

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, December 5, 2019
Regular Session: 4:00 p.m. EMB 213.

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) a. Approval of October 28, 2019 Meeting Minutes
b. Approval of October 28, 2019 Joint Meeting Minutes with Cecil County Public Schools
- 4) Academic Senate Report – Dr. Ebony Roper
- 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Ms. Melissa Redfield
- 6) President’s Update – Dr. Mary Way Bolt
- *7) Proposed Resolution: Personnel Actions November 2019– Dr. Mary Way Bolt
- *8) Proposed Resolution: Recruitment and Hiring Policy – Ms. Lauren Fleck
- *9) Proposed Resolution: Issuing Property Policy and Asset Tracking – Ms. Lauren Fleck
- *10) Proposed Resolution: Resignation-Voluntary Separation from Employment – Ms. Lauren Fleck
- *11) Proposed Resolution: Job Abandonment Policy – Ms. Lauren Fleck
- *12) Proposed Resolution: Acceptance of Harford Community College Nurse Support Program II Sub-award Grant Agreement – Mr. Hugh Curran
- *13) Proposed Resolution: Grant Application/Acceptance Policy – Mr. Hugh Curran
- *14) Proposed Resolution: December Graduation Candidates Report – Dr. Christy Dryer
- 15) Financials – Mr. Hugh Curran
- 16) Campus Safety and Security – Ms. Chris Ann Szep/Mr. Walt Beaupre
- 17) Barnes & Noble Bookstore Move – Ms. Chris Ann Szep/ Mr. Chris Mills
- 18) Marketing Update: Ms. Amy Henderson
- 19) Old Business/New Business
 - *a. Next Meeting, January 30, 2019 at 4:00 p.m., Cecil College North East Campus, EM213.
- 20) Adjournment

* Requires Board Action



SAVE THE DATE

for the Cecil College

Holiday Party

December 19, 2019

12-2 pm

North East Campus

TC208

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

October 28, 2019

- 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, Donna Horgan, Raymond Hamm, Sarah Colenda, Kathleen Kunda, Michael Scibinico and Dr. Mary Way Bolt, President of Cecil College.

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 and Hugh Curran, Vice President of Administrative Services

- 2) Approval of Agenda – On motion of Sarah Colenda, seconded by Raymond Hamm, the agenda was approved as presented.

- 3) Approval of September 26, 2019 Board Meeting Minutes – On motion of Raymond Hamm and seconded by Kathleen Kunda, the minutes of September 26, 2019 were approved as written.

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

Dr. Bolt participated in the Army Alliance Board meeting with the purpose of promoting discussion between the Army Alliance Board of Directors and sponsors of the Army Alliance on critical topics that impact Aberdeen Proving Ground (APG). The discussion provided a forum for the Army Alliance to gain feedback/insight from sponsors as well as to better inform sponsors.

Dr. Bolt attended the annual Upper Bay Ruritans meeting and provided a college update. Four Upper Bay Ruritan scholarship recipients and their family members attended the event.

Dr. Bolt attended the third annual Manufacturers’ Appreciation lunch with guest speaker Kelly Schultz, Secretary Maryland Department of Commerce.

Dr. Bolt attended the Northeastern Maryland Technology Council (NMTC) NMTC’s Technology Café. , Lisa Chang, Data Scientist and Software Engineer, Praxis Engineering presented "OK Google, Tell Me About Myself." Even if you never used it, Google can record your life, determine where you live, work, shop, and go on vacation.

Dr. Bolt attended James Newby’s gallery reception in the Milburn Stone Theater.

Dr. Bolt participated in the ACCT Annual Conference. Trustee Mortenson and Chris Ann Szep presented on the Athletic Practice Facility.

Dr. Bolt hosted two Town Hall sessions, one on the North East campus and one at Elkton Station. This is one way to communicate in person to the college community.

The MACC Board of Directors will meet at Anne Arundel Community College on October 30, 2019 at 2 pm.

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

RESOLUTION NO: 19-056
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 Jerome
Position:	Director of Admissions
Salary Grade:	17
Division:	Admissions
Category:	Exempt
Effective:	October 14, 2019

SEPARATIONS/RESIGNATIONS

Name:	Courtney Mitchell
Position:	Director of Admissions
Salary Grade:	17
Division:	Admissions
Category:	Exempt
Effective:	October 11, 2019

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

- 6) Proposed Resolution – Academic Freedom Policy - Moved by Raymond Hamm, and seconded by Kathleen Kunda, the board approved the Academic Freedom Policy

RESOLUTION NO: 19-057
APPROVAL OF ACADEMIC FREEDOM POLICY

Cecil College respects and encourages academic freedom as an essential component of scholarship. This Policy allows freedom of inquiry and research that contributes to enhancing the integrity of scholarship.

