

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, February 27, 2020

Regular Session: 4:00 p.m. – EMB 213

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of January 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) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- *8) Proposed Resolution: Sabbatical Resolution – Christine D. Warwick, M.S.– Dr. Mary Way Bolt
- *9) Proposed Resolution: Sabbatical Resolution – Craig Frischkorn, Ph.D. – Dr. Mary Way Bolt
- *10) Proposed Resolution: Approval of the Hazard Communication Policy – Mr. Chris Mills
- *11) Proposed Resolution: Approval of Affirmative Action Policy – Ms. Lauren Fleck
- *12) Proposed Resolution: Approval of Drug and Alcohol Policy - Ms. Lauren Fleck
- *13) Proposed Resolution: Approval of Jury Duty Policy – Ms. Lauren Fleck
- *14) Proposed Resolution: Tobacco Free Policy – Ms. Lauren Fleck
- *15) Proposed Resolution: Approval of the Educational Leave Policy – Ms. Lauren Fleck
- 16) Financial Report – Mr. Hugh Curran
- 17) Old Business/New Business
 - *a. Regular Session: Thursday, March 26, 2019 at 4:00 p.m., EMB 213.
- 18) Adjournment

NMTC Visionary Awards – February 27, 2019 -6:00 p.m. – Richlin Ballroom – Bel Air, Maryland

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

January 30, 2020

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

Roll Call: Present –Mark Mortenson, Chair; Dr. Cydney T. Teal, Vice Chair, Raymond Hamm, Kathleen Kunda, Sarah Colenda, and Dr. Mary Way Bolt, President of Cecil College.

Absent: Michael Scibinico

By Phone: Donna Horgan

Also present 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 Colenda, seconded by Kathleen Kunda the agenda was approved as presented.
- 3) Approval of December 5, 2019 Board Meeting Minutes – On motion of Raymond Hamm and seconded by Sarah Colenda, the minutes of December 5, 2019 were approved as written.
- 4) Academic Senate Report – Dr. Anne Edlin reported that Senate will hold their next meeting on Wednesday, February 5, 2020. Senate is reviewing policies and finalizing the Senate Constitution.
- 5) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) Mr. Daniel Combs, President of APO, reported for both APO and CSO. A new food truck, the Rising Phoenix, is on the North East campus on Monday and Wednesday, and, Elkton Station on Thursday. 10% of the profits will go to APO and CSO alike. APO sent out a survey to members with favorable results.

CSO held a basket raffle and a coffee and donut fundraiser at the January 15th All College Day. Both fundraisers combined, raised \$1,600 towards student scholarships.

The Presidents' of APO, CSO and Senate will meet once a month to ensure information that is being delivered to employees is consistent across all three organizations.

- 6) President's Report – Dr. Mary Way Bolt
Dr. Bolt provided a welcome to the student Veterans orientation program hosted by student services.

Dr. Bolt attended Wright's AME Church's 30th Anniversary of the Dr. Martin Luther King, Jr., Commemoration Service.

Dr. Bolt participated in the Maryland Community College President's meeting hosted in the Maryland Association of Community Colleges (MACC) office.

Dr. Bolt participated in the MACC Trustee Leadership Conference and Legislative Reception along with Trustee Mortenson, Kunda, and Horgan. Robert Duston, Esq from Saul, Ewing, Arnstein and Lehr, LLP presented a legal update for higher education.

On January 31, 2020 the college will participate in the county CIP Review Meeting - FY 2021 first year capital projects request for funding initial project introduction meeting to administration. Our second entrance and facilities building will be discussed with county administration.

Dr. Bolt attends weekly MACC legislative committee meetings to discuss legislative issues and bills impacting higher education.

7) Sabbatical Presentations – Dr. Christy Dryer

1. Christine D. Warwick, M.S. presented her sabbatical proposal on Microbiology Laboratory Education in the 21st Century
2. Craig Frischkorn, Ph.D presented his sabbatical proposal to write, edit, and publish a concise grammar handbook for Cecil students.

