

CECIL COLLEGE  
BOARD OF TRUSTEES MEETING

Thursday, August 26, 2021

Regular Session: 4:00 p.m.

Engineering and Math Building RM213 & Virtual

<https://cecil-edu.zoom.us/j/6856624244?pwd=bExoRFFCYmF0M1pJVFNnUTQ4SlhzQT09>

**A G E N D A**

- 1) Roll Call
- \* 2) Approval of Agenda
- \* 3) Approval of June 24, 2021 Minutes
- 4) Joint report from Administrative Professional Organization and Classified Staff Organization  
- Mr. Daniel Combs
- 5) President's Report – Dr. Mary Way Bolt
- \* 6) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- \* 7) Proposed Resolution: Approval of August 2021 Candidates for Graduation – Dr. Christy Dryer
- \* 8) Proposed Resolution: Annual Fund Balance Designations – Mr. Christopher Mills
- \*9) Proposed Resolution: rpk Procurement - Mr. Christopher Mills
- \*10) Consent Agenda – Finance and Administrative Services – Mr. Christopher Mills
  - a) Vending Services Renewal
  - b) Document Imaging Services – Copier Lease August 2021
  - c) Athletics Transportation Services Renewal – August 2021
  - d) 2008 International Dump Truck – Asset Disposal
- 11) Financial Report – Mr. Christopher Mills
- 12) Milburn Stone Theatre Update – Mr. Daniel Combs
- 13) Old Business/New Business
  - a. Next Meeting, Thursday, September 30, 2021 at 4:00 p.m.
- 14) Adjournment

\*Requires Board Action

CECIL COLLEGE  
BOARD OF TRUSTEES

MINUTES

June 24, 2021

- 1) Chairman Mark Mortenson called the regular session to order at 4:01 p.m.

Roll Call in Person – Mark Mortenson, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

Roll Call by Zoom: Present –Raymond Hamm, Sarah W. Colenda, Kathleen Kunda, Donna Horgan, and Michael Scibinico.

Absent: Dr. Cydney T. Teal

Also present by Zoom were Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Lauren Fleck, Director of Human Resources; Chris Ann Szep, Vice President Community & Government Relations and College Advancement; and Christopher Mills, Vice President of Finance.

- 2) Approval of Agenda –On motion of Raymond Hamm, seconded by Michael J. Scibinico, the agenda was approved.
- 3) Approval of May 27, 2021 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Michael Scibinico, the minutes of May 27, 2021 were approved as written.
- 4) Maryland Association of Community Colleges (MACC) – Dr. Bernard Sadusky and Dr. Brad Phillips

Dr. Sadusky reviewed information on the latest Legislative Session and introduced Dr. Brad Phillips to the Trustees. Dr. Phillips replaces Dr. Sadusky as the Executive Director of Maryland Association of Community Colleges.

- 5) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Ms. Melissa Redfield

CSO

Gary Brown is the new President of CSO. Lindsey Ward is Vice President, Kassy Scott, Secretary and DeeJay Winfree, Treasurer. CSO will hold their next meeting in August.

APO

APO voted to donate \$500 to Student Scholarships. APO is accepting ideas for fundraisers for the fall.

New officers elected to APO: Daniel Combs – President, Andrew Mitchell – Vice President/Treasurer, and Thomas Worthington – Secretary

The next APO meeting is scheduled for Thursday, July 15, 2021 at 10:00 am.

6) Academic Senate Report – Dr. Christopher Castillo

Senate's last meeting was on June 2, 2021. Academic Affairs approved several items for HUM 110, revised two courses, made changes to the Marketing degree program, archived two courses, and archived the Health Information Technology degree program.

Faculty Affairs is working on significant revisions to two policies, the Faculty Rank and Promotion, and Faculty Performance Evaluation policies.

Instructional Technology is organizing peer-to-peer training or sandbox time for Blackboard Ultra and high flex for faculty members during the August duty days.

Senate meets next on September 1, 2021.

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

Dr. Bolt participated in the Northern Maryland Technology Council, Local Management Board monthly meetings.

