

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, September 24, 2020
Regular Session: 4:00 p.m.

Agenda

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) a.) Approval of August 27, 2020 Minutes
b.) Approval of Retreat Minutes of August 27, 2020
- 4) Audit Update – Ms. Lisa A. Ritter - Maher Duessel Certified Public Accountants - Mrs. Lisa A. --
-Ms. Lauren Fleck
- 5) Joint Report from Administrative Professional Organization (APO) and
Classified Staff Organization (CSO) – 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: Acceptance of Financial Statement – Ms. Lauren Fleck
- *10) Proposed Resolution: Administrative Professional Organization By-Laws – Mr. Daniel Combs
- *11) Proposed Resolution: President’s Contract – Mr. Mark Mortenson
- *12) Proposed Resolution: Academic Program Approval – Lower Division Certificate in Computer
Aided Drafting and Design (CADD) – Dr. Christy Dryer
- *13) Proposed Resolution: Acceptance of GEERS Funding – Dr. Christy Dryer
- 14) Financial Report – Mr. Craig Whiteford
- 15) Scholarship Information – Ms. Chris Ann Szep and Mr. Ed Durham
- 16) Enrollment Update – Dr. Kimberly Joyce
- 17) Old Business/New Business
 - a. Next Virtual Meeting, Wednesday, October 28, 2020 at 4:00 p.m.,
 - b. Joint Virtual Meeting with Cecil County Public Schools – 5:00 p.m.
- 18) Adjournment

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES
August 27, 2020

- 1) Chairman Mark Mortenson called the regular session to order at 4:09 p.m.

Roll Call by Zoom: 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.

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 Raymond Hamm, seconded by Donna Horgan, the agenda was approved as presented.
- 3) Approval of June 25, 2020 Board Meeting Minutes – On motion of Dr. Cydney Teal and seconded by Donna Horgan, the minutes of June 25, 2020 were approved as written.
- 4) Joint report from Administrative Professional Organization and Classified Staff Organization – Ms. Daniel Combs

Classified Staff Organization (CSO) Update: CSO met on August 27, 2020. Lauren Fleck attended the meeting to explain the process for the FY20 Employee Performance Review. CSO is reviewing the Constitution and By Laws. Fundraising plans and raffles for All College Day were discussed. The next meeting will take place on September 24, 2020

Administrative Professional Organization (APO) Updates: APO met on August 27, 2020 and talked about Fundraising and scholarships. A fundraiser idea to have staff and faculty purchase a themed shirt for the semester was discussed. The next meeting will take place on September 24, 2020.

- 5) Academic Senate Report – Dr. Anne Edlin
Senate met virtually via Skype and discussed updates on the Master Syllabi and Course Syllabi. The first meeting with new members will take place on Wednesday, September 2, 2020.
- 6) President's Report – Dr. Mary Way Bolt
Dr. Bolt reported the fall semester is off to a good start thanks to the tremendous work of faculty and staff. All preparations for the semester have demonstrated resilience and resolve of faculty, staff and the students. Classes are being offered online synchronous and online asynchronous. Face to face classes are science related labs and healthcare labs.

For up to date information on the college's return to campus, please continue to use the website www.cecil.edu/coronavirus.

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The college submitted a proposal for the Governor’s Emergency Education Relief (GEER) Fund that may award up to \$250,000. Cecil College will use the GEER funds to support students as they earn credentials that will help them get back to work. All of the courses lead to credentials that will qualify completers for immediate employment.

Cecil College has awarded the total of \$50,000 in Assistance Scholarships. \$40,000 from the Foundation and \$10,000 leftover from the Student Services Enrollment Management funds assigned to summer. This includes: 75 total awards to both full and part-time students. Full-time students received \$800 and part-time students received \$400. All applicants had to be enrolled in at least 6 credits. The scholarships are “last in” dollars. There are currently 12 students on the waitlist for this scholarship who qualify. We still have students who have to accept the scholarship, so we are keeping the waitlist active.

