

CECIL COLLEGE  
BOARD OF TRUSTEES MEETING

Thursday, March 26, 2020

Regular Session: 4:00 p.m. – Teleconference Meeting

The call-in number is: 800-501-8979

Access Code: 2871025

Please announce yourself when connected for Roll Call

**A G E N D A**

- 1) Roll Call
  - \* 2) Approval of Agenda
  - \* 3) Approval of February 27, 2019 Meeting Minutes
  - 4) President’s Report - Dr. Mary Way Bolt
  - \* 5) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
  - \* 6) Proposed Resolution: May 2020 Graduation Candidates – Dr. Christy Dryer
  - \* 7) Proposed Resolution: Academic Program Approval- Associate of Applied Science in Criminal Justice  
– Dr. Christy Dryer
  - \* 8) Proposed Resolution: Grading Policy – Dr. Christy Dryer
  - \* 9) Proposed Resolution: Proposal to Construct a Public Junior, Community or Regional Community  
College or Addition Thereto – Ms. Chris Ann Szep
  - \*10) Proposed Resolution: External Auditor’s Contract for Year Ending Jun 30, 2020 – Mr. Hugh Curran
  - 11) Financial Report – Mr. Hugh Curran
  - 12) Middle States Update: Dr. Christy Dryer and Dr. Kimberly Joyce
  - 13) Old Business/New Business
  - \*a. Regular Session: Thursday, April 30, 2020 at 4:00 p.m., EMB 213.
  - 14) Adjournment
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CECIL COLLEGE  
BOARD OF TRUSTEES  
MINUTES

February 27, 2020

- 1) Vice-Chairman Dr. Cydney T. Teal called the regular session to order at 4:00 p.m.

Roll Call: Present – Dr. Cydney T. Teal, Vice Chair, Michael J. Scibinico, Kathleen Kunda, and Dr. Mary Way Bolt, President of Cecil College.

By Phone: Donna Horgan, Mark Mortenson, and Raymond Hamm

Absent: Sarah Colenda

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; Chris Ann Szep, Vice President Community & Gov't Relations and College Advancement and Hugh Curran, Vice President of Administrative Services

- 2) Approval of Agenda – On motion of Kathleen Kunda, seconded by Michael Scibinico the agenda was approved as presented.
- 3) Approval of January 30, 2020 Board Meeting Minutes – On motion of Raymond Hamm and seconded by Kathleen Kunda, the minutes of January 30, 2020 were approved as written.
- 4) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) Mr. Daniel Combs, President of APO, reported for both APO and CSO.

APO has created two subcommittees: Bylaws and Constitution and a Fundraising Committee. Phoenix Rising, the wood fired pizza truck is doing well on campus.

At the APO and CSO meeting, Dr. Dryer and Dr. Joyce reviewed a Middle States presentation with members.

- 5) Academic Senate Report – Dr. Anne Edlin reported that Senate met on Wednesday, February 5, 2020. The Faculty Affairs committee had several suggestions for improvements to five procedures that were approved by Senate and passed onto Dr. Bolt.

Academic Affairs approved two new courses, four revised courses, three revised certificates, two revised programs and archived two courses.

Senate will continue to host the annual Appreciation Lunch for Facilities. The lunch will be held on April 24<sup>th</sup>.

The next Senate meeting will take place on Wednesday, March 4<sup>th</sup>. Dr. Dryer will provide a pre-Middle States presentation and Senate will continue to work on updating the constitution.

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

Dr. Bolt participated in Student Advocacy Day where students could meet with Cecil County delegation and voice concerns regarding issues for community college students. Trustee Donna Horgan joined the group and shared her support for community college students.

Dr. Bolt participated in Cecil County's Economic Development Commission meeting and Northern Maryland Technical Council board meeting.

Dr. Bolt participated in the Maryland Association of Community College President's meeting.

Dr. Bolt provided written testimony on two House of Delegates bills and provided oral testimony regarding transfer challenges for community college students.

Dr. Bolt participated in the Socrates Society event and took the opportunity to thank the generous donors. Dr. Bolt also provided college updates to the Cecil College Foundation and thanked foundation members.

Dr. Bolt provided a welcome to our strategic planning committee and consultants from Campus Lab. The college's new strategic plan will be completed by June 2020.

Dr. Bolt congratulated Mark Mortenson on his honor of receiving The Northern Maryland Technical Council Award as a Leader during the Visionary Award ceremony taking place after the close of the board meeting.

