

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, May 28, 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 April 30, 2020 Meeting Minutes
 - 4) Joint report from Administrative Professional Organization and Classified Staff Organization Report– Mr. Daniel Combs
 - 5) Academic Senate Report – Dr. Anne Edlin
 - 6) President’s Report - Dr. Mary Way Bolt
 - 7) 2019-2020 Employee Accomplishments – Dr. Mary Way Bolt
 - * 8) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
 - * 9) Proposed Resolution: Approval of 2020/2021 Board of Trustee Meeting Calendar
 - *10) Proposed Resolution: Academic Program Approval – Associate of Arts in Psychology – Dr. Christy Dryer
 - *11) Proposed Resolution: Food and Vending Services Agreement with Canteen Vending Services – Mr. Hugh Curran
 - *12) Proposed Resolution: Appointment to Cecil College Foundation, Inc. Board of Directors. – Ms. Ashley Biasucci
 - 13) Sabbatical Presentations – Dr. Christy Dryer
 - Mr. Adam Jacono
 - 14) Financial Report – Mr. Hugh Curran
 - 15) Old Business/New Business
 - *a. Regular Session: Thursday, June 25, 2020 at 4:00 p.m.
 - 16) Adjournment
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* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES
April 30, 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 Dr. Cydney T. Teal, seconded by Raymond Hamm the agenda was approved as presented.
- 3) Approval of March 26, 2020 Board Meeting Minutes – On motion of Raymond Hamm and seconded by Michael Scibinico, the minutes of March 26, 2020 were approved as written.
- 4) Audit Report – Ms. Lisa Ritter
Ms. Ritter presented information on the pre-audit meeting. Audits to be performed include a single audit, Data Collection Form (Non-attest service) and Maryland Higher Education Commission that includes financial data as well as state aid and FTE data.

Fieldwork is scheduled to begin the week of July 30, 2020. Reports will be reviewed at the board meeting on September 27, 2020

- 5) Joint report from Administrative Professional Organization and Classified Staff Organization – Ms. Melissa Redfield

CSO Update:

- March meeting was cancelled, but, CSO will continue holding virtual meetings via Skype for Business every month.
- Melissa started weekly email check-ins with all CSO members.
- Normally the CSO picnic is held at the end of the year, CSO is currently brainstorming some ideas to still celebrate and thank all of the CSO members assuming members are not back on campus

APO Updates

- The March APO meeting was cancelled as it was scheduled to be held the week the college campus closed, APO has continued operations remotely via Skype meetings. The organization met on April 23, 2020 and is scheduled to meet next on May 21, 2020.
- During the April Meeting Dann Combs (President) passed along pertinent information regarding the campus closure due to COVID-19, and told the group that communication

April 30, 2020

with their supervisors was very important during this time, and that he can also be used as a resource along with the APO Officers for any help they may need during this time

- The Fundraising Sub-Committee met for the first time after the April 23 APO Meeting, and is working on developing the fundraising activities for All College in August of 2020. This will include the ever popular Parking Spot Silent Auction
- The Constitution and Bylaws Review Committee has met three times (Once in person, twice online) to continue reviewing and updating the By Laws. They will be bringing recommended updates to the APO Meeting in June. While reviewing these documents their purpose is to make them clear and concise, as well as looking at the Constitution and Bylaws of the other governing groups to make sure they are consistently formatted.
- Thank you to the work from Human Resources, Dann Combs (President) has been sending out an individualized welcome email to new employees as they come on board welcoming them to Cecil College and the APO Organization as well as inviting them to the next meeting personally. He also attempts to set up a quick introduction face-to-face meeting just so new employees feel more engaged and personally welcomed to the campus on behalf of APO.

6) Academic Senate Report – Dr. Anne Edlin

Senate met virtually via Skype on April 1, 2020 and held a successful vote on the Senate Constitution and Bylaws. Senate discussed concerns related to COVID-19, and several policies were reviewed. Elections for the next academic year will be held at the next meeting. Senate thanked Dr. Christy Dryer for her tireless work in getting information out to faculty and adjunct faculty during the Stay-at-Home order.

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

Dr. Bolt expressed gratitude for the tireless work of Cecil College's faculty and staff and the extraordinary spirit shown by the efforts to employ and pay the full-time employees, part-time employees, and work study students.

Cecil College completed a very successful virtual Middle States visit that concluded on April 1, 2020. The final recommendation will be reviewed by the commission on June 1, 2020.

President's Staff raised the question of providing food pantry services to our college community early in the stay-at-home directive. As a result, the college reviewed the supply on hand in the student pantry, which was nominal as we gave as much food away as possible before Spring Break. The County has a separate and comprehensive list of food pantries and food services that are safely providing meals to residents throughout the county. These agencies include CCPS, the Mary Randall Center and Ray of Hope. There is a link from Cecil College's Coronavirus page to the County's COVID-19 information and resource page.

After speaking with several directors of county food programs and noting that the college did not have an existing program to purchase, prepare and safely distribute food it was determined that we should continue to refer the college community to the County website and those agencies that have continue to provide food.

The Foundation is openly welcoming all monetary donations to the food pantry in expectation of our students return. As we do not have a date to return to campus at this time, donating food items is a challenge as we do not want them to expire.

Graduation will be hosted virtually on May 17, 2020 at 3 pm which is the originally scheduled date. Student speakers are preparing their remarks and our board chair is preparing his remarks as part of our traditional ceremony. Students, faculty and family members may post congratulatory notes for the graduates.

