

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, June 25, 2020

Regular Session: 4:00 p.m.
ZOOM Meeting

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of May 28, 2020 Meeting Minutes
- 4) Maryland Association of Community Colleges – Dr. Bernard Sadusky
- 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report – Ms. Melissa Redfield
- 6) Academic Senate Report – Dr. Anne Edlin
- 7) President’s Report – Dr. Mary Way Bolt
- * 8) Election of Board of Trustees Officers – Dr. Mary Way Bolt
- * 9) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- *10) Proposed Resolution: Approval Maryland Higher Education Commission Nurse Support Program II Grant Agreement – Dr. Christy Dryer
- *11) Academic Program Consent Agenda: Proposed Resolutions
 - a) Lower Division Certificate in Visual Communications – Digital Commerce
 - b) Lower Division Certificate in Visual Communications – Graphic Design
 - c) Lower Division Certificate in Visual Communications – Professional Photography
 - d) Lower Division Certificate in Visual Communications – Simulation and Gaming
 - e) Lower Division Certificate in Visual Communications – Web Design and Multimedia Communications
- *12) Proposed Resolution: Academic Program Approval – Lower Division Certificate in Computer Aided Drafting and Design (CADD) – Dr. Christy Dryer
- *13) Proposed Resolution: Academic Program Approval – Associate of Applied Science in Bioproduction
- *14) Proposed Resolution: Academic Program Approval – Lower Division Certificate in Health Sciences
- *15) Proposed Resolution: Approval of the Annual Operating and Minor Capital Budget for Fiscal Year 2020-2021 - Mr. Hugh Curran
- *16) Proposed Resolution: Cultural Diversity Plan – Dr. Kimberly Joyce

- 17) Financial Report – Mr. Hugh Curran
 - 18) Academic Programs – Covid-19: Faculty Adapting to Support Student Success
 - 19) Old Business/New Business
 - *a. Regular Session: Thursday, August 27, 2020 at 4:00 p.m.
 - 20) Adjournment
-

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES
May 28, 2020

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

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

Absent: None

Also present by Zoom were Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Maurice Tyler, CIO; Lauren Fleck, Director of Human Resources; Chris Ann Szep, Vice President Community & Gov't Relations and College Advancement and Hugh Curran, Vice President of Administrative Services

- 2) Approval of Agenda – On motion of Michael J. Scibinico, seconded by Donna Horgan the agenda was approved as presented.

- 3) Approval of April 30, 2020 Board Meeting Minutes – On motion of Raymond Hamm and seconded by Michael Scibinico, the minutes of April 30, 2020 were approved as written.

- 4) Joint report from Administrative Professional Organization and Classified Staff Organization – Mr. Daniel combs

CSO Update:

- Attendance is beginning to increase
- CSO is hosting a virtual picnic in June

APO Updates

- APO, CSO and Senate are meeting next week to keep information flowing consistently.
- APO has been meeting virtually for meetings
- Recommendations on the Constitution and By Laws will be discussed at the June meeting.
- The Fundraising Committee is looking at a fall apparel sale
 - Looking to host a lunch workshop for student scholarships

- 5) Academic Senate Report – Dr. Anne Edlin
Senate met virtually via Skype on May 6, 2020 and reviewed four course revisions. The next meeting will be held on June 10, 2020

- 6) President's Report – Dr. Mary Way Bolt
Cecil College hosted the first ever virtual graduation and it was an amazing success. Thank you to all who worked so hard to make the graduation ceremony meaningful to students and their families.

The college's Virtual Career Fair took place today and there were 41 businesses participating in the fair.

Cecil College is working on its return to campus plan, knowing full well that things could change rapidly. The unknown is difficult to navigate but our goal is to follow the guidelines set forth by the Governor, CDC, and County Executive. The leadership team is embracing the ambiguity of managing and leading a safe return to campus. The team is creating a comprehensive plan for the safe return to campus in accordance with the current directives provided by Governor Hogan, the CDC and other governing bodies. However, they are also creating alternate implementation plans that will allow the ability to alter plans at the time there are reductions or other changes to Executive orders and other guidance.

The campus will open when it is deemed safe to do so and we have measures in place to minimize risk to employees, students, and guests.

Plans are in place for a limited return of healthcare students this June and are hopeful that science labs may have limited operations beginning in July. All CDC guidelines, Governor and County Executive guidelines will be followed.