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

**RESOLUTION NO: 20-011  
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: Ashley Biasucci  
Position: Associate Director of Foundation and Alumni Development  
Salary Grade: 16  
Division: Community Relations and College Advancement  
Category: Exempt  
Effective: February 17, 2020

Name: Corey Walsh  
Position: Special Police Officer  
Salary Grade: 11  
Division: Public Safety  
Category: Non Exempt  
Effective: February 17, 2020

## SEPARATIONS/RESIGNATIONS

Name: Mark Metcalf  
Position: Director of Career Services  
Salary Grade: 17  
Division: Student Services  
Category: Exempt  
Effective: February 14, 2020

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

- 8) Proposed Resolution – Sabbatical Resolution – Christine D. Warwick, M.S. -  
Moved by Kathleen Kunda, and seconded by Raymond Hamm, the board approved the Sabbatical Resolution for Christine D. Warwick, M.S.

### RESOLUTION NO: 20-012

### APPROVAL OF SABBATICAL FOR CHRISTINE D. WARWICK, M.S.

The Board of Trustees policy stipulates that a sabbatical leave may be granted after six years of fulltime employment as a member of the faculty of the College. The recipient is obliged to return to the College for at least one full academic year of service immediately following the expiration of such leave or make total restitution to the College for all monetary benefits received. A qualified faculty member may receive half salary for one academic year for which the leave is granted.

Christine D. Warwick, M.S., faculty has requested a sabbatical for a semester in the 2020/2021 academic year, for the purpose of increasing success in the microbiology lab.

The goal of this project is to bring the microbiology lab course into the 21<sup>st</sup> century. The plan involves updating the curriculum to match current microbiological technologies, while still adhering to curriculum guidelines set forth by the American Society for Microbiology.

Ms. Warwick has agreed to return to Cecil College for not less than one full academic year at the conclusion of her sabbatical.

The President of the College has recommended that Christine D. Warwick's request be approved; therefore, be it

RESOLVED, that Christine D. Warwick, M.S. is granted a one semester sabbatical leave during the 2020/2021 academic year, pending adequate funding of the Operating Budget

- 9) Proposed Resolution – Sabbatical Resolution – Craig Frischkorn, Ph.D. – Moved by Kathleen Kunda seconded by Michael Scibinico, the Board of Trustees approved the Sabbatical Resolution for Craig Frischkorn, Ph.D.

**RESOLUTION NO: 20-013**  
**APPROVAL OF SABBITICAL FOR CRAIG FRISCHKORN, PH.D.**

The Board of Trustees policy stipulates that a sabbatical leave may be granted after six years of fulltime employment as a member of the faculty of the College. The recipient is obliged to return to the College for at least one full academic year of service immediately following the expiration of such leave or make total restitution to the College for all monetary benefits received. A qualified faculty member may receive half salary for one academic year for which the leave is granted.

Craig Frischkorn, Ph.D. faculty has requested a sabbatical for a semester in the 2020/2021 academic year, to write, edit, and publish a concise grammar handbook for Cecil students.

The goal of this project is to improve the success rate in English classes. The grammar handbook will be easy for students to download and use, and it will draw on the expertise of the English faculty. The book will be used to teach editing skills in developmental and College Composition courses; it will be tailored to meet students on their level by drawing on real examples from student work. The customized book will address the most important writing problems our students face. Formatted as an e-book, it will be downloadable and free to all – for use in and out of class.

Mr. Frischkorn has agreed to return to Cecil College for not less than one full academic year at the conclusion of her sabbatical.

The President of the College has recommended that Craig Frischkorns' request be approved; therefore, be it

RESOLVED, that Craig Frischkorn is granted a one semester sabbatical leave during the 2019/2020 academic year, pending adequate funding of the Operating Budget.

- 10) Proposed Resolution – Approval of the Hazard Communication Policy – Moved by Kathleen Kunda and seconded by Michael Scibinico, the Board of Trustees approved the Hazard Communication Policy

**RESOLUTION NO: 20-014**  
**APPROVAL OF HAZARD COMMUNICATION POLICY**

Pursuant to the requirements set forth in OSHA Standard 29 CFR 1910.1200, “Hazard Communication”; COMAR 09.12.33 Maryland Occupational Safety and Health Regulations for Access to Information About Hazardous and Toxic Substances, Cecil College will establish an on-going program providing access to information about hazardous substances in the workplace.

The President of the College has recommended that Hazardous Communication Policy be approved; therefore, be it

RESOLVED, that the Board of Trustees approves the Hazardous Communication Policy as of February 27, 2020.

