

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, January 30, 2020
Regular Session: 4:00 p.m. EMB 213.

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of December 5, 2019 Meeting Minutes
- 4) Academic Senate Report – Dr. Anne Edlin
- 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Dann Combs
- 6) President’s Update – Dr. Mary Way Bolt
- 7) Sabbatical Presentations – Dr. Christy Dryer
 - Christine D. Warwick, M.S. – Microbiology Laboratory Education in the 21st Century
 - Craig Frischkorn, Ph.D. – Grammar Handbook for Cecil Students
- *8) Proposed Resolution: Personnel Actions December 2019– Dr. Mary Way Bolt
- *9) Proposed Resolution: Alcohol and Controlled Substances Testing for Commercial Transportation Students and Employees Policy – Dr. Christy Dryer
- *10) Proposed Resolution: Vehicle Use by College Employees Policy – Mr. Christopher Mills
- *11) Proposed Resolution: Rental of Classrooms and Facilities (External/Internal) North East & Elkton Station Campuses Policy – Mr. Christopher Mills
- *12) Proposed Resolution: Approval of Annual Operating and Minor Capitol Budget for the Fiscal Year 2020/2021 – Mr. Hugh Curran
- *13) Proposed Resolution: Service Animal Policy – Dr. Kimberly Joyce
- *14) Proposed Resolution: Academic Program Approval – Lower Division Certificate in Equine Studies – Management – Dr. Christy Dryer
- *15) Proposed Resolution: Academic Program Approval – Lower Division Certificate in Equine Studies – Dr. Christy Dryer
- *16) Proposed Resolution: Acceptance of Grant Agreement – Chesapeake Transportation & Logistics Partnership – Mr. Hugh Curran
- *17) Proposed Resolution: Reduction in Force Policy – Ms. Lauren Fleck
- 18) Financials – Mr. Hugh Curran

- 19) Academic Programs Presentation: Nursing Program Update – Dr. Nancy Norman-Marzella, Dean of HHS and Dr. Roxanne Rash, Assistant Director of Nursing
- 20) Middle States Report – Dr. Christy Dryer and Dr. Kimberly Joyce
- 21) Spring Enrollment Update – Dr. Kimberly Joyce
- 22) Old Business/New Business
 - *a. Next Meeting, February 27, 2020 at 4:00 p.m., Cecil College North East Campus, EM213.
- 23) Adjournment

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

December 5, 2019

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

Roll Call: Present –Mark Mortenson, Chair; Donna Horgan, Raymond Hamm, Kathleen Kunda, and Dr. Mary Way Bolt, President of Cecil College.

Absent: Sarah Colenda, Dr. Cydney T. Teal and Michael Scibinico

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 by phone Hugh Curran, Vice President of Administrative Services

- 2) Approval of Agenda – On motion of Raymond Hamm, seconded by Kathleen Kunda the agenda was approved as presented.
- 3) a.) Approval of October 28, 2019 Board Meeting Minutes – On motion of Donna Horgan and seconded by Kathleen Kunda, the minutes of October 28, 2019 were approved as written.
b.) Approval of October 28, 2019 Joint Meeting Minutes with Cecil County Public Schools – On motion of Donna Horgan and seconded by Kathleen Kunda, the minutes of October 28, 2019 were approved as written.
- 4) Academic Senate Report – Dr. Ebony Roper reported that Senate held a fundraiser to purchase holiday gifts for forty children at the Family Education Center. Senate had funds left over from purchasing the gifts and donated that money to the Food Pantry at Cecil

Starting in January 2020, Dr. Anne Edlin will assume the role of Senate President.

- 5) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Ms. Melissa Redfield reported for both APO and CSO. APO meetings are held the third Thursday of the month and Mr. Daniel Combs was elected for the position of President for APO starting December 21st. APO made a donation of \$735 to student scholarships and will be working on 2020 goals.

CSO had twenty attendees at their last meeting and they are working on their strategic priorities. A fund raiser was held at Chick-Fil-A and raised \$503 for student scholarships. CSO will sell donuts and coffee at All College Day to raise funds for scholarships.

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

Dr. Bolt attended the NAACP Annual Banquet along with students and staff from Student Services.

Senator Van Hollen visited campus and enjoyed lunch with students. While visiting he was especially interested in speaking with our Cybersecurity students and viewing our Cybersecurity classroom.

Dr. Bolt attended the Nursing Advisory Committee meeting and members had the opportunity to meet with students and faculty.

Dr. Bolt attended the Economic Development Commission, Northern Maryland Technical Council, and Local Management Board meeting.

Dr. Bolt participated in the Maryland Association of Community Colleges/University System of Maryland leadership team meeting.

Dr. Bolt attended the Fall Open House event on the North East campus.

Dr. Bolt participated in the Moore College of Art and Design articulation signing event.

Dr. Bolt presented a college update to the Cecil College Foundation and the Multicultural Student Advisory Board.

Dr. Bolt attended the Army Alliance Annual breakfast meeting.

Dr. Bolt met with Cecil County Public School Superintendent.