Dr. Bolt participated in the Economic Development Commission meeting and toured the new Cecil County Tourism office located in the Jackson House within the North East Community Park.

Dr. Bolt participated in the Annual Army Alliance Annual Dinner meeting where an update was provided on Army activities.

Dr. Bolt provided a Cecil College update to the North East Investment Club informing them of all college activities and initiatives.

Dr. Bolt participated in the California Community Colleges Organizacion de Latinx (COLEGAS) Latinx Student Success 2021 Webinar. The organization seeks to foster and empower Latinx professionals through mentorship, networking, and professional development to ascend and assume leadership roles at the highest influential levels to eradicate systems of oppression to provide opportunities and close the equity gap for Latinx students in higher education.

Dr. Bolt attended the Cecil College Athletics' Department Annual Golf Tournament, thank you to Trustee Mortenson for being part of the president's office team. LeAnn Nelson, Keith Brown, and Miles Dean rounded out our foursome.

Dr. Bolt attended the Bainbridge Development Corporation (BDC) public meeting and thanked BDC for their long-standing relationship with Cecil College.

Trustee Mortenson and Dr. Bolt participated in the Maryland Association of Community Colleges (MACC) Board of Directors meeting. The MACC Strategic Plan was approved.

Dr. Bolt participated in the Physical Therapist Assistant re-accreditation virtual visit. The visit went very well but the process is not completed until the Commission on Accreditation in Physical Therapy Education (CAPTE) meets.

Dr. Bolt hosted a Town Hall to provide an update on the coronavirus and budget.

The college will host the Virtual Career and Community Education Completion Ceremony and a Science, Technology, Engineering and Math Open House on June 29, 2021

- 8) Election of Board of Trustees Officers – Moved by Sarah W. Colenda and seconded by Kathleen Kunda, the Election of the Board of Trustees was approved.

Every year the Board elects its officers at the annual meeting in June. The Nominating Committee polled Trustees for the nominations for the elected positions. The officers to be elected are Chair and Vice-Chair as per the Annotated Code 16. Ballots were tallied and the results are as follows: Mark G. Mortenson will serve as Chairman and Dr. Cydney T. Teal will serve as Vice-Chairman. The term of office for each elected position shall be from July 1 until June 30 of the following year.

- 9) Proposed Resolution: Personnel Items May 2021 – Moved by Sarah W. Colenda and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

**RESOLUTION NO: 21-034**  
**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: Gerard Wung  
Position: Database Administrator  
Salary Grade: 15  
Division: Information Technology  
Category: Exempt  
Effective: May 31, 2021

Name: Karen Uricoli  
Position: Executive Director of Foundation and Alumni Development  
Salary Grade: 17  
Division: Community Relations & College Advancement  
Category: Exempt  
Effective: June 7, 2021

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

- 10) Proposed Resolution: Telework Policy – Moved by Kathleen Kunda and seconded by Michael J. Scibinico, the Telework Policy was approved as presented.

**RESOLUTION NO: 21-035**  
**APPROVAL OF TELEWORK POLICY**

Cecil College considers telework to be a viable, flexible work option when both the employee and the job duties are suited to such an arrangement. Telework requires assessment of not only individual employee duties but also the employee's need to interact in person with other members of the College community to support the College's mission. The President or designee will designate which positions are eligible for telework. Positions that may be considered for telework will be documented within the job description. The employee's supervisor then has the responsibility to consider and approve telework pursuant to College policies and procedures.

The supervisor's decision will be reviewed and require approval of the area Vice President and Human Resources. Telework arrangements may be modified, suspended, and/or discontinued at any time, at the discretion of the College.

Teleworking allows employees to work offsite for all or part of the workweek. Employees may also be required by their supervisor to report to campus or other designated worksite during their scheduled remote days to attend in-person meetings or events. Teleworking may not be appropriate for every employee or job. Teleworking is not an entitlement. Some positions are not conducive to telework because the essential job functions cannot be performed remotely.

Teleworking can be informal, such as working away from the office on a short-term or limited duration basis or a formal, set schedule of working away from the office as described below.

