

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, June 27, 2019

Regular Session: 4:00 p.m. – EMB 213

**A G E N D A**

- 1) Roll Call
- \* 2) Approval of Agenda
- \* 3) Approval of May 30, 2019 Meeting Minutes
- 4) President's Report – Dr. Mary Way Bolt
- \* 5) Election of Board of Trustees Officers – Dr. Mary Way Bolt
- \* 6) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- \* 7) Proposed Resolution: Approval of the 2019-2020 Board of Trustees Meeting Calendar – Dr. Mary Way Bolt
- \*8) Proposed Resolution: Student Grievance Policy – Dr. Christy Dryer
- \*9) Proposed Resolution: Academic Integrity Policy – Dr. Christy Dryer
- \*10) Proposed Resolution: Athletics Reporting Policy – Dr. Kimberly Joyce
- \*11) Proposed Resolution: Sexual Misconduct Policy – Dr. Kimberly Joyce
- \*12) Proposed Resolution: SEED Grant – Ms. Chris Ann Szep
- \*13) Proposed Resolution: Approval of the Annual Operating and Minor Capital Budget for Fiscal Year 2019-2020 - Mr. Craig Whiteford
- \*14) Proposed Resolution: Athletic Transportation Services – Mr. Craig Whiteford
- \*15) Proposed Resolution: Solar Umbrella Sole Source Procurement – Mr. Craig Whiteford
- 16) MSCHE Update – Dr. Christy Dryer and Dr. Kimberly Joyce
- 17) Sabbatical Update –Dr. Christy Dryer
  - Dr. Meredith Lutz-Stehl
- 18) Academic Program –Cyber Security Program – Dr. James Morgan
- 19) Cybersecurity Update – Maurice Tyler
- 20) Financial Report – Mr. Craig Whiteford
- 21) Old Business/New Business

\*a. Regular Session: Thursday, August 29, 2019 at 4:00 p.m., EMB 213.

22) Adjournment

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\* Requires Board Action

CECIL COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
June 27, 2019

- 1) Chairperson Sarah Colenda called the regular session to order at 4:00 p.m.

Roll Call: Present –Sarah Colenda, Chair; Donna Horgan, Vice Chair, Mark Mortenson, Raymond Hamm, Kathleen Kunda, Dr. Cydney Teal and Dr. Mary Way Bolt, President of Cecil College. Absent: Michael Scibinico  
Also present were Dr. Christy Dryer, Vice President of Academic Programs, Chris Ann Szep, Vice President of Community and Government Relations and College Advancement, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Maurice Tyler, CIO; Lauren Fleck, Director of Human Resources and Craig Whiteford, Comptroller

- 2) Approval of Agenda – On motion of Mark Mortenson, seconded by Donna Horgan, the agenda was approved as presented.
- 3) Approval of May 30, 2019 Board Meeting Minutes – On motion of Raymond Hamm, seconded by Donna Horgan, the minutes of May 30, 2019 were approved as written.
- 4) President Report – Dr. Mary Way Bolt

Dr. Bolt attended the Gilpin Manor dedication ceremony and the Army Alliance Annual Dinner.

Dr. Bolt attended the Economic Development Commission meeting hosted at Fairwind Farms.

Dr. Bolt provided a welcome for the Annual Athletics Golf Tournament hosted at Back Creek. Thank you to our Trustees for participating as part of the president’s team.

Dr. Bolt participated in the Maryland Association Board of Directors meeting and the Public State Superintendent of Public Schools meeting in Annapolis.

Dr. Bolt was awarded the Department of the Army Public Service Commendation Medal from Major General Randy Taylor.

Dr. Bolt attended the Maryland Community College Board of Directors meeting along with Trustee Mortenson.

- 5) Election of Board of Trustees Officers – Moved by Raymond Hamm and seconded by Dr. Cydney Teal, the Board approved the Election of the Board of trustees Officers.

Every year the Board elects its officers at the annual meeting in June. A Nominating Committee was established and nominations were put forth to the current Chair and President for the election. The officers to be elected are Chair and Vice-Chair as per the Annotated Code 16. Sherry Hartman, Executive Assistant to the President, distributed paper ballots for the election of Chair and Vice-Chair. The ballots were tallied and the results are as follows: Mark G. Mortenson will serve as Chairman and Dr. Cydney Teal will serve as Vice-Chairwoman. The term of office for each elected position shall be from July 1 until June 30 of the following year.