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

RESOLUTION NO: 20-001
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: Michael Moore
Position: Desktop Management Specialist
Salary Grade: 11
Division: Information Technology
Category: Non Exempt
Effective: November 18, 2019

Name: Wilbur Howell
Position: Lead Help Desk Technician
Salary Grade: 11
Division: Information Technology
Category: Non Exempt
Effective: November 18, 2019

SEPARATIONS/RESIGNATIONS

Name: Lisa Reynolds
Position: Coordinator of Student Life
Salary Grade: 14
Division: Student Services
Category: Exempt
Effective: December 20, 2019

Name: Cristian Dan Stoicescu
Position: Director of Business Intelligence
Salary Grade: 18
Division: Information Technology
Category: Exempt
Effective: January 17, 2020

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

- 9) Proposed Resolution – Alcohol and Controlled Substances Testing for Commercial Students and Employees Policy - Moved by Raymond Hamm, and seconded by Sarah Colenda, the board approved the Policy

RESOLUTION NO: 20-002
APPROVAL OF ALCOHOL AND CONTROLLED SUBSTANCES TESTING FOR COMMERCIAL STUDENTS AND EMPLOYEES POLICY

In compliance with the Omnibus Transportation Employee Testing Act of 1991, alcohol and controlled substance testing of all students and employees of the Cecil College commercial transportation training program is required. This, in accordance to the Federal Motor Carrier Safety Regulations, issued by the Federal Highway Administration of the U.S. Department of Transportation, is effective January 1, 1996.

RESOLVED that the Cecil College Board of Trustees accepts the Alcohol and Controlled Substances Testing Policy for Commercial Transportation Students and Employees as of January 30, 2020.

- 10) Proposed Resolution – Vehicle Use by College Employees Policy – Moved by Sarah Colenda seconded by Raymond Hamm, the Board of Trustees approved the Vehicle Use by College Employees Policy

RESOLUTION NO: 20-003
APPROVAL OF VEHICLE USE BY COLLEGE EMPLOYEES POLICY

Cecil College maintains a limited number of vehicles for employees' use for College-related activities only. Use of College vehicles for personal use is prohibited. A College driver is a person who operates a College-owned, College-rented, College-leased or personal vehicle on a permanent or intermittent basis for the purpose of conducting College business. All College drivers shall be in compliance with all applicable provisions found in Maryland Motor Vehicle

January 30, 2020

Code Title 21 and Federal Motor Vehicle Regulations Title 49, Code of Federal Regulations with respect to licensing and classification requirements. All College drivers must meet the insurance guidelines set by the College insurance carrier.

RESOLVED that the Cecil College Board of Trustees approves the Vehicle Use by College Employees Policy as of January 30, 2020

- 11) Proposed Resolution – Rental of Classrooms and Facilities (External/Internal) North East and Elkton Station Campuses Policy – Moved by Sarah Colenda and seconded by Dr. Cydney T. Teal, the Board of Trustees approved the Rental of Classrooms and Facilities (External/Internal) North East and Elkton Station Campuses Policy

RESOLUTION NO: 20-004

**APPROVAL OF RENTAL OF CLASSROOMS AND FACILITIES
(EXTERNAL/INTERNAL) NORTH EAST AND ELKTON STATION CAMPUSES
POLICY**

It is the practice of Cecil College to permit rental of its facilities and classrooms on an as-available basis at North East and Elkton Station to college departments and non-college organizations engaged in appropriate activities, provided that these activities do not interfere with the College's educational mission or daily business operations. Cecil College is proud to be Tobacco Free.

RESOLVED that the Board of Trustees approves the Rental of Classrooms and Facilities (External/Internal) North East and Elkton Station Campus Policy as of January 30, 2020.

- 12) Proposed Resolution – Approval of Annual Operating and Minor Capital Budget for the Fiscal Year 2020/2021 - Moved by Raymond Hamm and seconded by Sarah Colenda, the Board of Trustees approved the Annual Operating and Minor Capital Budget for the Fiscal Year 2020/2021

RESOLUTION NO: 20-005

**APPROVAL OF ANNUAL OPERATING AND MINOR CAPITAL BUDGET FOR THE
FISCAL YEAR 2020/2021**

According to Md. EDUCATION Code Ann. § 16-301 the Board of Trustees of each community college is required to prepare and submit an operating budget, a capital budget, and if required by local law, charter or regulation, a long-term capital improvement program for submission to the county governing body. The contents of the operating budget shall show (1) All revenues estimated for the next fiscal year classified by funds and sources of income, including: (i) any funds from federal, State, and local sources; and (ii) Any surpluses; (2) All expenditures requested; and (3) Any other information or supporting data required by the county governing body.

