

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Wednesday, April 27, 2022
Regular Session: 4:00 p.m.

Join on your computer or mobile app
[Click here to join the meeting](#)

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of March 31, 2022 Meeting Minutes
- 4) Audit Report – Ms. Lisa Ritter –Maher Duessel – Mr. Craig Whiteford
- 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Daniel Combs
- 6) Academic Senate Report – Ms. Susan Bernadzikowski, Senate Vice-President
- 7) President’s Report - Dr. Mary Way Bolt
- 8) Graduation Update – Dr. Kimberly Joyce
- *9) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- *10) Proposed Resolution: Academic & Business Calendar 2021-2022– Dr. Christy Dryer
- *11) Proposed Resolution: Repeat Course Policy – Dr. Christy Dryer
- *12) Proposed Resolution: Lower Division Certificate-Manufacturing Technician – Dr. Christy Dryer
- 13) Financial Report – Mr. Craig Whiteford
- 14.) Old Business/New Business
 - *a. Regular Session: Thursday, May 26, 2022 at 4:00 p.m. In Person (EMB213) and Virtual via Teams
- 15) Adjournment

Upcoming Events

- April 23 – 6:30-9:30 pm – Hall of Fame – <https://cecilathletics.com/general/2021-22/releases/20220304jppqwpq>
- April 27 – 4:00pm – New date for April Board of Trustee meeting
- April 28 – 3:00-6:00 pm – 2022 MACC Leadership Conference
- April 29 – 3:00-5:00 pm – STEM Poster Night – Engineering & Math Building
- May 12 – 6:00 pm – PTA pinning ceremony– Milburn Stone Theatre
- May 13 – 6:00 pm – Nursing pinning ceremony – Milburn Stone Theatre
- May 14 – 6:00 pm – Collegium de Vinum Wine Gala – <https://www.cecil.edu/event/gala>
- May 15 – 3:00 pm - Graduation

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES

MINUTES

April 27, 2022

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

Roll Call– Mark Mortenson, Raymond W. Hamm, Sarah W. Colenda, Donna Horgan, Kathleen Kunda, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

Via Teams, Dr. Cydney T. Teal joined the meeting at 4:15 p.m. and Michael J. Scibinico, II joined the meeting at 4:30 p.m.

Also present were Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Craig Whiteford, Controller and,

Via Teams: Chris Ann Szep, Vice President of Community and Government Relations and College Advancement and Interim CIO.

- 2) Approval of Agenda –On motion of Sarah Colenda, seconded by Kathleen Kunda, the agenda was approved.

- 3) Approval of March 31, 2022 Board Meeting Minutes – On the motion of Raymond Hamm and seconded by Kathleen Kunda, the minutes of March 31, 2022 were approved as presented.

- 4) Audit Report – Ms. Lisa Ritter - MaherDuessel

Ms. Ritter reviewed the scope, timeline, audit approach, client data protection protocols, and adopted standards that will become a part of the audit planning for Cecil College

- 5) Academic Senate Report- Dr. Christopher Castillo
Senate met April 6, 2022. Several policies were updated

Senate will meet on May 4, 2022

- 6) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Daniel Combs

APO

APO had its first hybrid meeting since the pandemic.

APO welcomed a new food truck to campus, Guapos Tacos. The truck is owned by a Cecil College Alum, and will be on campus on Thursdays.

The APO Fundraising Sub-Committee met earlier this month to talk about ideas for a fundraiser during All College Day in August. A survey was created about different sports events like

April 27, 2022

Dodgeball and Cornhole. The committee will use the information from this survey to plan events on All College Day.

The Parking Spot Silent Auction will take place on All College Day. There will be two auctions, one for a parking spot at the North East Campus and the other at the Elkton Station Campus.

BSN has been selected as the vendor that will be handling the Cecil College Logo Apparel Sale. An online store is being set up for staff and faculty to place orders and will be open for two to three weeks for people to purchase.

The next meeting is May 19, 2022 and will be held in EMB213 and Microsoft Teams.

CSO

CSO has no new updates.

The next meeting is scheduled for April 28, 2022.

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

Dr. Bolt participated in the Economic Development Commission meeting, Northern Maryland Technical Council, Local Management Board, Susquehanna Workforce Network, Regional Additive Manufacturing Partnership of Maryland meetings.

Dr. Bolt provided a welcome and attended the Physical Therapist Assistant Advisory Board meeting.

Dr. Bolt presented Cecil College's budget to the County Council.

Dr. Bolt hosted a Town Hall for the College and provided updates on budget, human resources, summer facilities projects, rpkGroup and upcoming College events.

Dr. Bolt provided a welcome and participated in the Athletics' Department Hall of Fame Event. The alumni shared their stories of Cecil College and the collective impact the College had on their lives.

Dr. Bolt attended the Northern Maryland Technical Council Visionary Awards event where Dr. Christy Dryer and Brandie Bidy were award recipients for leader and mentor.