6) Proposed Resolution - Personnel Items:

**RESOLUTION NO: 19-029  
APPROVAL OF PERSONNEL ITEMS  
PROMOTIONS /NEW HIRES– Full-Time Staff**

Name: Trinity Rivera  
Position: Custodian  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: June 10, 2019

Name: Deanna Smith  
Position: Interim Director of Physical Therapy Assistant Program  
Salary Grade: 14  
Division: Academic Programs  
Category: Faculty  
Effective: June 7, 2019

Name: Cheryl Davis-Robinson  
Position: Director of Student Life  
Salary Grade: 17  
Division: Student Services  
Category: Exempt  
Effective: June 24, 2019

Name: Turquoise Grinnage  
Position: Assistant Director of Financial Aid  
Salary Grade: 16  
Division: Student Services  
Category: Exempt  
Effective: June 24, 2019

Name: Shaquwana Smith  
Position: Custodian  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: June 24, 2019

**RETIREMENT**

Name: Daniel Thompson  
Position: Vice President of Finance  
Salary Grade: 21  
Division: Executive Management  
Category: Exempt  
Effective: June 30, 2019

Name: Cathy Skelley  
Position: Director of Student Life  
Salary Grade: 17  
Division: Student Services  
Category: Exempt  
Effective: June 28, 2019

#### SEPARATIONS/RESIGNATIONS

Name: Amanda Bailey  
Position: Specialist, Student Services  
Salary Grade: 12  
Division: Student Services  
Category: Non-Exempt  
Effective: June 11, 2019

Name: Cheryl Hall  
Position: Coordinator of Career Placement  
Salary Grade: 14  
Division: Student Services  
Category: Exempt  
Effective: June 13, 2019

Name: Tanya Jackson  
Position: Associate Professor, Engineering  
Salary Grade: 16  
Division: Academic Programs  
Category: Faculty  
Effective: June 14, 2019

Name: Melody Stanhope  
Position: Director of Physical Therapy Assistant Program  
Salary Grade: 14  
Division: Academic Programs  
Category: Faculty  
Effective: June 28, 2019

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

- 7) Proposed Resolution – Approval of the 2019-2020 Board of Trustees Meeting Calendar- Moved by Donna Horgan, and seconded by Raymond Hamm, the board approved the 2019-2020 Board of Trustees Meeting Calendar

**RESOLUTION NO: 19-030**  
**APPROVAL OF 2019-2020 BOARD OF TRUSTEES MEETING CALENDAR**

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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 2019-2020 Board of Trustees meetings. Therefore, be it

RESOLVED, that the Board of Trustees approves the 2019-2020 Board of Trustees meeting schedule.

- 8) Proposed Resolution – Student Grievance Policy – Moved by Mark Mortenson, seconded by Kathy Kunda, the Board of Trustees approved the Student Grievance Policy

**RESOLUTION NO: 19- 031**  
**APPROVAL OF THE STUDENT GRIEVANCE POLICY.**

A Cecil College student who wishes to resolve a concern or complaint about an academic assessment or an interaction with a College faculty or staff member should first attempt to resolve the issue at its source with the faculty or staff member involved. Should such a resolution be impossible or impractical, the student may pursue the follow procedures. These procedures are established to resolve the matter in a fair and timely manner.

RESOLVED, that the Board of Trustees adopts the Student Grievance Policy to become effective June 27, 2019.

- 9) Proposed Resolution – Academic Integrity Policy – Moved by Raymond Hamm and seconded by Dr. Cydney Teal, the Board of Trustees approved the Academic Integrity Policy

**RESOLUTION NO: 19- 032**  
**APPROVAL OF THE STUDENT GRIEVANCE POLICY.**

Cecil College adheres to the highest standards of academic integrity. Students at Cecil College are expected to maintain that high standard by taking responsibility for their own academic success and achievement. All forms of academic dishonesty are serious offenses, will not be tolerated, and could lead to sanctions up to and including expulsion from the College. The students, faculty, and staff of Cecil College share an obligation to participate in the academic life of the College in a responsible and intellectually honest manner. As members of the Cecil community, students have responsibilities and duties commensurate with their rights and privileges. One of these responsibilities is to be honest and forthright in their academic work. To falsify the results of one's work, to steal the words or ideas of another, or to cheat on an examination corrupts the academic process. Academic Integrity is a critical component of continued membership in the college community.