The proposed Operating and Minor Capital Budget and Capital Improvement Program for fiscal year 2020-2021 have been prepared by the administration of the College with faculty and staff participation.

The proposed Operating and Minor Capital Budget Request for Fiscal Year 2021 is based on

estimated revenue from the Cecil County Government, the state of Maryland, and student tuition and fee revenue. Fiscal year 2021 revenue is projected to total \$28,726,861, which is an increase of 5.6% (\$1,524,657) from the approved FY 2020 Operating and Minor Capital Budget (an increase of \$1,231,657 for Operating and an increase of \$293,000 for Minor Capital).

The proposed annual Operating Budget includes an in county and an out of county credit tuition increase. No tuition increases are proposed for out of state students. Additionally, course fees are proposed to remain unchanged.

The proposed annual Operating and Minor Capital Budget includes expenditures for basic services and college-wide priorities such as an estimated 8.5% increase in health insurance premiums, equity adjustments and general compensation increases for faculty and staff, and computer and academic-related equipment replacement.

The proposed Capital Improvement Program requests funding in the amount of \$4,817,000 which includes the following: \$500,000 in mechanical infrastructure repair and replacement, and the first request for County funding in the amount of \$ 4,317,000 for the Campus Entrance & Facilities Building project.

Therefore be it

RESOLVED, that the Board of Trustees approves the Operating and Minor Capital Budget Request for Fiscal year 2020 - 2021 in the total amount of \$28,726,861, and the Capital Improvement Program in the total amount of \$ 4,817,000.

- 13) Proposed Resolution – Animals on Campus Policy – Moved by Sarah Colenda and seconded by Kathleen Kunda, the Animals on Campus Policy was approved as presented.

RESOLUTION NO: 20-006

APPROVAL OF ANIMALS ON CAMPUS POLICY

Animals, including but not limited to pets, are prohibited on campus with the exception of: Service animals as defined by the Americans with Disabilities Act (ADA). Only dogs and miniature horses may be recognized as service animals. The ADA defines service animals as those that are individually trained to do work or perform tasks for an individual with a disability. The task(s) performed must be directly related to the disability. If animals meet this definition, they are considered service animals under the ADA, regardless of whether they are wearing a vest, patch or harness identifying them as service animal and regardless of whether they have been licensed or certified by a state or local government.

Service animals-in-training that are part of a certified or accredited program recognized within the service animal industry to train animals in compliance with the ADA. Service animals-in-training must be clearly identified (i.e., wearing a vest or a scarf) and trainers should notify the College's administration in advance (via the Coordinator of Disability & Support Services) of the presence of a service- animal-in- training. The College retains discretion to prohibit access to service-animals-in-training. During work and classroom hours, no more than one service-animal-in-training is permitted on site per employee or student. Unless specified otherwise, the policies that apply to service animals also apply to service-animals-in-training.

Animals for instructional purposes as approved by the appropriate College authority; and Working dogs used by a law enforcement agency for law enforcement purposes.

RESOLVED, that the Board of Trustees approves the Animals on Campus Policy as of January 30, 2020

- 14) Proposed Resolution –Academic Program Approval – Lower Division Certificate in Equine Studies-Management- Moved by Raymond Hamm and seconded by Kathleen Kunda, the Academic Program Approval – Lower Division Certificate in Equine Studies Management was approved as presented.

**RESOLUTION NO: 20-007
APPROVAL OF ACADEMIC PROGRAM APPROVAL – LOWER DIVISION
CERTIFICATE IN EQUINE STUDIES MANAGEMENT.**

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:

- Lower Division Certificate in Equine Studies - Management

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.