7) 2019-2020 Employee Accomplishments

Staff, Faculty and Adjunct Faculty Accomplishments 2019-2020

Academic Programs

Dr. Anne Edlin

My colleagues and I (Allan Drach, Brandie Bidy, Anne E. Edlin and, Barbara Morton) presented "Developmental Mathematics 3.0" at the annual conference of the American Mathematical Association of Two-Year Colleges (AMATYC) in Milwaukee, WI in November 2019.

Dr. Ebony Roper

I along with other colleagues published a journal article in "Environmental Justice" about research we did on air quality in one Washington DC neighborhood. The link to the article's abstract is below.

"Monitoring Neighborhood Concentrations of PM2.5 and Black Carbon: When Using Citywide Averages Underestimates Impacts in a Community with Environmental Justice Issues"

<https://www.liebertpub.com/doi/abs/10.1089/env.2019.0026>

Maria Cintron

Maria Cintron is graduating from Cecil this semester (spring) with a degree in Business Management

Kelly Brukiewa

Kelly graduated from Widener University with her Masters of Education in Allied Health

Ashley Fundack, PhD Assistant Professor of Criminal Justice

- I had a publication in the Encyclopedia of Women and Crime- entitled Gender Stigma and Social Control
- I have 2 publications that I have written to be included in an upcoming textbook that is entitled Sexual Harassment and Misconduct an Encyclopedia. (This is a collaboration of criminologists from all over the country- I was asked to contribute)- Book will be released sometime in 2020.
- I gave 2 presentations at the American Society of Criminology Conference in November 2019 one was on my dissertation which was entitled: Maryland Sex Offender Registry and Sex Offender Recidivism: Time Series Correlational Study and the other was a poster project I was working on entitled: Putting Baltimore Youth Into Framework Examining Juvenile Recidivism and Social Disorganization.
- My Dissertation was nominated for Outstanding Dissertation Award through the Academy of Criminal Justice Sciences (did not receive it)

May 28, 2020

- I was nominated for a Junior Distinguished Teachers Award through the Academy of Criminal Justice Sciences (did not receive it)
- I presented my Dissertation Research and findings to Governor Hogan's Staff who oversee the State Sex Offender Registry and they sent the results directly to Governor Hogan.
- I have implemented a mock crime scene as a learning tool in the Criminal Justice (CJ) Department
- I have also made new and improved changes to the CJ Curriculum to enhance the quality of our program
- I have also added new sites for student internships in CJ- I have made and established many new contacts in Cecil County this will allow for more choices for students.
- I am currently working with 2 CJ students on current research we are planning to submit for acceptance for the upcoming American Society of Criminology Conference for Fall 20 in DC.
- I may have a potential textbook deal with Oxford Routledge Criminal Justice Publishers- they were highly interested in my Spring Conference Presentation that did not happen due to the pandemic- and have asked me to submit a proposal for a short textbook on Human Trafficking in MD.

Mary Knarr

Completed eight days of training from The Center for Mind-Body Medicine through a grant written by Allegany Community College dedicated to the reduction of opioid dependence. Through this training, now a facilitator of the Center's stress management practices and can lead groups for students as well as staff and faculty. These groups are designed to promote mental health by teaching proven strategies for coping with stress.

John R. Hertzler

Published his first novel, "Shadows at Atlantic Point"

<https://www.johnrhertzler.com>

David G. Carter

One year of Teaching as an Adjunct Taught 4 Classes in CIS 101 Introduction to Computers over 3 semesters 2019-2020.

- 2 of these classes were converted to fully online in spring 2020 due to COVID-19 and completed successfully on-line.

Sarah Martin

- Dempsey, P., & **Martin, S.** (2019). Designing for change: Using the Community of Inquiry and Transformative Learning to create authentic learning experiences [Webinar]. Annapolis, MD: Quality Matters.
- Dempsey, P., & **Martin, S.** (2020). Designing for change: Creating transformative online learning experience. Quality Matters, East Regional Conference [Online]. Annapolis, MD: Quality Matters.
- As you might be aware, the East Regional Conference originally scheduled to be held at Berkeley College, NY in April was transitioned to an online conference; nonetheless, an amazing opportunity presenting to over 70+ people in attendance just for our presentation!

Jamie Davis

- The American Association of Critical Care Nurses (AACN.org) reached out to have Jamie assist in the creation of a series of podcasts about critical care best practices for the care of COVID-19 patients.