7) Proposed Resolution: Personnel Items – Moved by Raymond Hamm and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

RESOLUTION NO: 19- 069
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:	Tiffany Dowell
Position:	Career Development Coordinator
Salary Grade:	17
Division:	Career Services
Category:	Exempt
Effective:	October 28, 2019

Name: Joanne Owens
Position: Admissions Counselor
Salary Grade: 14
Division: Admissions
Category: Exempt
Effective: November 25, 2019

Name: Mark Metcalf
Position: Director of Career Services
Salary Grade: 17
Division: Career Services
Category: Exempt
Effective: November 4, 2019

Name: Daniel Steuernagle
Position: Maintenance Technician
Salary Grade: 11
Division: Maintenance
Category: Non Exempt
Effective: November 4, 2019

SEPARATIONS/RESIGNATIONS

Name: Roy King
Position: Lead Help Desk Technician
Salary Grade: 11
Division: Information Technology
Category: Non Exempt
Effective: November 15, 2019

Name: Lisa Wainwright
Position: Executive Director of Foundation and Alumni Development
Salary Grade: 17
Division: Community Relations and College Advancement
Category: Exempt
Effective: November 6, 2019

Name: Vanessa Gray
Position: Desktop Coordinator
Salary Grade: 13
Division: Information Technology
Category: Exempt
Effective: December 31, 2019

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

- 8) Proposed Resolution – Recruitment and Hiring Policy - Moved by Kathleen Kunda, and seconded by Donna Horgan, the board approved the Recruitment and Hiring Policy

RESOLUTION NO: 19- 070
APPROVAL OF RECRUITMENT AND HIRING POLICY

Cecil College recruits and hires faculty and staff on the basis of job-related selection criteria, demonstrated ability, experience, and training. Cecil College is committed to employing qualified individuals without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, genetic information, disability, veteran status, or any other characteristic protected by federal, state, and/or local law. The President is responsible for recruitment, selection, and appointment of full-time faculty, classified staff, and administrative employees and part time and adjunct employees, subject to approval by the Board of Trustees.

In furtherance of this policy, vacant full-time positions will normally be posted internally and externally. A Divisional Vice President who would like to waive a full-time posting and/or post the position as an internal posting only, must submit a memo to the President, with a copy to Human Resources, explaining the rationale for the request. The President may waive a full-time posting requirement and/or permit a position to be advertised internally when in the best interests of the College. The following factors are taken into consideration when considering the request to waive a posting requirement and/or to permit internal posting: review of current full- or part-time employees or otherwise qualified applicants who possess the requisite skills, qualifications, and academic credentials for the position.

The recruitment, selection, and appointment of individuals for employment at Cecil College are carried out through governance between the President, Vice Presidents, Search Committees, and Human Resources. The Vice Presidents, Search Committees, and Human Resources provide advice and recommendations to the President. The final decision with respect to the appointment of a College employee rests with the President.

The President recommends that the Board of Trustees accept the policy. Now, therefore, be it RESOLVED, that the Cecil College Board of Trustees accepts Recruitment and Hiring Policy.

- 9) Proposed Resolution – Issuing Property Policy and Asset Tracking – Moved by Raymond Hamm seconded by Donna Horgan, the Board of Trustees approved the Issuing Property Policy and Asset Tracking.

RESOLUTION NO: 19- 071
APPROVAL OF ISSUING PROPERTY POLICY AND ASSET TRACKING

The Issuing Property Policy and Asset Tracking outlines how College property is issued to employees and volunteers of Cecil College. Property includes, but is not limited to, College supplies, equipment, material, hardware, software, keys, uniforms, and vehicles, provided to employees and volunteers during their assignment at Cecil College.

The President recommends that the Board of Trustees accept the policy. Now, therefore, be it RESOLVED, that the Cecil College Board of Trustees accepts Recruitment and Hiring Policy.

- 10) Proposed Resolution – Resignation-Voluntary Separation from Employment Policy – Moved by Donna Horgan and seconded by Kathleen Kunda, the Board of Trustees approved the Resignation-Voluntary Separation from Employment Policy.

RESOLUTION NO: 19-072
APPROVAL OF RESIGNATION-VOLUNTARY SEPARATION FROM EMPLOYMENT POLICY

The Board of Trustees has delegated authority to the President to accept notices of separation of employment by College employees. The Board of Trustees confirms the President’s action at its regularly scheduled meeting.

The President recommends that the Board of Trustees accept the policy. Now, therefore, be it RESOLVED, that the Cecil College Board of Trustees accepts Resignation-Voluntary Separation from Employment Policy.

- 11) Proposed Resolution – Job Abandonment Policy - Moved by Raymond Hamm and seconded by Kathleen Kunda, the Board of Trustees approved the Job Abandonment Policy

RESOLUTION NO: 19- 073
APPROVAL OF JOB ABANDONMENT POLICY

Employees are required to report to work as scheduled, unless the employee is on approved leave (including sick and safe leave) or the employee’s absence or tardiness is excused by the employee’s supervisor. If an employee fails to report to work without properly contacting and obtaining approval for the absence from his/her supervisor (i.e. absence on a “no call/or show” basis) for three (3) scheduled consecutive working days, the employee will be considered to have abandoned his/her job, effective at the end of their normal shift on the third day. Proper use of sick and safe leave will not count toward the three (3) days for job abandonment. If an employee abandons his/her job, the College will process separation paperwork.

