Proposed Resolution: Consent Agenda – Grants – Dr. Christy Dryer
  - a) DHMH HPG – Maryland Department of Health HIV Prevention Grant - \$21,923
  - b) Governor’s Emergency Education Relief (GEER) - \$250,000
  - c) Governor’s Emergency Education Relief (GEER II) - \$185,000
  - d) Maryland State Department of Education Child Care Development Fund Grant - \$57,823
  - e) Recovery for the Economy, Livelihoods, Industries, Entrepreneurs, and Families (RELIEF) Act Grant - \$213,479
- \*12) Proposed Resolution: Consent Agenda – Academic Programs Approval – Dr. Christy Dryer
  - a) Lower Division Certificate in Pre-Engineering
  - b) Lower Division Certificate in Pre-Veterinary Technician
  - c) Associate of Applied Science in Sports Management
- 13) Financial Report – Mr. Craig Whiteford
- 14.) PNC Credit Card Program Presentation – Ms. Diane Loomis
- 15) Old Business/New Business

\*a. Regular Session: Thursday, May 28, 2020 at 4:00 p.m. Virtual via Zoom

16) Adjournment

\* Requires Board Action

CECIL COLLEGE  
BOARD OF TRUSTEES

MINUTES

March 25, 2021

- 1) Chairman Mark Mortenson called the regular session to order at 4:03 p.m.

Roll Call by Zoom: Present –Mark Mortenson, Raymond Hamm, Sarah W. Colenda, Kathleen Kunda, Donna Horgan, Michael Scibinico, Dr. Cydney T. Teal and Dr. Mary Way Bolt, President of Cecil College.

Also present by Zoom were Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Lauren Fleck, Director of Human Resources and Finance; Chris Ann Szep, Vice President Community & Government Relations and College Advancement

- 2) Approval of Agenda – On motion of Sarah W. Colenda, seconded by Donna Horgan, the agenda was approved as presented.
- 3) Approval of January 28, 2021 Board Meeting Minutes – On the motion of Sarah W. Colenda and seconded by Kathleen Kunda, the minutes of February 25, 2021 were approved as written.
- 4) Academic Senate Report – Dr. Anne Edlin  
Academic Senate met on March 3, 2021. Academic Affairs archived one course, approved three revised programs, one revised certificate and nine revised courses. Faculty Affairs reviewed and updated two procedures and the Instructional Technology Committee evaluated free scanner applications for both IOS and Android for recommendation to students. Senate will hold elections for next year’s leadership on Wednesday, March 31<sup>st</sup>. The next meeting will be held April 7, 2021 via Teams
- 5) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Daniel Combs

CSO

In lieu of the annual June picnic that CSO holds each year, CSO is looking for a way to celebrate in socially distanced way.

CSO will put forth nominations for new officers in the next few months for the upcoming fiscal year.

CSO had about 15 members attend their meeting on March 25, 2021. The next meeting is schedule for April 22<sup>nd</sup> at 10am on Teams.

APO

APO is working on fundraisers for the fall semester and exploring options to replace the annual June picnic that is hosted at the Cedar House. APO members are invited to offer suggestions to discuss at the meeting next month.

Attendance at APO meetings average 24 members. The next meeting is scheduled for Thursday, April 15 at 9am on Teams

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

Human Resources hosted a virtual Employee Appreciation Day including yoga and cooking sessions along with a scavenger hunt for employees.

Dr. Bolt attended the College Conversation Event, Public Health in a Pandemic: Lessons Learned from COVID. Thank you to Dr. Cydney Teal for volunteering one of her Christiana Care Colleagues to serve on a panel discussion. Faculty and staff did an outstanding job organizing this event.

Dr. Bolt participated in the virtual AACC-ACCT Webinar on Institutional Implementation of Stimulus Legislation (CRRSAA).

Dr. Bolt participated in the Leadership Maryland Class of 2021 virtual reception.

Dr. Bolt participated in the Maryland Chamber of Commerce Equity and Inclusion Webinar, Creating a Culture of Service.

Dr. Bolt participated in the Maryland Association of Community College legislative committee, executive director search committee, strategic planning committee and the Maryland Council of Community Colleges Presidents' meeting.

Dr. Bolt participated in the Mental Health First Aid Training for Adults along with several members of the college. This program teaches participants how to identify, understand and respond to signs of mental illnesses and substance use disorders

The county Director of Finance notified Dr. Bolt via email on March 23, 2021 that they will not be able to fund the new facilities building. They further stated that they will fund the new entrance. Confident that the administration was unclear of the way in which capital projects are funded and of the extensive repairs needed to continue to operate out of the facilities building as-is, on March 25, 2021, Dr. Bolt provided a tour of the college's existing facilities building for the Director of Finance. Dr. Bolt remains hopeful that this opportunity reinforced the need for the facilities building to remain funded together with the new entrance/roadway. Dr. Bolt is also hopeful the funding clarification was helpful to the new administration.