Dr. Bolt reported the Cecil College Technology Scholarship has spent \$10,257.61 to purchase 31 iPads for students in need. Cecil is currently in the process of obtaining a quote for keyboard cases, with an estimated cost of \$50 per unit for a total of \$1550.00. The remaining funding will be used to activate Verizon service on the eight iPads that include cellular connectivity, which consists of a service cost of \$40.00 per month for a total of \$3840.00 in service charges for 12 months for each iPad.

- 7) Proposed Resolution: Personnel Items – Moved by Sarah W. Colenda and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

RESOLUTION NO: 20-048
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: Zane Romberger
Position: IT Systems Administrator
Salary Grade: 11
Division: Information Technology
Category: Non Exempt
Effective: July 13, 2020

Name: Brittany Barnett
Position: Information Security Analyst
Salary Grade: 12
Division: Information Technology
Category: Non Exempt
Effective: July 13, 2020

Name: Sandra Black
Position: Custodian

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Salary Grade: 10
Division: Community Relations and College Advancement
Category: Non Exempt
Effective: July 13, 2020

Name: Turquoise Grinnage
Position: Assistant Director of Financial Aid
Salary Grade: 16
Division: Student Services
Category: Exempt
Effective: July 13, 2020

Name: Tiffany Dowell
Position: Director of Career Services
Salary Grade: 16
Division: Student Services
Category: Exempt
Effective: July 13, 2020

Name: Heather Cadogan
Position: Associate Professor of Biology
Salary Grade: 16
Division: Academic Programs
Category: Faculty
Effective: August 17, 2020

Name: Benjamin Rohe
Position: Lecturer of Science
Salary Grade: 13
Division: Academic Programs
Category: Faculty
Effective: August 17, 2020

Name: Susan Marengo
Position: Associate Professor II of Biology/Anatomy and Physiology
Salary Grade: 17
Division: Academic Programs
Category: Faculty
Effective: August 17, 2020

Name: Amanda Benton
Position: Public Safety Officer- Non Sworn
Salary Grade: 11
Division: Community Relations and College Advancement
Category: Non Exempt
Effective: August 10, 2020

SEPARATIONS/RESIGNATIONS

Name: Joseph Burrell
Position: Custodian
Salary Grade: 11
Division: Community Relations and College Advancement
Category: Non Exempt
Effective: July 1, 2020

Name: Daniel Benham
Position: Truck Driver Instructor
Salary Grade: 8
Division: Academic Programs
Category: Non Exempt
Effective: July 10, 2020

Name: Tori Fitzwater
Position: Public Safety Officer
Salary Grade: 11
Division: Community Relations and College Advancement
Category: Non Exempt
Effective: August 7, 2020

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

- 8) Proposed Resolution – ACCT Voting Delegate – Moved by Sarah W. Colenda, and seconded by Kathleen Kunda, the board approves resolution for the ACCT Voting Delegate. Mark Mortenson abstains

RESOLUTION NO: 20-049
APPROVAL ACCT VOTING DELEGATE

The Association of Community College Trustees (ACCT) Annual Leadership Conference will include the opportunity to vote on behalf of Cecil College. There is one person designated from each college for that purpose. It is recommended that Mr. Mark G. Mortenson carry this responsibility. Therefore, be it

RESOLVED, that the Board of Trustees of Cecil College approves Mr. Mark G. Mortenson as the Voting Delegate for the virtual 2020 ACCT Annual Leadership Conference

- 9) Proposed Resolution – Approval of August 2020 Candidates for Graduation – Moved by Raymond Hamm seconded by Sarah W. Colenda, the Board of Trustees approved the August 2020 Candidates for Graduation.

RESOLUTION NO: 20-050
APPROVAL OF AUGUST 2020 CANDIDATES FOR GRADUATION

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 as of August 27, 2020

- 10) Proposed Resolution – Approval of Sexual Discrimination and Harassment Policy- Moved by Kathleen Kunda and seconded by Raymond Hamm, the Board of Trustees approves the Sexual Discrimination and Harassment Policy

RESOLUTION NO: 20-051
ACCEPTANCE OF THE SEXUAL DISCRIMINATION AND HARASSMENT POLICY

Cecil College (the “College”) is committed to maintaining a learning and working environment free from any form of discrimination, including sexual and gender-based harassment or discrimination, sexual assault, dating violence, domestic violence and stalking. Cecil College prohibits and will not tolerate discrimination on the basis of sex. Sexual harassment is a form of sex discrimination prohibited by state and federal laws, including Title IX of the Education Amendments of 1972 as amended (“Title IX”) and Title VII of the Civil Rights Act of 1964 as amended, and also may constitute criminal activity.