The College Policy on Academic Integrity defines academic dishonesty and outlines sanctions

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when academic integrity is breached. Academic dishonesty, in any form, is not tolerated; therefore, the College has the right and the responsibility to apply the sanctions outlined in this policy in order to safeguard the principles of scholarship and character.

RESOLVED, that the Board of Trustees adopts the Academic Integrity Policy to become effective June 27, 2019.

- 10) Proposed Resolution – Athletics Reporting Policy - Moved by Kathy Kunda and seconded by Mark Mortenson, the Board of Trustees approved the Athletics Reporting Policy.

**RESOLUTION NO: 19- 033**  
**APPROVAL OF THE ATHLETICS REPORTING POLICY.**

Cecil College recognizes that participation in athletic programs and activities can greatly enhance the student’s educational experience. In support of a student athlete’s safe and successful participation in athletic activities, Cecil College has established a reporting process, including confidential reporting, which student athletes can use to address concerns about the institution’s athletic programs and activities.

This policy applies to all students, both athletes and non-athletes. However, student athletes have the additional requirement of signing receipt to prove that they have been notified of the procedure.

RESOLVED, that the Board of Trustees adopts the Student Concerns about Athletic Programs and Activities Policy to become effective August 1, 2019.

- 11) Proposed Resolution – Student Sexual Misconduct Policy – Moved by Mark Mortenson and seconded by Donna Horgan, the Board of Trustees approved the Student Sexual Misconduct Policy

**RESOLUTION NO: 19- 034**  
**APPROVAL OF THE STUDENT SEXUAL MISCONDUCT POLICY.**

Cecil College (the “College”) is committed to maintaining a learning and working environment free from any form of Sexual Misconduct, including sexual and gender-based harassment or discrimination, sexual violence, dating violence, domestic violence, sexual exploitation and sexual intimidation. Cecil College prohibits and will not tolerate Sexual Misconduct. Sexual Misconduct 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 Sexual Misconduct through education and prevention programs as well as timely and thorough response to reported violations of the Sexual Misconduct Policy. Any employee, student, vendor or affiliated person who engages in Sexual Misconduct 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.

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All Cecil College community members are expected to comply with College policies related to sexual misconduct, 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 Sexual Misconduct in connection with any College program or activity, including Sexual Misconduct: (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 is expressly prohibited by this Policy. 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 making a report of sexual misconduct, participating in the investigation of Sexual Misconduct, 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 Student Sexual Misconduct Policy to become effective June 27, 2019.

- 12) Proposed Resolution: SEED Grant – Moved by Raymond Hamm and seconded by Mark Mortenson, the Board of Trustees approved the SEED Grant.

**RESOLUTION NO: 19- 035**  
**APPROVAL OF THE SEED GRANT**

A grant was submitted requesting two hundred thousand dollars (\$200,000) to restore the soccer field at Cecil College.

RESOLVED, that the Board of Trustees approves the submission of the grant application for a SEED grant to restore the soccer field at Cecil College.

- 13) Proposed Resolution – Approval of the Annual Operating and Minor Capital Budget for Fiscal Year 2019-2020 – Moved by Mark Mortenson and seconded by Kathy Kunda, the Board of Trustees approved the Annual Operating and Minor Capital Budget for Fiscal Year 2019-2020.

**RESOLUTION NO: 19- 036**  
**APPROVAL OF THE ANNUAL OPERATING AND MINOR CAPITAL BUDGET FOR FISCAL YEAR 2019-2020**

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



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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 Operating, Minor Capital Budget, and Capital Improvement Program for fiscal year 2019-2020 has been prepared by the administration of the College with faculty and staff participation.

