

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, April 30, 2020

Regular Session: 4:00 p.m.

Join Zoom Meeting

<https://zoom.us/j/6856624244?pwd=VHMwRnIrMEFXc0RBUUF3Q2svQk9tQT09>

Meeting ID: 685 662 4244

Password: 04302020

One tap mobile

+13017158592,,6856624244#,,1#,04302020# US (Germantown)

+13126266799,,6856624244#,,1#,04302020# US (Chicago)

**A G E N D A**

- 1) Roll Call
- \* 2) Approval of Agenda
- \* 3) Approval of March 26, 2020 Meeting Minutes
- 4) Audit Report – Ms. Lisa Ritter –Maher Duessel
- 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
- \*9) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- \*10) Proposed Resolution: Academic & Business Calendar 2021-2022– Dr. Christy Dryer/Mr. Hugh Curran
- \*11) Proposed Resolution: Vendor Payments Policy – Mr. Hugh Curran
- \*12) Proposed Resolution: Statewide Instructional Program Policy – Mr. Hugh Curran
- \*13) Proposed Resolution: Acceptance of the Academic Senate Constitution and Bylaws – Dr. Christy Dryer/ Dr. Anne Edlin
- 14) Financial Report – Mr. Hugh Curran
- 15) Old Business/New Business
- \*a. Regular Session: Thursday, May 28, 2020 at 4:00 p.m., EMB 213.
- 16) Adjournment

\* Requires Board Action

CECIL COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
March 26, 2020

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

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

Absent: Dr. Cydney T. Teal

Also present by phone 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 Sarah W. Colenda, seconded by Kathleen Kunda the agenda was approved as presented.
- 3) Approval of February 28, 2020 Board Meeting Minutes – On motion of Raymond Hamm and seconded by Donna Horgan, the minutes of February 28, 2020 were approved as written.

- 4) President's Report – Dr. Mary Way Bolt

Actions taken in response to COVID-19:

President's Office

- Middle States Commission Higher Education virtual visit with faculty and staff scheduled for March 30, March 31 and preliminary finding on April 1<sup>st</sup>. Board chair on April 1<sup>st</sup> call.
- Strategic planning process on hold
- Physical Therapist Assistant reaccreditation to be rescheduled
- Great Colleges survey complete
- [www.cecil.edu/coronavirus](http://www.cecil.edu/coronavirus)

Information Technology

- Distributed Teleworking Guidance document for all employees
- Distributed Online Teaching Guidance document for Faculty
- Created Online Learning Guidance document for students
- Implemented Virtual Desktop Environment for remote workers
- Implemented Virtual Application Environment for students to access essential Cecil apps from home
- Increased Licensing for Online Collaboration Tools
- Added tools to Learning Management System to support remote proctoring for secured testing
- Supplied loaner laptops/desktops to Faculty and Staff for remote working
- Held \$20 Cash and Carry Computer Sale for Students through the Cecil College Foundation
- Preparing 'MiFi' Unlimited Wireless Hotspots for use by students without internet access
- Extended Help Desk support hours to accommodate Faculty, Staff and Students

Academic Programs

- Created a Faculty Resources Blackboard site for all full-time and adjunct faculty
- Purchased and implemented Respondus Lockdown/Monitor to promote secure online testing.

March 26, 2020

- Enabled CircleIn for students to use to study and engage with one another outside of their class time with faculty
- Held committee meetings, department meetings and other activities through conference calls or Skype for business
- Supported full time and adjunct faculty transitioning to fully online classes
- Enhanced the online writing lab
- Created an online math lab
- Physical Therapist Assistant program accreditation being rescheduled
- Coordinated outreach with Information Technology, Student Services and Academic Programs to students to assist with technology needs
- Created online courses for Driver's education and Truck driver training. Front load theory so driving portion can be completed once we open campus
- IT and AP offered Skype sessions for all faculty on using Blackboard to support online teaching
- Brief MSCHE prep sessions to be held with members of college community who will be interviewed via go-to-meeting, Thursday and Friday, to prepare using technology
- Frequent AP and SS emails to students and faculty to update and provide communication related to changes/opportunities
- Virtual VCP lab set up using adobe creative suite that all students now have access to at home