The college will receive funds from the federal government's Coronavirus Aid, Relief and Economic Security (CARE) Act in the amount of \$1,115,623 with \$557,812 of the award for direct student financial aid. The college applied for the student funds on April 28, 2020.

Student portion: These funds are to be paid directly to students or used for resources sent directly to or that directly impact students.

Institutional portion: These funds can be used to mitigate institutional expenses that resulted from the closure and/or closure-related adjustment to instructional methods.

Faculty and students are managing. On average the HELP desk receives 30 emails or calls a day and this has not increased or decreased since Spring Break. Our student withdraw from class rate was 13 more students as compared to last year withdraws from class. Academic Programs and Student Services report the same but more importantly provide so many examples of faculty and staff going above and beyond to support students.

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

RESOLUTION NO: 20-026
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: Alesha Walker
Position: Executive Assistant to the Vice President of Community Relations & College Advancement
Salary Grade: 13
Division: Community Relations and College Advancement
Category: Exempt
Effective: March 23, 2020

SEPARATIONS/RESIGNATIONS

Name: William Garrett
Position: Systems Programmer
Salary Grade: 12
Division: Information Technology
Category: Non-Exempt
Effective: April 3, 2020

April 30, 2020

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

- 9) Proposed Resolution – Academic and Business Calendars 2021-2022 – Moved by Sarah W. Colenda, and seconded by Kathleen Kunda, the board approves the Academic and Business Calendars for 2021-2022

RESOLUTION NO: 20-027

APPROVAL OF ACADEMIC AND BUSINESS CALENDARS 2021-2022

The Board of Trustees has the authority to establish the College Academic and Business Calendars each fiscal year. The Vice President of Finance, in consultation with College staff, has developed a recommended calendar for Fiscal Year July 1, 2021 – June 30, 2022 and the College Management Team has carefully reviewed the schedule. The Executive Director of Human Resources certifies that the proposed calendar accurately depicts the approved and adopted holiday schedule, including key dates and events as appropriate.

The President has accepted the calendar as proposed and recommends it for adoption by the Board of Trustees, therefore, be it

RESOLVED, that the proposed calendar is adopted as the official calendar for fiscal year 2022.

- 10) Proposed Resolution – Vendor Payments Policy – Moved by Raymond Hamm seconded by Kathleen Kunda, the Board of Trustees approved the Vendor Payments Policy

RESOLUTION NO: 20-0028

APPROVAL OF VENDOR PAYMENTS POLICY

The Board of Trustees, pursuant to Md. EDUCATION Code Ann. §16-103 shall exercise general control over the community college, keep separate records and minutes, and adopt reasonable rules, regulations, or bylaws. Pursuant to Md. EDUCATION Code Ann. §16-104, the President of Cecil College is responsible for the conduct of the community college and for the administration and supervision of its departments.

It is the policy of Cecil College, vendor requests for payment that are complete and accurate will be paid within 30 days after invoice date.

The Vice President of Finance and the President have reviewed the proposed policy and concur, therefore be it

RESOLVED, that the Board of Trustees approves the Fund Balance Policy effective April 30, 2020.

- 11) Proposed Resolution – Statewide Instructional Program Policy – Moved by Sarah W. Colenda and seconded by Dr. Cydney T. Teal, the Board of Trustees approved the Statewide Instructional Program Policy

RESOLUTION NO: 20-029

APPROVAL OF STATEWIDE INSTRUCTIONAL PROGRAM POLICY

The Board of Trustees has the authority to identify programs to be designated as “Statewide,”

subject to approval by the Maryland Higher Education Commission.

Statewide designation allows students from other counties to enroll in programs at in-county tuition rates, eliminating the need for duplication of programs in their home counties. The College currently has five programs that have been approved by the Maryland Higher Education Commission as statewide programs and has formulated a policy outlining procedures for enrolling students in these programs.

The College Management Team and the President have reviewed the policy and recommend that it be adopted. Therefore, be it

RESOLVED, that the Board of Trustees approves the Statewide Instructional Programs Policy, effective April 30, 2020.

- 12) Proposed Resolution – Acceptance of the Academic Senate Constitution and Bylaws- Moved by Kathleen Kunda and seconded by Dr. Cydney T. Teal, the Board of Trustees accepts the Academic Senate Constitution and Bylaws as presented.

RESOLUTION NO: 20-030

ACCEPTANCE OF THE 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 January 28, 2016.

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 April 30, 2020.

- 13) Financial Report – Mr. Hugh Curran
Mr. Curran reviewed financial information as of March 31, 2020. He reviewed actual and projections versus budget operating revenue and expenses as well as working capital.

- 14) Old Business/New Business

Old Business

- Chairman, Mark Mortenson, praised Cecil College for the outstanding performance during the virtual accreditation visit with Middle States. Cecil College was the first college to go through a virtual accreditation and received an exceptional review from Dr. Will Austin. Results will be presented to the college on June 1, 2020.
- Mr. Mortenson reminded Trustees to complete the evaluation of Dr. Mary Way Bolt

New Business

- Virtual graduation will be held on Sunday, May 17, 2020 at 3pm. This is the same date and time as the regularly scheduled graduation.
- Trustees may participate in the virtual graduation by sending their written well wishes

to Sherry Hartman or directly to marketing.

- Dr. Teal thanked everyone for the extraordinary response and work done.

15) Close Regular Session

- a. Next Regular Session will be held on Thursday, May 38, 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 Kathleen Kunda and seconded by Michael Scibinico and approved.
- c. The regular meeting adjourned at 5:45 p.m.