The President is satisfied that systems are in place and recommends that the Board of Trustees accept the policy. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Academic Freedom Policy as presented

- 7) Proposed Resolution – Incomplete Grade Policy – Moved by Sarah Colenda, seconded by Dr. Cydney T. Teal, the Board of Trustees approved the Incomplete Grade Policy.

RESOLUTION NO: 19- 058
APPROVAL OF INCOMPLETE GRADE POLICY

A grade of “I” denoting incompleteness of required course work can be given ONLY after the student completes an incomplete contract. The student must complete the requirements for the course within six weeks after the last scheduled final examination in the given term. Failure of the student to complete the course requirements within the six- week period will result in the student receiving a final grade of “F” for that course or the grade will revert to the grade earned without the additional required coursework. The grade of “F” or earned grade, will be awarded from the instructor. It is the responsibility of the student to arrange a contract with the appropriate instructor if he/she wishes to complete course requirements. A contract may not be issued if the student has already received either a grade of “W” or “F” for the course. It is the prerogative of the instructor as to whether or not an incomplete contract may be issued.

The President is satisfied that systems are in place and recommends that the Board of Trustees accept the policy. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Incomplete Grading Policy and Procedure with Contract Form as presented.

- 8) Proposed Resolution – New Program – LDC Entrepreneurship – Moved by Raymond Hamm and seconded by Sarah Colenda, the Board of Trustees approved the New Program – LDC Entrepreneurship.

RESOLUTION NO: 19- 059
APPROVAL OF NEW PROGRAM – LDC ENTREPRENEURSHIP

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 in Entrepreneurship

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.

- 9) Proposed Resolution – Academic Program Approval – AAS Visual Communication Revision - Moved by Michael Scibinico and seconded by Dr. Cydney T. Teal, the Board of Trustees approved the New Program – AAS Visual Communications

RESOLUTION NO: 19-060

APPROVAL OF ACADEMIC PROGRAM PROGRAM– AAS VISUAL COMMUNICATIONS REVISION

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:

- AAS in Visual Communications (Web Design and Multimedia Concentration)

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.

- 10) Proposed Resolution – New Program- AS in Biological Sciences – Moved by Dr. Cydney T. Teal and seconded by Sarah Colenda, the New Program – AS in Biological Sciences was approved as presented.

RESOLUTION NO: 19- 061

APPROVAL OF NEW PROGRAM – AS IN BIOLOGICAL SCIENCES

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 concentration in an existing program:

- AS in Biological Sciences (Biomedical Science Concentration)

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.

- 11) Proposed Resolution –New Program – AS in Computer Science- Moved by Sarah Colenda and seconded by Dr. Cydney Teal, the New Program – AS in Computer Science was approved as presented.

RESOLUTION NO: 19-062

APPROVAL OF NEW PROGRAM – AS IN COMPUTER SCIENCE

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:

- AS in Computer Science

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.

- 12) Proposed Resolution –Financial Aid Satisfactory Academic Progress Policy- Moved by Raymond Hamm and seconded by Kathleen Kunda, the Financial Aid Satisfactory Academic Progress Policy was approved as presented.

RESOLUTION NO: 19-063

APPROVAL OF FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations (34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43) require all federal financial aid recipients be enrolled in a degree or approved certificate program and maintain satisfactory academic progress (SAP). All financial aid programs administered by Cecil College (“Cecil”) are governed by this policy.

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by Cecil must maintain satisfactory academic progress (SAP) towards the completion of a certificate or degree program of study. The College complies with this requirement by monitoring each student’s academic progress against three standards: (1) minimum cumulative grade point average (GPA), (2) minimum completion rate and (3) maximum time frame for completion of a degree. A student who does not meet any one of these requirements is in violation of SAP for financial aid purposes.

A review of SAP will be done at the end of each semester/payment period. Semesters include Fall, Spring, and Summer terms. The evaluation period is cumulative, including enrollment in all prior semesters and all classes attempted, whether federal aid was received or not.

The President is satisfied that systems are in place and recommends that the Board of Trustees accept the policy. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Financial Aid Satisfactory Academic Progress (SAP) Policy as presented.

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

RESOLUTION NO: 19-064

APPROVAL OF FINGERPRINT POLICY

Cecil College is committed to maintaining an environment in which College students, personnel, visitors, interests, and property are safe, secure, and productive. All employees (prospective and current), as a condition of employment, and all volunteers, as a prerequisite to volunteering for the College, are required to be fingerprinted.