#### Student Services

- Advisors, financial aid, admissions and registration technicians available online and by phone
- Student engagement through social media including videos created by staff
- Created "Resiliency Guide – Tips for Mental Health" and distributed to all students
- Created "Maintaining Healthy Relationships" and distributed to all students
- Collaborating with Oxford and CCPS school districts to offer ECA courses via distance
- Career Services offering virtual interview skills workshops starting with PTA students this week
- Career Services creating a virtual career fair to replace the in-person fair
- Adjusted withdrawal dates/process to allow students time to adjust to online courses
- Admissions emailing students their acceptance letters along with a message about their next steps to register for summer and fall classes
- Admissions meeting with prospective students, virtually, through Blackboard Collaborate to help provide info on enrollment process

#### Finance

- Payroll deadlines and obligations met
- Online tuition payments continue being processed
- Student financial aid disbursements on schedule and being made in both electronic and paper form
- Procurement continues for items not requiring campus delivery. All vendors notified of remote college operations
- Vendors continue being paid within policy, both electronically and paper check based.
- Holding daily conference calls with team members

#### Community and Government Relations

- Maintenance on campus daily for well-building and preventative maintenance checks
- Public safety on campus to secure safety of campus and disallow unauthorized access to buildings
- Facilities managing building access for the purpose of retrieving resources and completing processes necessary for continuity of operations
- Sheriff's Office and Maryland State Police patrols North East and Bainbridge campuses
- Elkton Police patrol Elkton Station
- Milburn Stone Theater engaging community through social media
- Athletics providing academic and community resource awareness to student-athletes, utilizing social media to engage college and external community on social media, participating in NJCAA and Region XX discussions to prepare for post-pandemic program implementation. Hosting conference calls with individuals, teams and coaches.

March 26, 2020

- Marketing working with college leadership to update all social media and web sites especially [www.cecil.edu/coronavirus](http://www.cecil.edu/coronavirus) to ensure the college community has resources necessary to successfully complete the semester. Managing Cecil College’s brand and all public relations materials and interactions through the crisis. Participating on daily conference calls with county public information officer and other leaders to ensure collaborative response to action/information regarding Coronavirus .
- Foundation continuing meetings, gift processing and transition of donor software implementation from remote

Human Resources

- Open full-time positions on hold
- Families First Coronavirus Aid-federal
- Maryland Department of Labor guidelines for part-time and full-time employees
- Remote work from home guidelines
- Held conference calls with individuals and team members
- EAP for employees
- Liaison with legal counsel as needed

5) Proposed Resolution: Personnel Items – Moved by Michael Scibinico and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

**RESOLUTION NO: 20-020  
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: Tracy Bakowski  
Position: Manager of Institutional Research  
Salary Grade: 15  
Division: Information Technology  
Category: Exempt  
Effective: March 2, 2020

Name: Paul Culbertson  
Position: Coordinator of Student Engagement  
Salary Grade: 13  
Division: Student Services  
Category: Exempt  
Effective: March 9, 2020

Name: April Stern  
Position: Director of Early College  
Salary Grade: 17  
Division: Student Services  
Category: Exempt  
Effective: March 16, 2020

**SEPARATIONS/RESIGNATIONS**

Name: Turquoise Grinnage  
Position: Assistant Director of Financial Aid  
Salary Grade: 15  
Division: Student Services  
Category: Exempt  
Effective: February 28, 2020

Name: Shaqwanna Smith  
Position: Custodian  
Salary Grade: 11  
Division: Facilities  
Category: Non-Exempt  
Effective: March 10, 2020

Name: Curtis Felts  
Position: IT Systems Administrator  
Salary Grade: 12  
Division: Information Technology  
Category: Exempt  
Effective: March 20, 2020

**RETIREMENT**

Name: Judy Houck  
Position: Manager, Accounting  
Salary Grade: 17  
Division: Finance  
Category: Exempt  
Effective: March 17, 2020

Name: Richard Benevento  
Position: Distribution and Receiving Specialist  
Salary Grade: 11  
Division: Facilities  
Category: Non-Exempt  
Effective: March 10, 2020

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

- 6) Proposed Resolution – May 2020 Graduation Candidates – Moved by Sarah W. Colenda, and seconded by Michael Scibinico, the board approves the May 2020 Graduation Candidates

**RESOLUTION NO: 20-021  
APPROVAL OF MAY 2020 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

March 26, 2020

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 17, 2020.