Dr. Bolt participated in the Army Alliance Annual meeting which was hosted virtually.

Dr. Bolt participant in the Aspen Institute Alumni professional development on leading the senior team.

7) Proposed Resolution: Personnel Items March 2021 – Moved by Raymond Hamm and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

**RESOLUTION NO: 21-009**  
**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**

Name: Shannon Peters  
Position: IT Operations Specialist  
Salary Grade: 12  
Division: Information Technology  
Category: Non-Exempt  
Effective: March 1, 2021

Name: Gina Radcliff  
Position: Financial Planning & Analysis Manager  
Salary Grade: 15  
Division: Finance  
Category: Exempt  
Effective: March 15, 2021

Name: Ian Cooper  
Position: Sr. Director of Information Technology  
Salary Grade: 18  
Division: Information Technology  
Category: Exempt  
Effective: March 15, 2021

**SEPARATIONS/RESIGNATIONS**

Name: Chelsea Fetscher  
Position: Custodian  
Salary Grade: 11  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: February 24, 2021

Name: Stacie Mitchell  
Position: Custodian  
Salary Grade: 11  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: March 15, 2021

The President has recommended these personnel actions, therefore, be it RESOLVED, that the Board of Trustees approves these personnel actions.

- 8) Proposed Resolution – Leave of Absence- Ashley Biasucci - Moved by Kathleen Kunda, and seconded by Raymond Hamm, Jr. the board approved the Leave of Absence as presented

**RESOLUTION NO: 21- 010**  
**APPROVAL OF LEAVE OF ABSENCE FOR ASHLEY BIASUCCI**

WHEREAS, College policy stipulates that the Board of Trustees, upon the recommendation of the President, may grant leaves of absences to employees who have rendered at least one year of satisfactory full-time service; and

WHEREAS, Ms. Ashley Biasucci, Associate Director of the Cecil College Foundation, has requested a leave of absence without pay for a period from March 5, 2021 to March 5, 2022; and

WHEREAS, this request has been reviewed and approved by the Vice President of Government Relations; and

WHEREAS, the President concurs and supports this recommendation; now, therefore, be it

RESOLVED, that Ms. Ashley Biasucci be granted a leave of absence without pay for the period from March 5, 2021 to March 5, 2022; and further, upon the expiration of the leave without pay, the College will work with her on returning to work consistent with the leave without pay policy.

- 9) Proposed Resolution – May 2021 Graduation Candidates – Moved by Kathleen Kunda seconded by Donna Horgan, the Board of Trustees approved the May 2021 Graduation Candidates as presented.

**RESOLUTION NO: 21- 011**  
**APPROVAL OF MAY 2021 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 16, 2021.

- 10) Proposed Resolution – Disposal of Modular- Moved by Donna Horgan and seconded by Kathleen Kunda, the Board of Trustees approves the Disposal of Modular as presented. Mr. Raymond Hamm abstains.

**RESOLUTION NO: 21-012**  
**APPROVAL OF DISPOSAL OF MODULAR**

The Annotated Code of Maryland, Education Article, Title 16, specifies that the Board of Trustees may sell, lease, or otherwise dispose of community college assets or property. The Board of Trustees adopted a policy for the disposal of surplus property on January 23, 1980 and updated this policy on September 1, 2005. The policy, as adopted, requires the approval of the Board of Trustees for the disposal of any asset or property when the original asset value exceeds \$25,000.

The College purchased a Modular in 2011 in the amount of \$124,947 for the Truck Driver Training Program. Another Modular was purchased for the program in 2017 in the amount of \$42,405. With the relocation of the Truck Driver Training Program, the Modular units are no longer needed and it would be very costly to breakdown, relocate and store the units. It is recommended that the assets be removed from the asset inventory.

The Interim Vice-President of Finance and the President concur with the recommendation, therefore, be it

RESOLVED, that the Board of Trustees concurs with the disposal of the Modular units and directs the staff of the College to adjust the asset inventory and values accordingly.