- The project is for two months and slated to create at least five episodes in rapid succession, featuring Jamie interviewing to critical care nurse experts from around the country. The goal is to provide free resources to assist non-critical care nurses who are now working with critical care patients out of necessity during the current pandemic.

Deanna L. Smith

- Completed nine credits in educational foundations from Wilmington University, that were a requirement from CAPTE (accrediting body in physical therapy) to continue to hold the Program Director role at Cecil. This was reviewed at the CAPTE meeting in mid-April, and the expectation is to be in full compliance with our accreditation.
- Continuing education at Wilmington University to complete the Certificate in Teaching Higher Education which will be complete by this time next year.

Lauren E. Dawson

- Completed Doctor of Nursing Practice (DNP) from the University of Maryland and graduated with cum laude honors

Dr. Nancy L. Norman-Marzella

- Professional Development: Annual MAADN Nursing Conference, Middle States Standard VII committee member, Ethics 2.0, When Clinical Goes Digital
- Complete Doctorate in nursing practice and dissertation is published in ProQuest.
- Title of the work is: Norman-Marzella, N. (2019). *Evidence-based practice self-study education program for staff nurses on genomics* (Publication No. 23122) [Doctoral Dissertation, Walden University]. ProQuest Dissertations Publishing.

Nathanael R. Tagg

- Recent written poems have been accepted for publication in various literary journals, including *Terrain.org* and *UCity Review*.
- Second book of poetry has been accepted for publication by WordTech Editions in the spring of 2021

Nancy Vinton

- The MOST (Maryland Open Source Textbook) website accepted Nancy's Histology Atlas for Anatomy & Physiology 2.

Dr. Clarence Harlan Orsi

- Received a Ruby's Artist Grant from the Robert W. Deutsch Foundation to support a book in progress of reported essays on transgender lives.

Cindi Horton

- Received a \$5000 grant from ANEC (Academic Nurse Educator Certificate) for continual certification as a Certified Nurse Educator (CNE) in the fall.
- Presented at the World Health Care of Nursing Conference (WHCNC) in Valencia, Spain – presented on Interprofessional Education.
- Peer reviewer for the OADN (Organization for Associate Degree Nursing) journal called *The Journal of Teaching and Learning*.
- Continue to volunteer for Canine Partners for Life in Cochranville, PA. Trained as a whelping mom.

Stacey E. Doney

Exhibitions:

6x6 Canvas Fundraiser, Cecil Arts Council, Elkton, MD, October, 2019.

7 Million Acres: Pride of Place, group exhibition and book published by Street Road Artist Space, Cochranville, PA, April 13 through September 28, 2019.

Professional Activities:

- Taught, *Activating the Artist Within*, a healing arts workshop, at the Palette and the Page gallery, Elkton, MD, February, 2020.

May 28, 2020

- Hired to do face-painting in the Children's Tent at a ***Fair Hill International*** event, October, 2019.
- ***Arts in Health for Helping Professionals*** Certificate from University of Florida on Coursera, September, 2019

Maggie (Margaret) Creshkoff

- Arranged for and participated in a number of shows with the Trashy Women, a group of artists using recycled materials in their artwork since 2005: the Gibby Art Center in Middletown, DE, the Art Trust and the Knauer Gallery at West Chester University, both in West Chester, PA, the Gallery at La Cigale in Mt. Gretna, PA, the Bookplace in Oxford, PA., and in February of 2020 the Trashy Women had a show at the Art Den in Rising Sun, MD, just before the pandemic.
- Part of the invitational "Crossing the Line" exhibition at the Oxford Arts Alliance in February, and some of my work is still probably hanging up at Elkton Station with the rest of the Cecil College Art faculty.
- Did pottery demonstrations for the town of Charlestown, for the Elk Creek Association and for the Cecil County Public Library in Elkton, MD, and was part of the November 2019 Bazaar at the American Visionary Art Museum in Baltimore, MD.
- Taught art workshops and summer camps for a number of institutions: The Cecil County Arts Council, the Cecil County Public Library, West Chester University, the Oxford Arts Alliance and the Havre de Grace Housing Authority for their YLAP program.