The Operating and Minor Capital Budget Request for Fiscal Year 2020 was based on estimated revenue from the Cecil County Government, the State of Maryland, and student tuition and fee revenue. The College submitted an operating budget to the County Executive requesting total FY 2020 Revenue of \$27,588,256, which included \$100,000 in Minor Capital, and a Capital Improvement Program request of \$1,728,000. The County Executive submitted an operating budget to the County Council which included total FY 2020 Revenue of \$27,202,204 for the College, a reduction of \$386,052, and suggested no changes to the Minor Capital nor the Capital Improvement Program budgets. On June 4, 2019, the County Council adopted the FY 2020 Operating, Minor Capital Budget, and Capital Improvement Program as presented by the County Executive.

Therefore be it

RESOLVED, that the Board of Trustees approves the Operating and Minor Capital Budget Request for Fiscal Year 2019 - 2020 in the total amount of \$27,202,204, and the Capital Improvement Program in the total amount of \$ 1,728,000.

- 14) Proposed Resolution – Athletic Transportation Services – Moved by Raymond Hamm and seconded by Mark Mortenson, the Athletic Transportation Services was approved.

**RESOLUTION NO: 19- 037**

**APPROVAL OF THE STUDENT GRIEVANCE POLICY.**

In July 2018, the College entered into an agreement with D.T.S. Worldwide Transportation, LLC to provide Athletic Transportation Services for the College for a period of one (1) year with the right to extend the agreement for up to an additional two (2) years based upon satisfactory quality, service and value. The initial agreement expires on June 30, 2019. To date the College has experienced a good working relationship with D.T.S. Worldwide Transportation, LLC. The pricing remains unchanged from the initial agreement. The College spent approximately \$83,000 on Athletic Transportation Services with D.T.S. Worldwide Transportation, LLC in FY19, inclusive of post-season tournament activity. The Controller supports this first extension request.

Based on this information, the President recommends that the Athletic Transportation Services agreement with D.T.S. Worldwide Transportation, LLC 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 Athletic Transportation Services agreement with D.T.S. Worldwide Transportation, LLC through June 30, 2020.

- 15) Proposed Resolution – Solar Umbrella Sole Source Procurement – Moved by Raymond Hamm and seconded by Mark Mortenson, the Solar Umbrella Sole Source Procurement was approved.

**RESOLUTION NO: 19- 038**

**APPROVAL OF THE SOLAR UMBRELLA SOLE SOURCE PROCURMENT.**

Cecil College is seeking the purchase and installation of (17) solar canopy charging stations on the North East Campus that will be compatible with the (17) Wausau concrete tables recently purchased. The College procured seven (7) solar umbrellas from Zon in 2017, of which three (3) have already broken. Zon is currently developing new technology and have ceased production on all products, nor has an estimated date of production been released.

EnerFusion’s Aurora-Solar Canopy Charging Station is a commercial grade solar umbrella charging station that is compatible with the Wausau concrete picnic tables and is expected to be more durable than our current solar umbrellas. The Aurora-Solar Canopy Charging Station generates and stores electricity for use day or night for true “off the grid” GREEN power; provides (4) type “A” USB power outlets; provides (1) Qi enabled “Wireless” charging location conveniently located on the side table top surface; provides (6) Ambient LED lighting system operated automatically at dusk with configurable digital timer to allow for adjustments to “on” and “off” times; provides (3) 70 watt solar panels; 210 watts power generation; provides a robust capacity deep-cycle Gel cell battery bank; provides structural components constructed from aluminum, thus preventing any potential for rusting of the structure as seen with other outdoor furnishings on the market; provides stainless steel fasteners utilized for long lasting and rust-free securing of components and provides easy to clean surfaces. The product will be procured in the College’s approved color scheme with official logos prominently displayed.

Pursuant to Md. EDUCATION Code Ann. § 16-314, the Director of Facilities and the Manager of Procurement have determined that the purchase and installation of the Aurora-Solar Canopy Charging Stations qualifies as a sole source procurement. The total cost of the (17) Aurora-Solar Canopy Charging Stations is \$78,954.80.

Based on this information, the Controller and the President recommends that the (17) Aurora-Solar Canopy Charging Stations be purchased as a sole source procurement from EnerFusion Inc. Now, therefore be it

RESOLVED that the Board of Trustees authorizes the purchase of the Aurora-Solar Canopy Charging Stations for a total of \$78,954.80 from EnerFusion Inc.

