

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, January 26, 2023
Regular Session: 4:00 p.m.

****REVISED** A G E N D A**

- 1) Roll Call
 - * 2) Approval of Agenda
 - * 3) Approval of December 1, 2022 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 – Dr. Mary Way Bolt
 - *8) Proposed Resolution: Policy – Animals on Campus – Dr. Kimberly Joyce
 - *9) Proposed Resolution: Consent Agenda – Policies – Mr. Christopher Mills
 - a) Prohibition of Weapons Policy
 - b) Building Access Policy & Key Control
 - ~~*10) Proposed Resolution: Faculty Rank and Promotion Policy – Dr. Christy Dryer~~
 - 11) Review “Draft” Trustee By-Laws – Dr. Mary Way Bolt
 - 12) 2024 Budget Consolidated Fee – Mr. Craig Whiteford
 - 13) November 2022 and December 2022 Financials – Mr. Christopher Mills
 - 14) Online Education and Class Modalities Update – Dr. Christy Dryer
 - 15) Strategic Plan update – Dr. Kimberly Joyce
 - 16) Old Business/New Business
 - *a. Next Meeting, February 23, 2023 at 4:00 p.m., in EMB213 and via Teams
 - 17) Adjournment
- * Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

January 26, 2023

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

Roll Call- In Person– Mark Mortenson, Donna Horgan, Kathleen Kunda, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

Via Teams: Raymond W. Hamm, Sarah W. Colenda 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 Donna Horgan, the agenda was approved.
- 3) Approval of December 1, 2022 Board Meeting Minutes – On the motion of Donna Horgan and seconded by Sarah W. Colenda, the minutes of December 1, 2022 were approved as presented.
- 4) Academic Senate Report – Dr. Christopher Castillo

Senate’s next meeting is scheduled for February 1, 2023

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

CSO

No updates

APO

APO hosted a holiday get together during their December 17, 2022 monthly meeting. A white elephant gift exchange was held and food from Costco was enjoyed by all.

APO held two fundraiser raffles and a silent auction at All College Day on January 11, 2023. The Silent Auction was for the parking space on the North East campus and Elkton Station. The North East parking spot went for \$85.00 and the Elkton Station parking spot received no bids. There was a 50/50 raffle which APO made \$195 and a raffle for a Kate Spade themed basket that raised \$185. All of the funds will be deposited to the APO Scholarship Fund.

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 March or April.

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

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

Dr. Bolt participated in the Economic Development Commission meeting, Local Management Board, Cecil County Chamber Government Relations Committee, and Northern Maryland Technical Council (NMTC) meeting.

Dr. Bolt participated in NMTC's iDisruptor virtual event, Deep Resiliency. Once confined to risk management departments, organizational resiliency has quickly risen to the top of board and management agendas. In a persistently volatile world, a "deep resiliency" strategy and the actions that undergird it has come to separate the highest-performing organizations from the rest. With global economic and geopolitical headwinds top of mind entering 2023, organizations face an even broader set of challenges, including addressing ESG, supply chain, and workforce retention issues.

Dr. Bolt participated in the Maryland Association of Community College (MACC) Council of Presidents meeting, MACC legislative committee, and MACC's Trustee conference.

Dr. Bolt provided a state of the College address to employees on January 11, 2023. Key performance indicators from the strategic plan were shared along with new programs and the college budget.

Dr. Bolt attended the Reverend Dr. Martin Luther King, Jr. service directed by Wright's AME Church and hosted at Five Rivers Church in Elkton. Guest speaker was Loucious Hires, Executive Chief of the Office of Equity and Employee Support Services for the United States Secret Service. There may be opportunities for Cecil students within his agency.

Dr. Bolt attended the college viewing of the Governor of Maryland's Inauguration hosted by Milburn Stone Theater. This historic event was open to student and employees.

Dr. Bolt attended the Cecil County Chamber's State of the Economy breakfast featuring presentations by County Executive Hornberger and Economic Development Director William Sorenson.

The college hosted the American Motor Vehicle Administration filming on campus and greeted representatives along with our staff and executive team members. Cecil College was recommended by Maryland Motor Vehicle Administration to the American Motor Vehicle Administration to be the site for filming their new training videos.

7) Proposed Resolution: Personnel Items – Moved by Raymond W. Hamm and seconded by Dr. Cydney T. Teal, the Personnel Items were approved as presented.