The President recommends that the Board of Trustees accept the policy. Now, therefore, be it RESOLVED, that the Cecil College Board of Trustees accepts the Job Abandonment Policy.

- 12) Proposed Resolution – Acceptance of Harford Community College Nurse Support Program II Sub-Award and Grant Agreement – Moved by Raymond Hamm and seconded by Kathleen Kunda, the Harford Community College Nurse Support Program II Sub-Award and Grant Agreement was approved as presented.

RESOLUTION NO: 19- 074
APPROVAL OF HARFORD COMMUNITY COLLEGE NURSE SUPPORT PROGRAM
II SUB-AWARD AND GRANT AGREEMENT

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2)(h) (2017), Cecil College is empowered to seek grants.

The College applied to Harford Community College (HCC) for funds to increase the number of associate degree nursing students from Cecil College. Harford Community College awarded \$25,432 to meet this goal.

The President is satisfied 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 HCC sub award grant in the amount of \$25,432 and directs that these funds be used to increase the number of associate degree nursing students from Cecil College for the period August 15, 2019 through June 30, 2020.

- 13) Proposed Resolution –Grant Application/Acceptance Policy- Moved by Kathleen Kunda and seconded by Raymond Hamm, the Grant Application/Acceptance Policy was approved as presented.

RESOLUTION NO: 19-075
APPROVAL OF GRANT APPLICATION/ACCEPTANCE POLICY

It is the policy of Cecil College that all grant applications be reviewed for alignment with the College's Mission and Strategic Plan. Accordingly, all grant applications require the authorization of the College President prior to submission to the granting agency.

All grant awards must be presented to and approved by the College Board of Trustees prior to acceptance from the granting agency or organization.

The President recommends the policy to the Board of Trustees to accept the policy. Now, therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Grant Application/Acceptance Policy.

- 14) Proposed Resolution –December Graduation Candidates Report- Moved by Kathleen Kunda and seconded by Raymond Hamm, the December Graduation Candidates Report was approved as presented.

RESOLUTION NO: 19-076
APPROVAL OF DECEMBER GRADUATION CANDIDATES REPORT

The Board of Trustees has been authorized by the Maryland Higher Education Commission to award degrees and certificates. Each of the candidates on the attached list expects to complete all coursework in accordance with his/her prescribed curriculum and the Registrar has verified that the academic record of each candidate is accurate and that each candidate is eligible to receive their certificate or degree pending final review after the current semesters grades have been recorded.

The Vice President for Academic Programs has certified that each is an eligible candidate who expects to fully meet the requirements of his/her specific curriculum.

The President is satisfied that these candidates are in fact eligible for graduation pending a final review once the current semesters grades are recorded; therefore, be it

RESOLVED, that these candidates be approved for graduation as of December 31, 2019.

15) Financial Report – Mr. Hugh Curran

Mr. Curran reviewed financial information as of October 31, 2019. He reviewed actual and projections versus budget operating revenue and expenses as well as working capital.

16) Campus Safety and Security – Mr. Walt Beaupre

Mr. Beaupre reviewed the Public Safety Department Assessment that was conducted by D. Stafford & Associates in January 2019.

17) Barnes & Noble Bookstore Move – Mr. Chris Mills

Mr. Mills presented the designs for the new Bookstore and Café and indicated where books and food in the café would be housed. The Fresh and Foodservice offerings that were chosen by students were revealed as well.

18) Marketing Update – Ms. Amy Henderson

Ms. Henderson played a video showing educational opportunities at Cecil College that will air on television.

19) Old Business/New Business

Old Business

- None

New Business

- Mr. Mortenson reminded the Trustees that the college will hold its Annual Holiday party on Thursday, December 19, 2019 from 12-2 pm. in TC-208. Trustees and the Foundation Board and members are invited to attend.
- Mr. Mortenson mentioned several events happening at the college the weekend of Dec 6, 7,8th. Rock-n-Roll Holiday at Elkton Station, STEM posters 12/6 4-6pm in the Engineering and Math Building. Art & Design show 5-8 pm Friday, 12/6 and

December 5, 2019

the Milburn Stone Theatre will host an Independent Film Series throughout the weekend. Tickets can be purchased at www.milburnstone.com

- December 18th the Visual Communication Program will host their annual exhibit in the Technology Center.
- Mr. Mortenson reminded Trustees of the Holiday Gift Donation for scholarships.

Close Regular Session

- a. Next Regular Session will be held on Thursday, January 30, 2020. The meeting will take place in the Engineering and Math building, Room 213 beginning at 4:00 p.m. A motion was made by Raymond Hamm and seconded by Kathleen Kunda for the next regular session meeting and was approved.
- b. A motion to adjourn the regular session was made by Donna Horgan and seconded by Kathleen Kunda and approved.
- c. The regular meeting adjourned at 5:23 p.m.