Lauren Vanni

Exhibitions

- ***Spotlight on Cecil Arts Faculty Exhibition***, Cecil College, Elkton Station Gallery, Elkton, MD, March 2020
- ***Crossing the Line: Cecil College Faculty Exhibition, Curator and Artist***, Oxford Arts Alliance, Oxford, PA, February 2020

Community work

- **Newark Senior Center Donations** - February 2020: 13th year of donations to the Empty Bowl Dinner at the Newark Senior Center. They raised over \$13000 which is enough to provide 1,625 hot nutritious meals to homebound, frail, and elderly residents.

Other Accomplishments

Initiated articulation agreement with Moore College of Art & Design for three Art and Design degree programs, signing event at Cecil College Elkton Station Gallery, Nov 2019

- A.F.A in Art and Design, Ceramics and Sculpture Concentration to B.F.A. in Fine Arts
- A.F.A in Art and Design, Drawing and Painting Concentration to B.F.A. in Fine Arts
- A.F.A in Art and Design, Interactive and Motion Arts Concentration to B.F.A in Animation and Game Arts

Jeremy Jirsa – Adjunct Professor

- ***Crossing the Line: Cecil College Faculty Exhibition***, Oxford Arts Alliance, Oxford, PA, February 2020
- "Facade" solo show at Cecil college
- "Masquerade" solo show at the Carroll Community College
- "Surface tension" solo show at IA&A hillyer, Washington DC this August
- "Artscape summer 2020 Exhibition" at Towson University, group show

Haley Miller – Art Studio Assistant

- Accepted full time job as Executive Director at the Steppingstone Farm Museum in Havre de Grace, MD

Mike Dawson - Art Studio Assistant

- Accepted into University of Delaware MFA Program in Ceramics starting Aug 2020, earned tuition waiver scholarship

- *Mike Dawson: Impetus*, Solo Exhibition, Milburn Stone Gallery, North East, MD
- Graduated from Salisbury University, B.F.A. in Ceramics, 2019

Shawn Markey

- Completed Youth Mental Health First Aid Training
- Lead development of the new Cyber Expo
- Organized the largest Mind, Body & Spirit Expo with 854 attendees (over 350 more attendees than 2019)
- Summer camps were successfully evaluated and approved for accreditation by the American Camp Association for 5 years.

Dale S. Schultz

- Revised ENME 401 by adding a section on engineering economics and enhanced the emphasis on developing a sound engineering approach to addressing climate change.
- Assumed responsibility of serving as the Academic Advisor for Frostburg students at Cecil.
- Established a new course for our Frostburg students (ENES 495) allowing them to receive academic credit associated with a summer internship with an engineering firm or government agency.
- Mentored high school student in his STEM project and supervised his use of the Frostburg/Cecil wind tunnel in studying the aerodynamics of model rockets.

Student Services

Cheryl Davis-Robinson

- Facilitated APGFCU summer internship program for students of color. Hosted a series of student workshops over two months. Successfully submitted three Cecil student applications.
- Secured two Cecil students, one male and one female, to serve as Cecil College student ambassadors to MHEC Student Advisory Board/Council. Meetings occurred monthly and were hosted at different community colleges.
- Responsible for re-stocking Elkton Station food pantry on a monthly basis.
- Extended Student Life hours until 7pm, Monday through Thursday to increase customer service, visibility, and awareness.
- Co-wrote proposal and co-designed programmatic events for the Relax and Reality Check (Tackling the Opioid Crisis) on behalf of MHEC. In an effort to address and respond to the opioid crisis, the Maryland Higher Education Commission (MHEC), supported the events on college campuses with funding from the Maryland Department of Health, Behavioral Health Administration. Submitted proposal approved in the amount of \$1000.00.
- Significantly increased Cecil student overall participation in monthly Safe College training modules, over 50%. A new Safe College training module was provided each month. 4 in fall and 4 spring, total: 8. Final % will be calculated after May 31, 2020. Cecil students have until May 31, 2020 to complete any outstanding module.
- Collaborated with Career Services staff to construct first annual Veterans Orientation Welcome held on Wednesday, January 15, 2020 at 4pm.