- 11) Proposed Resolution – New Entrance/Roadway and Facilities Management Building – MHEC CC Form N - Moved by Donna Horgan and seconded by Raymond Hamm, the board approves as presented

**RESOLUTION NO: 21-013**  
**APPROVAL OF NEW ENTRANCE/ROADWAY AND FACILITIES**  
**MANAGEMENT BUILDING – MHEC C FORM N**

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in the financing of the cost of the acquisition of land and in the construction of public junior, community, or regional community college buildings and facilities, the cost of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of Cecil College proposes the design, construction and equipping of a New Entrance Roadway and New Facilities Management Building on the North East, Maryland campus and has determined that the sum of three million, seven-hundred and seventy-six thousand dollars (\$3,776,000) in State financial assistance be made available under said acts is needed as part and parcel of the overall Construction and Equipping effort for this project;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of Cecil College does hereby formally request the County Executive to approve the proposed plans for design, construction and equipping as set forth in the application for financial assistance, to file, as required by the provisions of acts, the necessary petition with the Maryland Higher Education Commission for a State grant in the amount of three million, seven-hundred and seventy-six thousand dollars (\$3,776,000) and to make available the necessary local funds for completion of the project.

- 12) Proposed Resolution: Consent Agenda on three policies – Moved by Donna Horgan and seconded by Kathleen Kunda, the three policies on the Consent Agenda are approved as presented.

**a.) RESOLUTION NO: 20-014**

**APPROVAL OF LEAVE OF ABSENCE POLICY**

Policy

Full-time employees may request a leave of absence without pay for up to one year.

Procedure and Eligibility

Full-time employees with at least 12 months of full-time employment may request a leave of absence without pay not to exceed 12 months. A request for a leave of absence without pay should be submitted in writing to the President at least 30 days in advance of the first date of leave, unless advance notice is not practical. The leave request must state the reason for the leave and the expected duration of the leave, including the proposed start and end date.

Leave without pay may be requested for personal reasons, including but not limited to, education and training, legal matters, family and personal emergencies, medical reasons, and as a potential reasonable accommodation. Employees should consult the College's Family and Medical Leave Act (FMLA) Policy and Reasonable Accommodations Policy for leave requests related to the FMLA and ADA (and similar state law).

The President or designee is authorized to approve or deny leave requested under this Policy. The decision to approve or deny a request for leave of absence without pay depends on a number of factors, including but not limited to length of the requested leave, the employee's job performance and disciplinary history, College and departmental needs, the reason the leave is requested, and the employee's length of service at the College.

This Policy will be applied on a non-discriminatory basis.

**b.) RESOLUTION NO: 20-015**

**REPORTING OF WRONGFUL CONDUCT AND WHISTLEBLOWING POLICY**

**Policy:**

Cecil College is committed to conducting its operations in an ethical manner and to establishing high standards for employee behavior. The College is governed by various Federal and State laws and regulations and expects compliance from employees. Members of the college community are encouraged to report alleged wrongdoing when they observe the following: 1) abuse of authority, 2) gross fiscal mismanagement or irregularities, 3) behavior that creates a substantial, specific danger to public health or safety, and 4) violations of law, regulations, or College policy. The College has a responsibility to protect its employees and students from unlawful retaliation.

This policy applies to all college employees and students.

It is the policy of Cecil College to forbid anyone from taking any form of retaliatory action against any member of the Cecil College community who, in good faith:

- A. Reports concerns of ethical violations pursuant to established policies and procedures;
- B. Seeks advice or aid in reporting wrongdoing pursuant to established policies and procedures;
- C. Files a complaint or grievance pursuant to established policies and procedures;
- D. Testifies or participates in investigations, proceedings, or hearings pursuant to established policies and procedures;
- E. Opposes actual or perceived violations of the College's policies and procedures or unlawful acts; or
- F. Engages in any other protected activity defined by College policies and procedures.

**c.) RESOLUTION NO: 20-016  
USE OF COLLEGE CREDIT CARD POLICY**

**Policy:**

It is the policy of Cecil College to restrict the issuance of College credit cards (both major credit cards and store credit cards) to full-time College employees. The use of credit cards is restricted to expenses legitimately incurred for business travel or for special circumstances or events and other College related expenses. College credit cards are the responsibility of the individual to whom the card is issued or the individual who is an authorized user on a store account. Use by an unauthorized individual is the financial responsibility of the authorized signer (the person whose name is on the credit card) or the authorized user on the store account. Expenses and purchases incurred by credit card are subject to budget head and/or approval of the President. Credit cards are not to be used to circumvent the Procurement Policy #461.10. Unauthorized or inappropriate use of the College Credit Card may result in disciplinary action for the cardholder as provided for in the College's Performance Management Policy. In addition, cardholders will be held personally liable for all unauthorized purchases.