It is the responsibility of all members of the Cecil College community to demonstrate responsibility, civility, and respect in their behavior. Cecil College will promote a climate that is free from sex discrimination through education and prevention programs as well as timely and thorough response to reported violations of the Sexual Discrimination and Harassment Policy. Any employee, student, vendor or affiliated person who engages in conduct in violation of this Policy will be subject to disciplinary action, including but not limited to, dismissal from a class, suspension from the College, or permanent expulsion or termination in the case of employees.

All Cecil College community members are expected to comply with College policies related to sex discrimination regardless of sex, sexual orientation, gender identity and gender expression. This includes all College students, College faculty, and College staff, as well as third parties and contractors under the College’s control. Violations of the Policy may occur between individuals or groups of individuals of any sexual orientation or actual or perceived gender identity. This Policy applies to sex discrimination in connection with any College program or activity, including: (1) in any College facility or on College property; (2) in connection with any College sponsored,

recognized or approved program, visit or activity, regardless of location; (3) that impedes equal access to any College education program or activity; or (4) that otherwise threatens the health or safety of a member of the College community.

No Retaliation and/or Intimidation

Any type of retaliatory and/or intimidating behavior against a person who files a complaint or otherwise participates in an investigation or adjudicatory action under this Policy is expressly prohibited. Cecil College will take strong disciplinary action against any individual or group of individuals found responsible for retaliating and/or intimidating, or attempting to retaliate and/or intimidate, another person for reporting misconduct, participating in an investigation of such conduct, participating as a witness in an adjudicatory proceeding, and/or otherwise participating in any way in support of a person exercising rights under this Policy.

RESOLVED, that the Board of Trustees adopts the Sexual Discrimination and Harassment Policy.

- 11) Proposed Resolution – Annual Fund Balance – Moved by Donna Horgan and seconded by Sarah W. Colenda, the board approved the Annual Fund Balance as presented

RESOLUTION NO: 20-052

APPROVAL OF THE ANNUAL FUND BALANCE

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.

In accordance with the College’s Fund Balance Policy, as a part of the year-end financial closing, the Vice-President of Finance or designee will provide the recommended fund categories and amounts to the Board of Trustees.

Fund Balance Allocations	Actual FY20	Requested FY21
Unassigned	\$853,573	\$452,594
Reserved for Encumbrances *	\$206,489	\$199,277
Reserved for Capital and Programs	\$950,000	\$950,000
Reserved for Tuition/budget Stabilization	\$950,000	\$1,975,000
Reserved for Current Year Budget	\$0	\$0
Reserved for Budget Shortfall	\$0	\$0
Reserved for 27 Pay in FY 2023	\$0	\$0
Reserved for Self Insurance**	\$200,000	\$200,000
Reserved for Campus Safety	\$200,000	\$200,000
Reserved for Physical Plant/Grounds	\$1,500,000	\$1,500,000
Physical Education Building	\$249,983	\$249,983
Engineering & Math Building	\$297,703	\$297,703
Total Reserve Balance	\$4,554,175	\$5,571,963
Total Fund Balance	\$5,407,748	\$6,024,557

The Vice President of Finance and the President have reviewed the recommended fund categories and amounts and concur, therefore be it

August 27, 2020

RESOLVED, that the Board of Trustees approves the Fund Balance Designations effective August 27, 2020.

12) Financial Report – Mr. Hugh Curran

Mr. Curran gave an update on Fiscal 20 and insights into 2021.

13) Sabbatical Presentation: Increasing Success in Pre-Calculus - Dr. Anne Edlin

Dr. Edlin reported that her Sabbatical allowed her to focus on how to help all students be successful in a challenging course while expanding her knowledge of Educational pedagogy.