- 15) Proposed Resolution –Academic Program Approval – Lower Division Certificate in Equine Studies- Moved by Sarah Colenda and seconded by Kathleen Kunda, the Academic Program Approval – Lower Division Certificate in Equine Studies was approved as presented.

**RESOLUTION NO: 20-008
APPROVAL OF ACADEMIC PROGRAM APPROVAL – LOWER DIVISION
CERTIFICATE IN EQUINE STUDIES**

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;

January 30, 2020

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:

- Lower Division Certificate in Equine Studies

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.

- 16) Proposed Resolution –Acceptance of Grant Agreement- Chesapeake Transportation and Logistics Partnership- Moved by Raymond Hamm and seconded by Sarah Colenda, the Acceptance of Grant Agreement was approved as presented.

RESOLUTION NO: 20-009

APPROVAL OF ACCEPTANCE OF GRANT – CHESAPEAKE TRANSPORTATION AND LOGISTICS PARTNERSHIP

Pursuant to Md. EDUCATION Code Ann. §16-103 (2)(h), Cecil College is empowered to seek grants.

The College applied to the Maryland Department of Labor, Licensing and Regulation for a grant to provide support for the Chesapeake Transportation and Logistics Partnership. The Maryland Department of Labor, Licensing and Regulation awarded \$100,000 to support the program.

The President is convinced that adequate fiscal controls and program monitoring systems are in place for the grant and recommends that the Board of Trustees accept it. Therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Maryland Department of Labor, Licensing and Regulation agreement in the amount of \$100,000 and directs that these funds be used to provide support for the Chesapeake Transportation and Logistics Partnership for the period January 1, 2020 through December 31, 2021.

- 17) Proposed Resolution –Approval of Reduction in Force Policy- Moved by Sarah Colenda and seconded by Kathleen Kunda, the Reduction in Force Policy was approved as presented.

RESOLUTION NO: 20-010
APPROVAL OF REDUCTION IN FORCE POLICY

The Board of Trustees, acting upon the recommendation of the President, and in accordance with Nondiscrimination Policy and Equal Employment Opportunity statement, and applicable laws and regulations, retains the right to determine the size, scope, and nature of the College's workforce, including by implementing a reduction in force.

Reduction of force is a layoff due to lack of funds, lack of work, redesign or elimination of positions(s) due to economic or operational factors, reorganization, or because of financial exigency. Due consideration will be given to the objectives of the reduction in force including, academic integrity, equity and non-discrimination, campus safety and security, and internal controls.

RESOLVED that the Cecil College Board of Trustees approves the Reduction in Force Policy as of January 30, 2020

- 18) Financial Report – Mr. Hugh Curran
Mr. Curran reviewed financial information as of December 31, 2019. He reviewed actual and projections versus budget operating revenue and expenses as well as working capital.
- 19) Academic Programs Presentation: Nursing Program Update – Dr. Nancy Norman-Marzella, Dean of HHS and Dr. Roxanne Rash, Assistant Director of Nursing.
Dr. Norman-Marzella provided an overview of the Nursing and Health Professions that incorporated faculty accomplishments, nursing innovations and program outcomes.
- 20) Middle States Report – Dr. Christy Dryer and Dr. Kimberly Joyce
Dr. Dryer and Dr. Joyce provided a Self-Study and site visit overview to inform the board about the upcoming Middle States site visit taking place in March.
- 21) Spring Enrollment Update – Dr. Kimberly Joyce
Dr. Joyce updated the board on spring enrollment
- 22) Old Business/New Business

Old Business

- Men's and Women's basketball teams are doing well

New Business

- 2nd class of inductees into the Cecil College Hall of Fame will take place March 28, 2020
- Coach, Charlie O'Brien has been inducted into the NJCAA Hall of Fame for Coaches. Charlie will attend the March board meeting to bring baseball hats and the spring baseball schedule.

Close Regular Session

- a. Next Regular Session will be held on Thursday, February 27, 2020. The meeting will take place in the Engineering and Math building, Room 213 beginning at 4:00 p.m. A motion was made by Sarah 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 Sarah Colenda and seconded by Kathleen Kunda and approved.
- c. The regular meeting adjourned at 6:11 p.m.