- 13) Proposed Resolution: Classified Staff Organization Constitution and By-Laws – moved by Donna Horgan and seconded by Sarah W. Colenda, the Classified Staff Organization and Constitution and By-Laws are approved as presented.

**RESOLUTION NO: 20-017  
CLASSIFIED STAFF ORGANIZATION CONSTITUTION AND BY-LAWS**

WHEREAS, the Board of Trustees has responsibility for approving the constitution and bylaws of governance organizations; and

WHEREAS, the Classified Staff Organization of Cecil College is a key group which contributes to the governance structure of the College; and

WHEREAS, a representative body of classified staff is needed to give the members of Classified Staff Organization a voice in the decision-making process affecting institutional policies and procedures; and



WHEREAS, the Board of Trustees recognizes that the Classified Staff Organization has a professional responsibility to advise College decision-makers regarding institutional policies and procedures and the fulfillment of the College’s vision, mission, and Strategic Plan; and

WHEREAS, a well-governed body must have rules and bylaws to ensure its effective operation; now therefore be it:

WHEREAS, the President has reviewed the Classified Staff Constitution and Bylaws and seeks approval of the Board of Trustees; and

RESOLVED, that we, the Classified Staff Organization of Cecil College, do ordain and establish this Constitution and Bylaws of the Classified Staff Organization of Cecil College as presented this day, March 25, 2021.

- 14) Proposed Resolution: Procurement Items – Moved by Kathleen Kunda and seconded by Donna Horgan, the procurement item is approved as presented.

**RESOLUTION NO: 20-018**  
**APPROVAL OF PROCUREMENT ITEMS**

According to the Annotated Code of Maryland, Education Article § 16-103 (2014), the Board of Trustees has the authority to purchase, lease, condemn, or otherwise acquire any property it considers necessary for the operation of the College. In addition, all procurements including multi-year lease agreements that exceed \$50,000 require Board of Trustee approval.

The following list includes procurements for instructional materials, supplies and equipment. State contracts and competitively bid procurements by other qualified entities. These items have been identified as exceptions to the College’s Bid and Quotation policy by the Purchasing Office. Therefore, the Interim Vice President of Finance and the President recommend approval of the following procurements.

Procurement Method	Vendor Name/Address	Procurement Item	Total Cost
Contract – Sourcewell County Funding	Centennial Contractors Lanham, MD	Fitness & Wellness Ctr Floor Replacement	\$ 79,772
Contract – Sourcewell County Funding	Centennial Contractors Lanham, MD	Building A/B HVAC Mechanical Upgrades	\$ 260,306
Contract – Sourcewell County Funding	Centennial Contractors Lanham, MD	Building C HVAC Mechanical Upgrades	\$ 483,348

therefore, be it:

RESOLVED that the Board of Trustees approves these procurement actions.

- 15) Maryland Education Alliance – Dr. Christy Dryer

The Maryland Education Alliance (MEA) agreement provides opportunities for students to share resources, decrease costs and maintain enrollment/outcomes in local community colleges

Participating colleges are the governing board of MEA. Each new collaboration/program addendum signed by participating institutions, creating flexibility

related to program/discipline requirements.

MEA provides opportunities for students by increasing access to education for students, high cost, highly specialized programs and low enrolled courses.

16) Financial Report – Mr. Craig Whiteford

Mr. Whiteford reviewed financial information from February 28, 2021. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

17) Old Business/New Business

Old Business

- None

New Business

- None

18) Close Regular Session

- a. Next Regular Session will be held on Thursday, April 29, 2021. The meeting will take place virtually beginning at 4:00 p.m. A motion was made by Sarah W. Colenda and seconded by Raymond Hamm for the next regular session meeting and was approved.
- b. A motion to adjourn the regular session was made by Kathleen Kunda and seconded by Raymond Hamm and approved.
- c. The regular meeting adjourned at 5:33 p.m.

19) **Closed Session**

The closed session meeting was brought to order at 5:43 p.m. A motion to close the meeting was made by Sarah W. Colenda and seconded by Kathleen Kunda. All members present were in favor.

Members present: Mark Mortenson, Dr. Cydney T. Teal, Raymond Hamm, Sarah W. Colenda, Kathleen Kunda, Donna Horgan, Michael J. Scibinico, and Dr. Mary Way Bolt, President of Cecil College and Executive Assistant, Sherry D. Hartman.

The meeting is closed under the provision or provisions, all from General Provisions Article § 3-305(b) (7), only:

Reason for closed-session: (7) To consult with counsel to obtain legal advice.

A motion to close the meeting was made by Sarah W. Colenda and seconded by Kathleen Kunda and approved by all attendees. The closed session meeting was adjourned at 6:54 p.m.