A background check will be required when an assignment involves services that include interaction with minors, travel of any kind or use of a College or personal vehicle on College business, services that involve access to minors or vulnerable populations, repetitive or on-going services for a department or unit, such as mentoring, any person serving as a volunteer athletic coach, and volunteers who serve for longer than 5 days (or 40 hours) in a calendar year. The College reserves the right to require fingerprinting of individuals below the age of 18.

As appropriate based on the employment and/or volunteer duties, the College will conduct a background check regarding matters such as criminal history, birth records, social security number validation and/or verification, verification of education, verification of employment,

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current and previous residences, and motor vehicle administration driving records.

The College may deny employment, continued employment, and/or volunteer opportunities, after an individualized assessment, based on a person's criminal history, status as a registered sex offender, and other information learned during a background check. A criminal record does not necessarily preclude an individual from employment or volunteering. The College will consider the following non-exclusive factors when making a decision: the nature of the information, the relation of such information to the position for which the individual is being hired or for which the individual is volunteering, the time since the event(s) occurred, the individual's conduct, employment history, and/or rehabilitation efforts, and other relevant factors.

The President is satisfied that systems are in place and recommends that the Board of Trustees accept the policy. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Fingerprinting/Background Investigation for Volunteers and Employees of Cecil College Policy as presented.

- 14) Proposed Resolution –Volunteer Policy and Agreement- Moved by Raymond Hamm and seconded by Kathleen Kunda was approved as presented.

RESOLUTION NO: 19- 065

APPROVAL OF VOLUNTEER POLICY AND AGREEMENT

Cecil College recognizes the importance of individuals who perform services in support of the College's mission without expectation or receipt of compensation, benefits or consideration for the services provided.

Volunteers may not be used in full-time, long-term assignments. Volunteers may not be used to eliminate the need for, or take the place of, paid staff. Volunteer activities are expected to be part-time, sporadic, or of limited duration. Volunteers will perform supplemental tasks that generally would not be completed without volunteer assistance.

Volunteers will be screened based on the nature and duration of their assignment. Volunteers must comply with all applicable College policies and procedures related to their volunteer assignment. Volunteers serve at the pleasure of the College, which at any time reserves the right to dismiss them with/without cause or prior notice.

Volunteers are not considered employees for any purpose and are not eligible for compensation or other related benefits.

The President is satisfied that systems are in place and recommends that the Board of Trustees accept the policy. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Volunteer Policy and Agreement as presented.

- 15) Proposed Resolution –Acceptance of Maryland State Department of Education Local Perkins Plan for Program Improvement Grant- Moved by Raymond Hamm and seconded by Sarah Colenda the Maryland State Department of Education Local Perkins Plan for Program Improvement Grant was approved as presented.

RESOLUTION NO: 19-066

ACCEPTANCE OF MARYLAND STATE DEPARTMENT OF EDUCATION LOCAL PERKINS PLAN FOR PROGRAM IMPROVEMENT GRANT

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

The College applied to the Maryland Division of Career and College Readiness for Federal funds for program improvement. The Division of Career and College Readiness awarded \$109,729 to strengthen career and technical education.

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

RESOLVED, that the Cecil College Board of Trustees accepts the Local Perkins Grant in the amount of \$109,729 and directs that these funds be used to strengthen career and technical education programs for Cecil County for the period July 1, 2019 through June 30, 2020.

- 16) Proposed Resolution –Acceptance of Maryland State Department of Education Career and Technical Education Reserve Fund Grant- Moved by Raymond Hamm and seconded by Kathleen Kunda the Maryland State Department of Education Career and Technical Education Reserve Fund Grant was approved as presented.

RESOLUTION NO: 19-067

ACCEPTANCE OF MARYLAND STATE DEPARTMENT OF EDUCATION CAREER AND TECHNICAL EDUCATION RESERVE FUND GRANT.

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

The College applied to the Maryland Division of Career and College Readiness for Federal funds for program improvement. The Division of Career and College Readiness awarded \$44,414 to strengthen career and technical education.

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

RESOLVED, that the Cecil College Board of Trustees accepts the Career and Technical Education Reserve Fund Grant in the amount of \$44,414 and directs that these funds be used to strengthen career and technical education programs for Cecil County for the period July 1, 2019 through June 30, 2020.

- 17) Proposed Resolution –Use of Reserve Funds to return College Bookstore to Campus-
Moved by Raymond Hamm and seconded by Sarah Colenda, the Use of Reserve Funds to return College Bookstore to Campus was approved as presented.