Dr. Edlin's goals included helping to identify underprepared students and provide those students with additional support and instruction.

14) Old Business/New Business

Old Business

- Dr. Bolt reviewed information on the virtual ACCT Conference taking place from October 5-8, 2020 and invited Trustees to attend.

New Business

- A Special Closed Session for the discussion of evaluation and personnel matters will be held at the September 24, 2020 board of trustees meeting. Motion made by Sarah W. Colenda and seconded by Kathleen Kunda. Approved by all trustees.

15) Close Regular Session

- a. Next Regular Session will be held on Thursday, September 24, 2020, 2020. The meeting will take place virtually beginning at 4:00 p.m. A motion was made by Sarah W. Colenda 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 Raymond Hamm and seconded by Kathleen Kunda and approved.
- c. The regular meeting adjourned at 5:18 p.m.

16) **CLOSED SESSION:**

The closed session meeting was brought to order at 5:19 p.m. A motion to close the meeting was made by Kathleen Kunda and seconded by Sarah W. Colenda. 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) (5), only:

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Reason for closed-session: (5) to consider the investment of public funds

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 5:27 p.m.

CECIL COLLEGE
BOARD OF TRUSTEES RETREAT
MINUTES

August 27, 2020

- 1) Chairman Mark G. Mortenson called the session to order at 12:30 p.m.
- 2) Roll Call by Zoom - Present –Mark Mortenson, Chair; Sarah Colenda, Donna Horgan, Raymond Hamm, Kathleen Kunda, Michael Scibinico and Dr. Cydney T. Teal, Vice Chair. Dr. Mary Way Bolt, President, began attendance after the Zoom closed session.

Also present were Lauren Fleck, Director of Human Resources and Sherry Hartman, Executive Assistant to the President.

3) **Review of Documents:**

Mark Mortenson reviewed the documents and asked Trustees to sign and mail in the following documents:

- Roles and Responsibilities of Trusteeship
- Confidentiality Agreement
- The Political Process
- Conflict of Interest

- 4) A motion to close the regular session of the retreat at 12:59 p.m. was made by Raymond Hamm and seconded by Sarah W. Colenda. All members present were in favor.
- 5) Chairman Mark G. Mortenson called the closed session to order at 1:00 p.m.

Roll Call by Zoom -Present –Mark Mortenson, Chair; Sarah Colenda, Donna Horgan, Raymond Hamm, Kathleen Kunda, Michael Scibinico and Dr. Cydney T. Teal, Vice Chair

Also present was Lauren Fleck, Director of Human Resources.

6) **CLOSED SESSION: ZOOM**

The closed session meeting was brought to order at 1:00 p.m. A motion to close the meeting was made by Sarah Colenda and seconded by Kathy Kunda. All members present were in favor.

The meeting is closed under the provision or provisions, all from General Provisions Article § 3-305(b) (1), only:

- a.) Topic: To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, 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.

August 27, 2020

Reason for closed-session: Discuss an employee performance evaluation

A motion to close the meeting was made by Sarah W. Colenda and seconded by Raymond Hamm and approved by all attendees. The closed session meeting was adjourned at 1:33 p.m.

Dr. Mary Way Bolt attended the meeting beginning at 1:35 p.m.

- 7) **Great Colleges Update**: Ms. Lauren Fleck provided updates regarding the survey that was given to Cecil College staff and faculty.
- 8) **Sexual Discrimination and Harassment Policy**: Dr. Kimberly Joyce explained the changes to the Sexual Discrimination and Harassment Policy
- 9) **Public Safety Update**: Ms. Chris Ann Szep provided updates regarding Public Safety on Cecil College Campuses.
- 10) **Board Assessment**: Mr. Mortenson reviewed the survey that Trustees completed and compared differences from the 2019 board assessment and the 2020 board assessment.
- 11) **Board Goals**: Board goals were not discussed as time did not permit due to the regular Trustee Board meeting beginning at 4:00 p.m.
- 12) A motion to close the retreat was made by Sarah W. Colenda and seconded by Raymond Hamm and approved by all attendees. The retreat adjourned at 4:05 p.m.