Robyn Hunt

- President of MD-AHEAD (Maryland affiliate- Association on Higher Education and Disability)
- Trained Facilitator for Center for Mind-Body Medicine Mind-Body Skills Group
- Co-hosted Traumatic Brain Injury Training with CCHD for Social Workers and licensed Psychologists

- Wrote Proposal and organized Relax and Reality Event sponsored by MHEC
- Vice-Chair Cecil County Community Mediation Center Board of Directors

Mayra Castillo

- Coordinated an Athletic dinner in late fall to recognize the hard work of all our student athletes. More than 40 students were joined for a relaxing dinner by the College President, President's Staff, Coaches and myself.
- Assisted an African American student to receive tuition, fees and books scholarship through the Alpha Phi Fraternity for spring, summer and fall 2020.
- Successfully coordinated student attendance to the Community College Student Advocacy Day in February in Annapolis. We had seven students join Dr. Bolt, Dr. Joyce, VP Chris Ann Szep, Advisor Alex Bellini and myself. The students spoke to various Senators and Delegates about financial programs that have benefited them at Cecil, including the Maryland Promise Scholarship.
- Collaborated with various students, faculty and staff to significantly increase awareness and attendance at monthly Cultural/Diversity events.

Finance

Diane Loomis

- Diane Loomis was notified by the Universal Public Procurement Certification Council (UPPCC) that she has earned the Certified Public Procurement Officer (CPPO) credential.
- Diane was among 44 professionals who successfully completed the CPPO examination held October 14 -26, 2019. Established in 1964, this prestigious certification is an outstanding honor for individuals employed in the public procurement profession and is an asset to their specific division of government.
- To become certified as a CPPO, a candidate must demonstrate through an application process, that they meet specific requisites established by the UPPCC; including formal education, procurement-related coursework/training, and public procurement management-level experience. A comprehensive written examination is required to confirm a candidate's mastery of a variety of public procurement concepts. The CPPO certification recognizes only those professionals who have fulfilled these prescribed standards of competency.
- To date, 2,883 procurement professionals have achieved this accomplished status.

Marketing Team

Rich Haubert:

- Redesign of Communique – Spark format
- Taking on guidance and promotion of MCCC Pro

Laurie Lopez:

- NCMPR District 1 Medallion Awards Winner – November 2019:
Academic Catalog or Class Schedule – Bronze
Viewbook – Bronze
Brochure (Athletics Viewpiece) – Bronze
Folder – Silver

Amy Henderson:

- NCMPR Medallion Awards – Team won 6 awards including a Gold for best microsite (cecil.edu/stem)
- Completed new College Commercial
- Trademark management and created comprehensive marketing guidelines for marks management / posted on MyCecil and edu.
- Led team for .edu homepage redesign – April 2020
- Created Coronavirus page and managed all crisis communications for COVID-19

Joe Torre:

- NCMPR District 1 2019 Gold Medallion Award in Digital/Electronic Media - Microsite Category Submission: Cecil College's STEM Campaign Website (cecil.edu/stem)
- Created Coronavirus page for crisis communications for COVID-19
- Created .edu homepage redesign – April 2020

Alicia Markey:

- NCMPR Division 1 Bronze Award for Best Poster in a single or series 2019.
- Produced and edited ECA promotional video 2019.
- Created images and social media posts for #cecilathome comprehensive social media campaign during COVID-19

Milburn Stone Theatre

Brandon Gorin - *Assistant Technical Director*

- Solo Art Gallery at Havre de Grace Library
- Solo Art Gallery at Art Den, LLC (Rising Sun)
- Art displayed in "HA" Magazine
- President's List at Cecil College, Fall of 2019
- Pieces Displayed at Cave Gallery
- Pieces Displayed at Trunc

Public Safety

- In addition to normal day to day accomplishments, Public Safety Staff completed the following accomplishments since July 2019:
- Lobby Guard Visitor Management System: All Public Safety staff were trained in the use and management of the Lobby Guard system, which was implemented at Elkton Station to ensure the proper documentation of visitors entering the facility.
- NARCAN Training: Public Safety staff were trained on administering NARCAN to anyone suffering an opioid overdose.
- Live Scan: Two additional Public Safety staff were trained and certified in conducting electronic fingerprinting for background checks, which provides faster customer service to college employees and the community.
- CPR/AED: Public Safety full-time and part-time staff completed CPR and AED Training.
- Pepper Spray: Public Safety staff were trained in the use of pepper spray for self-defense.
- Public Safety Officer Corey Walsh will graduate from Cecil on May 17 with his AA Degree in Criminal Justice. While working full time as a Public Safety officer, he was also a full-time Cecil student and attained a 3.98 GPA.
- The Departments Administrative Assistant was selected "to be part of our pilot program for our 'cloud based' virtual desktop project."