RESOLUTION NO: 19-068

APPROVAL OF USE OF RESERVE FUNDS TO RETURN COLLEGE BOOKSTORE TO CAMPUS

As noted in the Fund Balance Policy, at the time the bookstore was relocated to College Crossing \$400,000 was deposited in the reserve fund for the future purpose of returning the bookstore to Cecil College's campus. Plans for a combined bookstore and café have been finalized and funds are needed to begin the remodel of the existing space.

In order to transition the space currently occupied by the café into a bookstore and café, Facilities is requesting approval to use up to \$200,000.

The President is satisfied that funds are in place and recommends that the Board of Trustees accept this resolution.

Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees approves the request to utilize up to \$200,000 of the directed reserve funds as presented.

- 18) Gramm-Leach-Bliley Act – Mr. Maurice Tyler
Mr. Tyler provided an overview of the Gramm-Leach-Bliley Act (GLBA) and the General Data Protection Regulation (GDPR).

Financial Aid administers Direct Loans, therefore, the college is subject to the GLBA.

International students from European countries must comply with GLBA. Compliance has been required since May 2018.

- 19) Enrollment – Dr. Kimberly Joyce
Dr. Joyce reviewed a presentation on enrollment at Cecil College and the board opened a discussion on the topic. In a future meeting the discussion topics will be explored further.
- 20) Financial Report – Mr. Hugh Curran
Mr. Curran reviewed financial information as of September 30, 2019. He reviewed actual and projections versus budget operating revenue and expenses as well as working capital.

- 21) Old Business/New Business

Old Business

- None

New Business

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- Mr. Mortenson reminded the Trustees that the college will hold its Annual Holiday party on Thursday, December 19, 2019 from 12-2 pm. Trustees and the Foundation Board and members are invited to attend.

Close Regular Session

- a. Next Regular Session will be held on Thursday, December 5, 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 Sarah Colenda and seconded by Michael Scibinico and approved.
- c. The regular meeting adjourned at 5:25 p.m.

CECIL COLLEGE
CCPS JOINT BOARD MEETING
MINUTES
October 28, 2019

Present: Cecil College

Present were Chair Mark G. Mortenson, Vice Chair Dr. Cydney T. Teal, Board Members; Raymond Hamm, Sarah W. Colenda, Donna Horgan, Michael J. Scibinico and Ms. Kathleen Kunda. Dr. Mary Way Bolt, President of the College; Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management; Hugh Curran, Vice President of Finance; Dr. Christy Dryer, Vice President of Academic Programs; Lauren Fleck, Executive Director of Human Resources and Professional Development; Chris Ann Szep, Vice President of Community and Government Relations and College Advancement; Sherry Hartman, Executive Assistant to the President.

Present: CCPS

From the Board of Education: Mr. William H. Malesh, President, Mr. James K. Fazzino, Vice President, Ms. Diana B. Hawley, member, Ms. Christie L. Stephens, member.

Dr. Jeffrey A. Lawson, Superintendent, Dr. R. Joseph Buckley, Associate Superintendent for Administrative Services, Dr. Carolyn J. Tiegland, Associate Superintendent for Education Services, Mr. Sean A. Cannon, Executive Director for Staff Relations, Ms. Georgia Soltis Clark, Executive Director for Elementary School Education, Ms. Sandra T. Jack, Chief Financial Officer, Mr. Perry A. Willis, Executive Director for Support Services, Ms. Elizabeth J. Orr, Assistant in Administration to the Superintendent and Board of Education.

Chairman Mark Mortenson welcomed Cecil County Public Schools and Cecil College to the joint meeting. Mr. Mortenson expressed that Cecil College appreciates working with the Cecil County Public Schools and the partnership that is shared between the two.

Mr. William Malesh, President of the Cecil County Board of Education welcomed everyone to the meeting and is looking forward to further collaborations with Cecil College.

Dr. Mary Way Bolt, President of Cecil College thanked everyone for their support and the collective work of both institutions for working together to make our county education stronger.

Dr. Jeffrey Lawson, Superintendent of Cecil County Public Schools welcomed everyone to the meeting and was very happy to report that graduation rates in Cecil County are rising.

Dr. Carolyn Tiegland, Dr. Christy Dryer and Dr. Kimberly Joyce presented information on Creating Opportunities for Students in Cecil County with slides on Early College Academy and Multiple Measure Outcomes for College Entry.

An Annual Partnership Summary was presented by Dr. Carolyn Tiegland, Dr. Christy Dryer and Dr. Kimberly Joyce.

Mr. Mortenson thanked everyone for attending the joint meeting and expressed that Cecil College looks forward to the next joint meeting in 2020.

Adjournment – The meeting adjourned at 6:30 pm.

Cecil County Public Schools will host the next joint board meeting, October 2020