- 11) Proposed Resolution – Approval of Affirmative Action Policy - Moved by Kathleen Kunda and seconded by Michael Scibinico, the Board of Trustees approved the Affirmative Action Policy

**RESOLUTION NO: 20-015**  
**APPROVAL OF AFFIRMATIVE ACTION POLICY**

Cecil College takes affirmative action, within legal and regulatory guidelines to employ, retain, advance, and eliminate bias toward minorities, women, protected veterans and individuals with disabilities.

The President of the College has recommended that the Affirmative Action Policy be approved; therefore, be it

RESOLVED, that the Board of Trustees approves the Affirmative Action Policy as of February 27, 2020.

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

**RESOLUTION NO: 20-016**  
**APPROVAL OF DRUG AND ALCOHOL POLICY**

It is the policy of Cecil College to be drug-free in order to ensure a safe, healthy and productive work and learning environment. Cecil College is committed to enforcing this policy consistent with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. This includes notice to campus members about items including policies; disciplinary sanctions for violations of policy by students and employees; educational opportunities available concerning the adverse effects of alcohol and drug abuse; and sources for counseling, treatment and rehabilitation

The President of the College has recommended that the Drug Use and Alcohol Abuse Prevention Policy be approved; therefore, be it

RESOLVED, that the Board of Trustees approves the Drug Use and Alcohol Abuse Policy as of February 27, 2020.

- 13) Proposed Resolution –Jury Duty Policy- Moved by Raymond Hamm and seconded by Kathleen Kunda, the Jury Duty Policy was approved as presented.

**RESOLUTION NO: 20-007**  
**APPROVAL OF JURY DUTY POLICY.**

Cecil College recognizes that jury duty is a civic responsibility. All full time employees that are called to jury duty shall be excused from work, with pay for the period of duty required. All part time employees, shall be excused from work without pay, but may request to make up their shifts to their supervisor. No adverse employment action will be taken against employees due to

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their service as jurors. Employees may retain all compensation or fees received for serving as jurors.

The President of the College has recommended that the Jury Duty Policy be approved; therefore, be it

RESOLVED, that the Board of Trustees approves the Jury Duty Policy as of February 27, 2020.

- 14) Proposed Resolution –Tobacco Free Policy - Moved by Kathleen Kunda and seconded by Michael Scibinico, the Tobacco Free Policy was approved as presented.

**RESOLUTION NO: 20-018**  
**APPROVAL OF TOBACCO FREE POLICY**

Cecil College is dedicated to promoting a healthy and productive environment for students, faculty, staff, visitors, contractors, and guests. The Tobacco-Free Campus Policy is intended to reduce the health risks associated with smoking and secondhand smoke, demonstrate best healthcare practices, and promote a campus culture of wellness.

Smoking and all uses of tobacco products shall be prohibited from all Cecil College owned and leased properties and facilities, including but not limited to parking lots, courtyards, entrance and exit ways, vehicles, sidewalks, common areas, grounds, and athletic facilities. Use of any tobacco product in College owned or leased vehicles is also prohibited.

Tobacco use is defined as any lighted or unlighted cigarette, cigar, pipe, or smoking product, including smokeless tobacco and electronic cigarettes, in any form.

The President of the College has recommended that the Tobacco Free Policy be approved; therefore, be it

RESOLVED, that the Board of Trustees approves the Tobacco Free Policy as of February 27, 2020.

- 15) Proposed Resolution –Acceptance of the Educational Leave Policy - Moved by Kathleen Kunda and seconded by Michael Scibinico, the Educational Leave Policy was approved as presented.

**RESOLUTION NO: 20-019**  
**APPROVAL OF THE EDUCATIONAL LEAVE POLICY**

Cecil College values employee development as an important element of its educational mission. This policy provides an opportunity for up to five (5) days of educational leave per fiscal year, July 1 - June 30, to eligible full-time 12-month faculty, administrative and classified staff. After completion of one year of full-time service, full-time 12-month faculty, administrative, and classified staff are eligible to use educational leave.

The President of the College has recommended that the Educational Leave for Twelve Month Employees Policy be approved; therefore, be it

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RESOLVED, that the Board of Trustees approves the Educational Leave for Twelve Month Employees Policy as of February 27, 2020.

16) Financial Report – Mr. Hugh Curran

Mr. Curran reviewed financial information as of January 31, 2020. He reviewed actual and projections versus budget operating revenue and expenses as well as working capital.

17) Old Business/New Business

Old Business

- None

New Business

- None

18) Close Regular Session

- a. Next Regular Session will be held on Thursday, March 26, 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 Michael Scibinico 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 Kathleen Kunda and seconded by Michael Scibinico and approved.
- c. The regular meeting adjourned at 4:23 p.m.