

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, February 23, 2023

Regular Session: 4:00 p.m.

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of January 26, 2023 Meeting Minutes
- 4) Academic Senate Report – Dr. Christopher Castillo
- 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Daniel Combs
- 6) President’s Update – Dr. Mary Way Bolt
- *7) Proposed Resolution: Personnel Actions February 2023– Dr. Mary Way Bolt
- *8) Proposed Resolution: Approval of Trustee By-Laws – Dr. Mary Way Bolt
- *9) Proposed Resolution: Consent Agenda – Policies – Mr. Christopher Mills
 - a) Closing of Campus Operations – Incident or Weather-Related Situations
 - b) Travel Expense Payments and Reimbursements
 - c) Internal Control of Vaults
 - d) Direct Deposit of Payroll Checks
 - e) Grant Proposals/Approvals
 - f) Fund Balance
 - g) Appointment of External Auditors
- *10) Proposed Resolution: FY 24 Budget – Mr. Christopher Mills
- *11) Proposed Resolution: Document Imaging Services – Mr. Christopher Mills
- *12) Proposed Resolution: Academic Program Approval: Associate of Science in Data Science – Dr. Christy Dryer
- 13) ACCT Legislative Conference Report – Trustee Donna Horgan
- 14) Financials – Mr. Christopher Mills
- 15) Old Business/New Business
 - *a. Next Meeting, March 30, 2023 at 4:00 p.m.,
- 16) Adjournment

* Requires Board Action

** **NMTC Visionary Awards – February 23, 2023 - 5:30 p.m. to 8:00 p.m.**

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

February 23, 2023

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

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

Via Teams: Donna Horgan and Dr. Cydney T. Teal

Absent: None

Also present were Dr. Christy Dryer, Vice President of Academics, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Michelle Williams, Executive Director of Human Resources, Christopher Mills, Vice President of Finance, and Brandon Brice, College Advancement and Community Relations.

- 2) Approval of Agenda –On motion of Kathleen Kunda, seconded by Sarah W. Colenda, the agenda was approved.
- 3) Approval of January 26, 2023 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Sarah W. Colenda, the minutes of January 26, 2023 were approved as presented.
- 4) Academic Senate Report – Dr. Christopher Castillo

Senate met on February 1, 2023 and took its first vote on the revisions to the Academic Senate Constitution and Bylaws. In compliance with its Constitution, two votes are required during consecutive senate meetings and this was first vote.

Senate approved the revisions to the Department Chairs Policy clarifying the language for departmental elections.

Senate recommended and approved a resolution for a two-day fall break. Faculty believe this would be beneficial to students in helping them get caught up on assignments.

The next Senate meeting is scheduled for March 1, 2023

- 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Daniel Combs

CSO

No updates

APO

The sub-committee for the Cecil College logo apparel sale has begun working on items for the next sale through BSN. An online store will be set up and hope to go live in April.

APO will be offering a discounted price to join BJ's Wholesale Club.

The next meeting will take place on March 16, 2023 at 9:00 a.m.

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

Dr. Bolt participated in the Economic Development Commission meeting, Maryland Association of Community College's Legislative committee, Northern Maryland Technical Council, Susquehanna Workforce Network Board and Susquehanna Network Board on Blueprint, and the Maryland Council of Community College Presidents.

Dr. Bolt provided greetings to the gathering of Cecil College Socrates Society. An evening to recognize sustained donors to the Cecil College Foundation.

Community colleges and four-year colleges from the Eastern Shore provided updates to the Eastern Shore Delegation on February 3rd and Cecil College was first on the agenda.

Dr. Bolt toured Great Wolf Lodge along with Dr. Dryer. The venue will open for guests on July 15, 2023.

Popcorn with the President occurred on February 9th and Dr. Bolt had the opportunity to engage with several students and members of the honor society Phi Theta Kappa, Alpha Alpha Theta chapter.

Dr. Bolt engaged in a virtual Georgetown University presentation on February 16th entitled "When We Were Arabs; Memory, Erasure and Cultural Connections."

On February 21, 2023 students and staff participated in a virtual Student Advocacy Day. Students heard from Brad Fallon, Deputy Legislative Offer in the Office of the Governor, Senator Sarah Elfreth, and Delegate Stephanie Smith. Student testimonials were also shared with participants. In the afternoon students and staff met virtually with Senator Steve Hershey, Delegate Kevin Hornberger, and County Executive Danielle Hornberger. Students asked questions of our elected officials.

The soccer field work will begin at the end of February and is scheduled for completion by the end of April. This is a synthetic turf field and will allow our athletic teams to practice on campus and host games on campus.

County Council member Rebecca Hamilton met with Dr. Bolt at the North East campus to learn more about Cecil College. Other than budget she asked how she can assist the College and Dr. Bolt suggested that council members attend events, activities, and get to know the programs we offer so that she can advocate for Cecil College and the courses and programs offered by the College. Dr. Bolt asked for continued support of the County supported scholarships to each high school.

The Cecil College Foundation received a Cecil College update on February 22nd during their Foundation Board of Directors Meeting.

Trustees Mortenson, Kunda, Colenda, Dr. Dryer and Dr. Bolt attended the Northern Maryland Technical Council Visionary Award's on Thursday, February 23, 2022. Cecil College's Melissa Burke is receiving an Innovator award for her efforts in developing STEM initiatives to benefit our workforce and community.

Dr. Bolt will be speaking to the Perryville Lions Club on February 27th and providing them with a Cecil College update.