Dr. Bolt provided a welcome for the Phi Theta Kappa honor society induction ceremony, Alpha Alpha Theta chapter. The College's honor society has grown its membership over the last three years.

Dr. Bolt is scheduled to attend the Legislative Wrap-up, Bainbridge Flag Raising Ceremony, and the Trustee Leadership Conference on April 28.

8) Graduation Update – Dr. Kimberly Joyce

Dr. Joyce provided an update on the in-person graduation taking place on Sunday, May 15, 2022 beginning at 3:00 p.m.

Each graduate will receive four tickets and overflow will be directed to the Milburn Stone Theatre for a live stream of commencement.

A dessert bar and many other activities are planned for after graduation.

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

RESOLUTION NO: 22- 011
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: Nickolas Smith
Position: Maintenance Technician
Salary Grade: 10
Division: Finance
Category: Non-Exempt
Effective: March 28, 2022

Name: Baz Wenger
Position: Theatre Carpenter
Salary Grade: 12
Division: Community Relations and College Advancement
Category: Non-Exempt
Effective: April 4, 2022

Name: Kyle Phillips
Position: Custodian
Salary Grade: 10
Division: Finance
Category: Non-Exempt
Effective: April 11, 2022

Name: Karen Egypt
Position: Director of Institutional Research
Salary Grade: 19
Division: Student Services
Category: Exempt
Effective: April 25, 2022

Name: Sheatiel Harris
Position: HR Generalist
Salary Grade: 15

April 27, 2022

Division: Human Resources
Category: Exempt
Effective: April 25, 2022

SEPARATIONS/RESIGNATIONS

Name: Ashley Biasucci
Position: Associate Director, Foundation & Alumni Development
Salary Grade: 17
Division: Community Relations and College Advancement
Category: Exempt
Effective: March 5, 2022

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

- 10) Proposed Resolution: Academic and Business Calendar – Moved by Raymond W. Hamm and seconded by Sarah W. Colenda, the Academic and Business Calendar were approved as presented.

RESOLUTION NO: 22-012

APPROVAL OF THE ACADEMIC AND BUSINESS CALENDAR 2022-2024

The Board of Trustees has the authority to establish the College Academic and Business Calendars each fiscal year. The Vice President of Academics and the Vice President of Finance, in consultation with College staff, has developed the recommended calendars for Fiscal Year July 1, 2022 – June 30, 2024 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 Academic and Business calendars as proposed and recommends them for adoption by the Board of Trustees, therefore, be it:

RESOLVED, that the proposed Academic and Business calendars are adopted as the official calendars for fiscal year 2024.

- 11) Proposed Resolution: Repeat Course Policy – Moved by Sarah W. Colenda and seconded by Raymond W. Hamm, the Repeat Course Policy was approved as presented.

RESOLUTION NO: 22-013

APPROVAL OF THE REPEAT COURSE POLICY

Students may attempt any course twice. Students are considered to be attempting a course if they are enrolled, for credit, after the end of the drop/add period. After two non-passing course attempts, a petition to retake a course must be submitted by the student and approved by the

April 27, 2022

appropriate Academic Dean in order for the student to register for the course. Exceptions to this policy are automatically granted when the course description allows or if the last prior attempt was more than five years ago. This policy does not supersede specific program or course progression policies.

The proposed policy has been reviewed by the College Management Team, and recommended to the President. Now, therefore, be it:

RESOLVED, that the Board of Trustees adopts the Repeat Course Policy to become effective April 27, 2022

- 12) Proposed Resolution: Lower Division Certificate – Manufacturing Technician– Moved by Kathleen Kunda and seconded by Donna Horgan, the Lower Division Certificate for Manufacturing Technician was approved as presented.

RESOLUTION NO: 22-014

APPROVAL OF LOWER DIVISION CERTIFICATE FOR MANUFACTURING TECHNICIAN.

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 new program:

- Lower Division Certificate for Manufacturing Technician

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.

- 13) Financial Report – Mr. Christopher Mills

Mr. Mills reviewed financial information from March 31, 2022. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 14) Old Business/New Business

Old Business

- Dr. Bolt was nominated a Woman to Watch in the Women's Top 100 and will attend a reception on May 9, 2022.
- Food pantries on campus are fully stocked in the Library, Student Services and Elkton.
- Please join us for a retirement party for Chris Ann Szep on May 11, 2022 from 3-5p.m. in the Technology Center, room 208.

New Business

- None

15) Close Regular Session

- a. Next Regular Session will be held on Thursday, May 26, 2022. The meeting will take place in person in the Engineering & Math Building, Room 213 and via Teams beginning at 4:00 p.m. A motion was made by Raymond W. Hamm and seconded by Donna Horgan for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 5:14 p.m. A motion was made by Raymond W. Hamm and seconded by Sarah W. Colenda to adjourn the meeting.