- 7) Proposed Resolution – Academic Program Approval – Associate of Applied Science in Criminal Justice – Moved by Kathleen Kunda seconded by Donna Horgan, the Board of Trustees approved the Associate of Applied Science in Criminal Justice.

**RESOLUTION NO: 20-022**

**APPROVAL OF ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE**

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 Applied Science in Criminal Justice

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.

- 8) Proposed Resolution – Approval of Grading Policy – Moved by Kathleen Kunda and seconded by Donna Horgan, the Board of Trustees approved the Grading Policy

**RESOLUTION NO: 20-023**  
**APPROVAL OF GRADING POLICY**

Cecil College uses the letter grading system. At the end of each semester the student's quality of work is graded by the instructor. Grades are indicated by letters, and a four point system is used.

<b>Grade</b>	<b>Interpretation</b>	<b>Grade Points</b>
A	Excellent	4
B	Good	3
C	Average	2
D*	Passing	1
F	Failure	0
FX	Failure/Never attended	0

**Grade designations not included in the calculation of the GPA:**

I	Incomplete	0
W	Withdrawn	0
K	Audit	0
S	Satisfactory	0
U	Unsatisfactory	0
M	Post-Deadline withdrawal	0
V	Waiver of Prior Failing Grades	0
NG	No Grade	0

\*Not accepted for certain programs as a satisfactory grade. A course of which a grade of D is earned must be retaken if the course is a prerequisite for other courses. Upon re-enrolling in the course, the student must pay full course tuition.

RESOLVED, that the Board of Trustees adopts the Grading Policy to become effective March 26, 2020.

- 9) Proposed Resolution – Proposal to Construct a Public Junior, Community or Regional Community College or Addition thereto - Moved by Sarah W. Colenda and seconded by Raymond Hamm, the Board of Trustees approved the Proposal

**RESOLUTION NO: 20-024**  
**APPROVAL OF PROPOSAL TO CONSTRUCT A PUBLIC JUNIOR, COMMUNITY OR REGIONAL COMMUNITY COLLEGE OR ADDITION THERETO**

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 five million and fifty-one thousand

March 26, 2020

dollars (\$5,051,000) in State financial assistance be made available under said acts is needed as part and parcel of the overall Design, 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 five million and fifty-one thousand dollars (\$5,051,000) and to make available the necessary local funds for completion of the project.

- 10) Proposed Resolution – External Auditors Contract for Year Ending June 30, 2020 – Moved by Sarah W. Colenda and seconded by Kathleen Kunda, the External Auditor’s Contract for Year Ending June 30, 2020 was approved as presented.

**RESOLUTION NO: 20-025**

**APPROVAL OF EXTERNAL AUDITORS CONTRACT FOR YEAR ENDING JUNE 30, 2020**

MD. EDUCATION Code Ann. Section 16-315 requires that each community college shall have an audit of its books and records performed by an independent certified public accountant. The College's current audit contract is for the period ending June 30, 2016 through 2019 with the firm MaherDuessel subject to annual Board approval.

The College's audit and all related financial statements throughout the contract-period have been completed in a timely and professional manner by MaherDuessel. As a result, the Vice President of Finance and the President recommend renewal of the audit contract with MaherDuessel for the year ending June 30, 2020 at a total cost of \$40,200. Therefore, be it:

RESOLVED, that the Board of Trustees affirms that MaherDuessel as the College auditor for the year ending June 30, 2020.

- 11) Financial Report – Mr. Hugh Curran

Mr. Curran reviewed financial information as of February 29, 2020. He reviewed actual and projections versus budget operating revenue and expenses as well as working capital.

- 12) Middle States Update – Dr. Christy Dryer and Dr. Kimberly Joyce

Doctors Dryer and Joyce updated the Trustees with information about the Middle States visit that will take place beginning March 29, 2020.

The visit will be done via a virtual platform called GoTo Meetings. Dr. Austin received all approvals to conduct the meetings virtually and Cecil College will be the very first to have their Middle State Accreditation visits completed virtually.

Twenty five to thirty meetings will take place in two days and the timeline will remain the same.



13) Old Business/New Business

Old Business

- None

New Business

- None

14) Close Regular Session

- a. Next Regular Session will be held on Thursday, April 29, 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 Michael Scibinico and seconded by Donna Horgan and approved.
- c. The regular meeting adjourned at 5:02 p.m.