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

RESOLUTION NO: 23- 005
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

Promotions

Name: Wyatt Thompson
Position: Supervisor of Events & Auxiliary Services
Salary Grade: 11
Division: Finance & Administration
Category: Non-Exempt
Effective: February 13, 2023

Name: Deborah (Deejay) Winfree
Position: Manager, Records & Retention
Salary Grade: 14
Division: Student Services
Category: Exempt
Effective: January 30, 2023

Name: Cayla Kerr
Position: Duplication Specialist
Salary Grade: 10
Division: Finance & Administration
Category: Non-Exempt
Effective: February 20, 2023

New Hires

Name: Catherine Schaeffer
Position: Custodian
Salary Grade: 10
Division: Finance & Administration
Category: Non-Exempt
Effective: February 6, 2023

SEPARATIONS/RESIGNATIONS

Name: Brittany Barnett
Position: Associate Director of Enterprise Services
Salary Grade: 15
Division: Information Technology
Category: Exempt
Effective: February 1, 2023

Name: Mayra Castillo
Position: Coordinator of Student Diversity and Inclusion
Salary Grade: 14
Division: Student Services
Category: Exempt
Effective: February 10, 2023

Name: Ian Cooper
Position: Sr. Director of Information Technology
Salary Grade: 18
Division: Information Technology
Category: Exempt
Effective: February 15, 2023

Name: Betsy Lieske
Position: Assistant Bursar
Salary Grade: 14
Division: Finance & Administration
Category: Exempt
Effective: February 17, 2023

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

- 8) Proposed Resolution: Approval of Trustee Bylaws - Moved by Sarah W. Colenda and seconded by Kathleen Kunda, the Trustee Bylaws were approved as presented.

RESOLUTION NO: 23- 006
APPROVAL OF TRUSTEE BYLAWS

The Board of Trustees has the responsibility to establish Bylaws under which its business is conducted.

The Board of Trustees has approved the Bylaws that were last amended on February 23, 2023 and was adopted on February 23, 2023. Therefore, be it:

RESOLVED, that the Board of Trustees approve its amended Bylaws as of February 23, 2023

- 9) Proposed Resolution: Consent Agenda – Seven policies: a. Closing of Campus Operations, b. Travel Expense Payments and Reimbursements, c. Internal Control of Vaults, d. Direct Deposit of Payroll Checks, e. Grant Proposals/Approvals, e. Fund Balance, g. Appointment of External Auditors. Moved by Kathleen Kunda and seconded by Sarah Colenda, all seven policies were approved as presented.

**a. RESOLUTION NO: 23-007
CLOSING OF CAMPUS OPERATIONS – INCIDENT OR WEATHER- RELATED SITUATIONS.**

The Board of Trustees has the responsibility for approving policies of the College. The seven policies below are for consideration:

- a) Closing of Campus Operations – Incident or Weather-Related Situations
- b) Travel Expense Payments and Reimbursements
- c) Internal Control of Vaults
- d) Direct Deposit of Payroll Checks
- e) Grant Proposals/Approvals
- f) Fund Balance
- g) Appointment of External Auditors

The proposed seven policies in the Consent Agenda have been reviewed by the College Management Team, and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the Consent Agenda of the above seven policies to become effective February 23, 2023.

**b. RESOLUTION NO: 23-008
TRAVEL EXPENSE PAYMENTS AND REIMBURSEMENTS**

**c. RESOLUTION NO: 23-009
INTERNAL CONTROL OF VAULTS**

**d. RESOLUTION NO: 23-010
DIRECT DEPOSIT OF PAYROLL CHECKS**

**e. RESOLUTION NO: 23-011
GRANT PROPOSALS/APPROVALS**

**f. RESOLUTION NO: 23-012
FUND BALANCE**

**g. RESOLUTION NO: 23-013
APPOINTMENT OF EXTERNAL AUDITORS**

- 10) Proposed Resolution: FY24 Budget – Moved by Raymond W. Hamm and seconded by Sarah W. Colenda, the FY24 Budget was approved as presented.
- 11) Proposed Resolution: Document Imaging Services – Moved by Raymond W. Hamm and seconded by Kathleen Kunda, the Document Imaging Services resolution was approved as presented.
- 12) Proposed Resolution: Academic Program Approval: Associate of Science in Data Science – Moved by Kathleen Kunda and seconded by Dr. Cydney T. Teal, the Associate of Science in Data Science resolution was approved as presented.
- 13) ACCT Legislative Conference Report

Trustee Donna Horgan attended the ACCT Legislative Conference in Washington, DC and provided an update on legislation and mental health issue facing students.

- 14) Financial Report for January 2023– Mr. Christopher Mills
Mr. Mills reviewed financial information for January 31, 2023. He provided actual and projections versus budget operating revenue and expenses as well as working capital.
- 15) Old Business/New Business

Old Business

- February 28, 2023 – Virtual Black History Month Presentation
- March 9, 2023 – Alumni Celebration
- April 29, 2023 – Collegium di Vinum Gala – being held at Bohemia Overlook

New Business

- None

- 16) Close Regular Session

- a. Next Regular Session will be held on Thursday, March 30, 2023. The meeting will take place in person at Cecil College or via Teams, beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. A motion was made by Kathleen Kunda and seconded by Raymond W. Hamm for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 4:40 p.m. A motion was made by Sarah W. Colenda and seconded by Kathleen Kunda to adjourn the meeting.