- 16) Middle States Commission on Higher Education Update– Dr. Christy Dryer and Dr. Kimberly Joyce

Dr. Dryer and Dr. Joyce reviewed information regarding the Middle States Commission on Higher Education (MSCHE) including the Seven Standards. Drs. Dryer and Joyce explained the schedule of the MSCHE self-study that took place this spring and summer. In August the self-study draft will be shared with the college community and on September 25 and 26th, our team site chair, Dr. Will Austin will visit campus. The timeline continues with the self-study document revisions and the Verification of Compliance being submitted in December and

January. The final self-study document will go to the MSCHE survey team in February and the MSCHE team site visit will take place from March 29 through April 1, 2020.

17) Sabbatical Update – Dr. Meredith Lutz-Stehl

Dr. Lutz-Stehl provided an update on her sabbatical titled Motivational Interviewing and Student Success. Her purpose was to assess the effectiveness of motivational interviewing on 2-year college student success to better understand variables that influence student success.

18) Academic Program – Cyber Security Program – Dr. James Morgan

Dr. Morgan explained the goal of the National Centers of Academic Excellence in Cyber Defense Designation (CAE-CDE) program is to reduce vulnerability in our national information infrastructure by promoting higher education and research in cyber defense and producing professionals with cyber defense expertise. This program makes it possible for Cecil College to facilitate that goal. The application is still pending approval.

The CAE-CDE designation will add value to the program because of the designation and students will become eligible for Department of Defense (DoD) scholarships. The college gains access to DoD/DHS/NSF grant programs and graduates become certified NSA/DHS security professionals.

19) Cybersecurity Update – Mr. Maurice Tyler, Chief Information Officer

Mr. Tyler provided an update on the accomplishments that have been carried out. A Data Classification Policy was created. The Information Systems Security Plan was finished and an Information Security Team was established. The Spirion Data Guard System was implemented and a cleanup of file sharing permissions for various functional areas was achieved.

Mr. Tyler concluded his presentation with the remaining accomplishments in the Information Technology department that include the pilot of an E-mail encryption service, implementation of external E-mail notification header and Cybersecurity training and professional development.

20) Financial Report – Mr. Craig Whiteford

Mr. Whiteford reviewed financial information as of May 31, 2019.

The college has committed funding towards information technology investment, classroom refurbishment (furniture and equipment) and replacement of student lounge furniture and carpeting within the Technology building.

21) Old Business/New Business

Old Business

- Sarah Colenda relayed an inspirational story about a woman who received her GED through Cecil College and how Chris Ann Szep helped. The woman told Sarah that she was so excited about receiving her GED that she took the certificate to her doctor to show him.

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- Sarah Colenda said her two youngest grandsons attended basketball camp at Cecil College his week and they loved it. Sarah said the college does a phenomenal job with the camps. There were over 1,100 campers registered this year.
- Sarah Colenda thanked Dr. Cydney Teal for chairing the election committee.
- Mark Mortenson attended a meeting at Anne Arundel College where Senator Ferguson who is the Vice-Chairman of the Budget and Tax committee spoke about Cade funding and how colleges will not see Cade fully funded.

#### New Business

- Kathy Kunda mentioned that Mark Mortenson and Chris Ann Szep will be going to the ACCT Congress in San Francisco to present on the athletic practice facility building project. They will share the details of the project beginning with donations all the way through final construction.
- The entire college will be closed for the week of July 4<sup>th</sup> Savings of about \$18,000 in energy savings is realized from the closure.
- A Trustee self-assessment will be sent out through Survey Monkey. Trustees are asked to complete as soon as possible.
- Board of Trustees retreat taking place on August 29, 2019 beginning at noon. Lunch will be served. The board meeting will take place immediately following the retreat.

#### Close Regular Session

- a. Next Regular Session will be held on Thursday, August 29, 2019. The meeting will take place in the Engineering and Math building, Room 213 beginning at 4:00 p.m.
- b. A motion to adjourn the regular session was made by Mark Mortenson and seconded by Raymond Hamm and approved
- c. The regular meeting adjourned at 5:44 p.m.