Employees who are teleworking must continue to adhere to College policies and procedures while working remotely, including, but not limited to, the College's non-discrimination, anti-harassment, and non-retaliation policies. Violations of College policy may result in cessation of teleworking and/or other discipline, up to and including termination of employment.

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 Telework Policy to become effective June 24, 2021.

- 11) Proposed Resolution – Cultural Diversity Plan - Moved by Raymond Hamm and seconded by Donna Horgan. the board approved the Cultural Diversity Plan as presented

**RESOLUTION NO: 21-036**  
**APPROVAL OF CULTURAL DIVERSITY PLAN**

The Board of Trustees has the responsibility to approve the College's Cultural Diversity Plan in accordance with Education Article, Annotated Code of Maryland, §11-406 (b) (1) (iii).

The Cultural Diversity Plan (CDP) is designed to promote and support institutional values. Since 2012, the plans have been intentionally aligned with the

Maryland State statutory provision §11-406 of the Education Article and the College's strategic priorities. The CDPis annually reviewed and assessed by an internal college-wide committee, the College's Multicultural Student Services Advisory Board, and the College's Board of Trustees prior to submission to the Maryland Higher Education Commission (MHEC).

The proposed document has been prepared through Multicultural Services, reviewed by the VicePresident of Student Services and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees affirms the annual report for the 2020 Cultural DiversityPlan.

- 12) Proposed Resolution – Approval of the Annual Operating and Minor Capital Budget for Fiscal Year 2022 – Moved by Sarah W. Colenda seconded by Raymond Hamm, the Board of Trustees approved the Annual Operating and Minor Capital Budget for Fiscal Year 2022 as presented

**RESOLUTION NO: 21-037**  
**APPROVAL OF THE ANNUAL OPERATING AND MINOR CAPITAL BUDGET FOR FISCAL YEAR 2021-2022**

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 Operating, Minor Capital Budget, and Capital Improvement Program for fiscal year 2021-2022 has been prepared by the administration of the College with faculty and staff participation.

The Operating and Minor Capital Budget Request for Fiscal Year 2022 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 \$26,389,590, which included \$12,457,542 in operating funds from the County, \$220,000 in Minor Capital, and a Capital Improvement Program request of \$4,252,000. The County Executive submitted an operating budget to the County Council reflecting reductions of \$616,385 to operating, \$115,000 to Minor Capital, and \$2,076,000 to the Capital Improvement Program. On June 1, 2021, the County Council adopted the FY 2022 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 2021 - 2022 in the total amount of \$26,414,620, which includes \$11,841,157 from the County, \$105,000 in Minor Capital and Capital Improvement Program funding of \$2,176,000.

13) Financial Report – Mr. Christopher Mills

Mr. Mills reviewed financial information from May 31, 2021. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

14) Public Safety – Keeping Us Safe – Mr. Walter Beaupre’

Mr. Beaupre’ presented “Public Safety – Keeping Us Safe” and reviewed the many ways that Public Safety keeps Cecil College Safe with staff training, college community training and the Maryland State Police Training Standards that our Public Safety officers take. Public Safety ensured that COVID protocols were adhered to during the closure.

15) Information Technology Brief – Mr. Ian Cooper

Mr. Cooper provided an update on the Information Technology (IT) department.

16) Old Business/New Business

Old Business

- None

New Business

- Tuesday, June 29, from 6-8 pm – STEM Presentations
- Retreat topics – send to Trustee Mortenson
- A Closed Session, under General Provisions Article § 3-305 (b), only: (1) 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; will be held during the Board of Trustee Retreat taking place on Thursday, August 26, 2021 beginning at 12:00 p.m. Motion to approve closed session was made by Sarah W. Colenda and seconded by Raymond Hamm and approved.

17) Close Regular Session

- a. Next Regular Session will be held on Thursday, August 26, 2021. The meeting will take place in person beginning at 4:00 p.m. A motion was made by Kathleen Kunda and seconded by Raymond Hamm for the next regular session meeting and was approved.
- b. A motion to adjourn the regular session was made by Raymond Hamm, seconded by Kathleen Kunda, and approved.
- c. The regular meeting adjourned at 5:21 p.m.