Facilities Department

Custodial Team

- Implemented a floor equipment training program – (5 floor training sessions held this year)
- Completed a total of 189 LinkedIn Learning professional development courses
- Participated in daily team safety briefings and monthly Safe Colleges' training modules
- Introduced new eco-friendly chemicals for daily use on campus
- Completed Hazard Communication course

Events/Receiving & Distribution Team

- Completed a total of 42 LinkedIn Learning professional development courses
- Helped coordinate Café/Bookstore transition
- Participated in monthly Safe Colleges' training modules related to safety
- Provided cost saving measures for postage to various departments
- Implemented campus-wide paperless protocol and coordinated sign-holder and stanchion requests with various departments
- Completed Hazard Communication course

Grounds Team

- Attended the Mid-Atlantic Nursery Trade Show
- Completed Miss Utility 811 Damage Prevention and Safe Excavation training class
- Completed ALICE course
- Completed Narcan training
- Completed monthly SafeColleges safety courses
- Participated in Dept. of Agriculture Spotted Lantern Fly campus survey
- Completed LinkedIn Learning professional development courses
- Completed Hazard Communication course

Maintenance Team

- Completed Delmarva Power Building Re-tuning classes
- Completed emergency services Phase I and Phase II elevator testing training
- Completed ALICE course
- Completed monthly SafeColleges safety courses
- Completed 87 LinkedIn Learning professional development courses
- Completed Hazard Communication course

Programs/Projects

- Completed the National Fire Protection Association 2015 NFPA 101, Life Safety Code, Essentials Online Training Series course (K. Brown)
- Completed 34 LinkedIn Learning professional development courses
- Implemented an updated Hazard Communication protocols
- Implemented new safety training program
- Started development of new Facilities specific written safety plan
- Developed an updated emergency eyewash station program
- Audited equipment inventory and successfully repurposed equipment for use at Bainbridge facility.
- Implemented custodial equipment maintenance program
- Completed, in conjunction with Procurement, furniture upgrades in Student Lounge and Student Services
- Completed Bookstore/Café renovation and relocation project
- Completed baseball dugouts renovation project
- Completed refurbishment of gym floor
- Completed Energy Audit of NE and ES campuses
- Completed installation of irrigation systems for baseball and softball fields
- Installed new landscape bed along MST building
- Refurbished College Crossing space in preparation of lease expiration
- Completed engineering design for soccer field refurbishment

May 28, 2020

- Completed engineering design for Buildings C&D roof replacements
- Completed engineered assessment of NE campus mechanical systems
- FY21 capital request for Entrance, Roadway & Facilities Building project successfully submitted in Gov. Hogan's capital budget request.

** Accomplishments of the Executive Staff are not included

- 8) Proposed Resolution: Personnel Items – Moved by Raymond Hamm and seconded by Donna Horgan, the Personnel Items were approved as presented.

**RESOLUTION NO: 20-
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:

SEPARATIONS/RESIGNATIONS

Name:	Caleb Johnson
Position:	Data Analyst
Salary Grade:	12
Division:	Information Technology
Category:	Non-Exempt
Effective:	May 22, 2020

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

- 9) Proposed Resolution – Approval of 2020/2021 Board of Trustees Meeting Calendar – Moved by Kathleen Kunda, and seconded by Donna Horgan, the board approves the 2020/2021 Board of Trustees Meeting Calendar

**RESOLUTION NO: 20-
APPROVAL OF 2020/2021 BOARD OF TRUSTEES 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 January 31, 2019. 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 2020-2021 Board of Trustees meetings. Therefore, be it

RESOLVED, that the Board of Trustees approves the 2020-2021 Board of Trustees meeting schedule.

- 10) Proposed Resolution – Academic Program Approval – Associate of Arts in Psychology
– Moved by Raymond Hamm seconded by Dr. Cydney T. Teal, the Board of Trustees approved the Associate of Arts in Psychology.

**RESOLUTION NO: 20-
APPROVAL OF ACADEMIC PROGRAM APPROVAL – ASSOCIATE OF
ARTS IN PSYCHOLOGY**

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 revised program:

- Associate of Arts in Psychology

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.