RESOLUTION NO: 23-001
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: Timothy Kipp
Position: Maintenance Technician
Salary Grade: 11
Division: Finance and Administration
Category: Non-Exempt
Effective: January 14, 2023

New Hires

Name: Brandon Brice
Position: Vice President, Community Relations & College Advancement
Salary Grade: 21
Division: Community Relations & College Advancement
Category: Exempt
Effective: January 2, 2023

Name: Jamie McCloskey
Position: Director, Lifelong Learning
Salary Grade: 15
Division: Academic Programs – Career & Community Education
Category: Exempt
Effective: January 2, 2023

Name: Julie Paulus
Position: Instructional Technologist
Salary Grade: 15
Division: Academic Programs
Category: Exempt
Effective: January 2, 2023

Name: Tricia Selby
Position: Senior Research & Data Visualization Analyst
Salary Grade: 15
Division: Student Services
Category: Exempt
Effective: January 9, 2023

SEPARATIONS/RESIGNATIONS

Name: Erika Brown
Position: Financial Planning & Analysis Manager
Salary Grade: 15
Division: Finance and Administrative
Category: Exempt
Effective: January 6, 2023

Name: Geoffrey Melendez
Position: Facilities Auxiliary Services Supervisor

January 26, 2023

Salary Grade: Grade 11
Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: January 2, 2023

The President has recommended these personnel actions, therefore, be it:

RESOLVED, that the Board of Trustees approves these personnel actions.

- 8) Proposed Resolution: Animals on Campus Policy - Moved by Kathleen Kunda and seconded by Donna Horgan, the Animals on Campus Policy was approved as presented.

RESOLUTION NO: 23-002
ANIMALS ON CAMPUS POLICY

Animals, including but not limited to pets, are prohibited on campus with the exception of: Service animals as defined by the Americans with Disabilities Act (ADA). Only dogs and miniature horses may be recognized as service animals. The ADA defines service animals as those that are individually trained to do work or perform tasks for an individual with a disability. The task(s) performed must be directly related to the disability. If animals meet this definition, they are considered service animals under the ADA, regardless of whether they are wearing a vest, patch or harness identifying them as service animal and regardless of whether they have been licensed or certified by a state or local government.

Service animals-in-training that are part of a certified or accredited program recognized within the service animal industry to train animals in compliance with the ADA. Service animals-in-training must be clearly identified (i.e., wearing a vest or a scarf) and trainers should notify the College's administration in advance (via the Coordinator of Accessibility Services) of the presence of a service- animal-in- training. The College retains discretion to prohibit access to service-animals-in-training. During work and classroom hours, no more than one service-animal-in-training is permitted on site per employee or student. Unless specified otherwise, the policies that apply to service animals also apply to service-animals-in-training.

Animals for instructional purposes or for Student Life programs as approved by the appropriate College authority; and

Working dogs used by a law enforcement agency for law enforcement purposes.

RESOLVED, that the Cecil College Board of Trustees approves of the Animals on Campus Policy as presented.

- 9) Proposed Resolution: Consent Agenda – Two policies: Prohibition of Weapons Policy and Building Access Policy and Key Control. Moved by Kathleen Kunda and seconded by Donna Horgan, the Prohibition of Weapons Policy and Building Access Policy and Key Control Policy were approved as presented.

RESOLUTION NO: 23-003
PROHIBITION OF WEAPONS POLICY

The Board of Trustees has the responsibility for approving Policies of the College

- Prohibition of Weapons Policy
- Building Access Policy and Key Control

The proposed two 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 two policies to become effective January 26, 2023.

RESOLUTION NO: 23-004
BUILDING ACCESS POLICY AND KEY CONTROL

The Board of Trustees has the responsibility for approving Policies of the College

- Prohibition of Weapons Policy
- Building Access Policy and Key Control

The proposed two 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 two policies to become effective January 26, 2023.

10) *Stricken from agenda – Proposed Resolution: Faculty Rank and Promotion Policy

11) Review “Draft” Trustee By-Laws

Trustee Mortenson reviewed the draft Trustee By-Laws with the Trustees. The final review of the Trustee By-Laws will be presented to the board in February to discuss any changes and will be voted on in March.

12) 2024 Consolidated Fee – Mr. Craig Whiteford

Mr. Whiteford presented on the Consolidated Fee structure that will replace the existing Registration Fee and will be implemented April 1, 2023.

13) Financial Report for November 2022 and December 2022– Mr. Christopher Mills

Mr. Mills reviewed financial information for November 30, 2022 and December 31, 2022. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

14) Online Education and Class Modalities Update – Dr. Christy Dryer

Dr. Dryer shared a presentation on how online education and class modalities have changed since the pandemic started in March 2020.

15) Strategic Plan Update – Dr. Kimberly Joyce

Dr. Joyce provided an update on enrollment and shared data from Tableau that aligns with our Strategic Plan’s key performance indicators.

16) Old Business/New Business

Old Business

- Trustee Mortenson attended the MACC Trustee Conference in Annapolis along with Dr. Mary Way Bolt, and, Trustee Kathleen Kunda. Trustee Mortenson provided a brief update on the data and information that was provided at the conference.

New Business

- None

17) Close Regular Session

- Next Regular Session will be held on Thursday, February 23, 2023. The meeting will take place in person at Cecil College 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.
- The regular meeting adjourned at 6:08 p.m. A motion was made by Kathleen Kunda and seconded by Donna Horgan to adjourn the meeting.