- 11) Proposed Resolution – Food and Vending Services Agreement with Canteen Vending Services
– Moved by Donna Horgan and seconded by Kathleen Kunda, the Board of Trustees approved the Food and Vending Services Agreement with Canteen Vending

**RESOLUTION NO: 20-
APPROVAL OF FOOD AND VENDING SERVICES AGREEMENT WITH CANTEEN
VENDING SERVICES**

In July 2010, the College entered into an agreement with Canteen Vending Services to provide Food & Vending Services for the College for a period of five (5) years with the right to extend the agreement for an additional five (5) years based upon satisfactory quality, service and value. This initial agreement expired on June 30, 2015 and the (5) year extension expires June 30, 2020.

Throughout this ten year term, the College has experienced a good working relationship with Canteen Vending Services. Realizing that the College's goal is to keep food costs low for the students, Canteen has proposed to continue the current contract for a one-year term.

The College received vending commission revenue of approximately \$12,650 as of May 2020. This revenue has decreased 14% from the first year of the contract due to other food and beverage options on campus and the surrounding area. The Vice President of Financial Services supports this extension request.

Based on this information the President recommends that the Food and Vending Services agreement with Canteen Vending Services be extended for an additional 1-year term. Now, therefore be it

RESOLVED, that the Board of Trustees of Cecil College authorizes the College administration to extend the Food and Vending Services agreement with Canteen Vending Services through June 30, 2021.

- 12) Proposed Resolution – Appointment to Cecil College Foundation, Inc. Board of Trustees-
Moved by Kathleen Kunda and seconded by Donna Horgan, the Board of Trustees accepts the Appointment to Cecil College Foundation, Inc. Board of Trustees as presented.

**RESOLUTION NO: 20-
ACCEPTANCE OF THE APPOINTMENT TO CECIL COLLEGE FOUNDATION, INC.
BOARD OF TRUSTEES**

The Cecil College Foundation, Inc. was organized and chartered by the State of Maryland on April 13, 1973. On April 20, 1979, the Board of Trustees adopted a resolution recognizing the Cecil College Foundation, Inc. as an essential part of the College community and charged it specifically with the responsibility to receive funds from donors to be used to provide student scholarships at the College, to support activities of the College, and to accept and hold gifts as stated in its Articles of Incorporation.

The Foundation operates under a set of bylaws that were revised at a meeting of the Board of Directors in May 2011. Under these bylaws members of the Board of Directors must be appointed and/or reappointed by the College Board of Trustees on the recommendation of the Directors of the Corporation with the advice of the President of the College.

The Foundation Directors and the President are recommending the appointments of Mrs. Linda Burris, Mr. Kent Methven, Mr. John Mettee IV, Mr. Frank Mita and Mr. DJ Wootson for a term beginning February 1, 2020 through June 30, 2023 as a member of the Board of Directors, and noting they are eligible to serve two additional three-year terms if so approved.

Therefore, be it

RESOLVED, that Mrs. Linda Burris, Mr. Kent Methven, Mr. John Mettee IV, Mr. Frank Mita and Mr. DJ Wootson be appointed to the Board of Directors of the Cecil College Foundation, Inc. for the term beginning February 1, 2020 through June 30, 2023.

- 13) Sabbatical Presentation – Mr. Adam Jacono
Mr. Jacono presented his sabbatical presentation on Drone Technology and Course Development for the Trustees.

14) Financial Report – Mr. Hugh Curran

Mr. Curran reviewed financial information as of April 30, 2020. He reviewed actual and projections versus budget operating revenue and expenses as well as working capital.

15) Old Business/New Business

Old Business

- Lauren Fleck reminded the Trustees to complete the survey if they have not done so.
- Last August the Board Retreat was held before the board meeting
 - Trustee survey will go out in July
 - Survey questions for the Chairman will be included in the survey this year.

New Business

- June 1st – Middle States recommendation goes to MHEC
- Bernie Sadusky of MACC will attend the board meeting in June
- The virtual graduation was enjoyed by the Trustees. They were touched by the work that went into it and the commitment the faculty has for students.

16) Close Regular Session

- a. Next Regular Session will be held on Thursday, June 25, 2020. The meeting will take place virtually beginning at 4:00 p.m. A motion was made by Donna Horgan and seconded by Kathleen Kunda for the next regular session meeting and was approved.
- b. A motion to adjourn the regular session was made by Donna Horgan and seconded by Raymond Hamm and approved.
- c. The regular meeting adjourned at 5:04 p.m.