

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, March 31, 2022
Regular Session: 4:00 p.m.

In person (EMB-213) & Microsoft Teams meeting

Join on your computer or mobile app

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A G E N D A

**CONGRATULATIONS TO THE MEN'S BASKETBALL TEAM
ELITE EIGHT APPEARANCE IN THE 2022 NJCAA MEN'S BASKETBALL
DIVISION II CHAMPIONSHIP**

- 1) Roll Call
- * 2) Approval of Agenda
- 3) Basketball Championship Recognition – Trustee Mark Mortenson
- * 4) Approval of February 24, 2022 Meeting Minutes
- 5) Academic Senate Report – Dr. Christopher Castillo
- 6) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Gary Brown
- 7) President's Report - Dr. Mary Way Bolt
- * 8) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- * 9) Proposed Resolution: Telework Policy – Ms. Michelle Williams
- *10) Proposed Resolution: May 2022 Graduation Candidates – Dr. Kimberly Joyce
- *11) Proposed Resolution: Associate of Applied Science degree in Digital Commerce – Dean Jon Esser
- 12) Financial Report – Mr. Christopher Mills
- 13) Old Business/New Business
 - *a. Regular Session: **Wednesday, April 27, 2022 at 4:00 p.m., In Person and TEAMS.**
- 14) Adjournment

Upcoming Events

- April 20 – 5:30-8:00 pm – NMTC Visionary Awards
- April 23 – 6:30-9:30 pm – Hall of Fame – <https://cecilathletics.com/general/2021-22/releases/20220304jpwpg>
- April 27 – 4:00pm – New date for April Board of Trustee meeting
- April 28 – 3:00-6:00 pm – 2022 MACC Leadership Conference
- April 29 – 3:00-5:00 pm – STEM Poster Night – Engineering & Math Building
- May 12 – 6:00 pm – PTA pinning ceremony– Milburn Stone Theatre
- May 13 – 6:00 pm – Nursing pinning ceremony – Milburn Stone Theatre
- May 14 – 6:00 pm – Collegium de Vinum Wine Gala – <https://www.cecil.edu/event/gala>
- May 15 – 3:00 pm - Graduation

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES
March 31, 2022

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

Roll Call via Zoom– Mark Mortenson, Raymond W. Hamm, Michael J. Scibinico, II, Donna Horgan, Kathleen Kunda, Dr. Cydney T. Teal, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

Absent: Sarah W. Colenda

Also present via Zoom were Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Christopher Mills, Vice President of Finance, Michelle Williams, Executive Director of Human Resources and, via Teams: Chris Ann Szep, Vice President of Community and Government Relations and College Advancement and Interim CIO.

- 2) Approval of Agenda –On motion of Kathleen Kunda, seconded by Raymond W. Hamm, the agenda was approved.
- 3) Basketball Championship Recognition – Trustee Mortenson congratulated the men’s basketball team and presented each player, coach and the athletic staff with a certificate for being part of the elite eight in the 2022 National Junior College Athletic Association men’s basketball Division II championship. A PowerPoint presentation of all of the players, coaches and athletics employees was shown when presented with their certificate.
- 4) Approval of February 24, 2022 Board Meeting Minutes – On the motion of Kathleen Kunda and seconded by Raymond Hamm, the minutes of February 24, 2022 were approved as presented.
- 5) Academic Senate Report- Dr. Christopher Castillo
Senate met March 2, 2022. Several policies were updated

Senate will meet on April 6, 2022

- 6) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Daniel Combs

APO

APO had its first hybrid meeting since the pandemic.

APO is still looking for additional food trucks to bring to campus. A food truck named “Guapos Tacos” may be interested in starting in the next few weeks.

March 31, 2022

The apparel sale is in its final stages of preparation. Marketing is working with BSN sports to get the appropriate colors and logos on the merchandise. The sale is expected to go live in mid to late April.

As a reminder, APO meets the 3rd Thursday of every month at 9am and is hybrid. Please remind employees of the dates and times if they are interested in attending.

The next meeting is April 21, 2022 and will be hybrid.

CSO

CSO will be hosting another Chick Fil A night in Elkton at the end of April, with a portion of the proceeds going toward the CSO Student Scholarship Fund. More information will be posted soon in the Communique.

The next meeting is April 12, 2022.

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

Dr. Bolt provided in person testimony in support of SB 540 Transfer with Success Act.

Dr. Bolt participated in Economic Development Commission meeting, Local Management Board, Northern Maryland Technology Council, Susquehanna Workforce Investment Board.

Dr. Bolt provided a welcome and participated in Cecil College's Cybersecurity Advisory Board.

Dr. Bolt attended the Army Alliance annual luncheon meeting which featured Maryland Secretary of Commerce, R. Michael Gill. Updates on Aberdeen Proving Grounds were provided during the meeting.

Cecil College and Dr. Bolt hosted Major General Robert Edmonson, II Senior Commander at Aberdeen Proving Ground and provided a campus tour of STEM related programs. Major General Edmonson is a graduate of Frostburg University.

Dr. Bolt presented Cecil College to the Cecil Leadership Institute and participants were able to hear from a panel of outstanding students.

Dr. Bolt attended Senior Commander of Aberdeen Proving Ground and Commanding General United States Army Communications-Electronics Command and Mrs. Ellen Edmonson's dinner hosted at Quarters One.

The National Council of Marketing and Public Relations (NCMPR) prestigious Paragon Awards recognize outstanding achievement in design and communication at community and technical colleges. It is the only national competition of its kind that honors excellence exclusively among marketing and public relations professionals at two-year colleges. Judging for the Paragon Awards is completed by industry experts in marketing, public relations and communication outside of the community colleges. Out of 1,719 amazing entries from 232 community and technical colleges, Cecil College place third in the nation for the Spring 2021 credit brochure.

8) Proposed Resolution: Personnel Items November 2021 – Moved by Kathleen Kunda

and seconded by Donna Horgan, the Personnel Items were approved as presented.

RESOLUTION NO: 22- 007
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:

Name: Corey Walsh
Position: Special Police Officer
Salary Grade: 11
Division: Community Relations and College Advancement
Category: Non Exempt
Effective: March 11, 2022

Name: Wilbur Howell
Position: IT Systems Administrator
Salary Grade: 12
Division: Information Technology
Category: Non Exempt
Effective: March 11, 2022

Name: Eric Soler
Position: Coordinator of Student Engagement
Salary Grade: 14
Division: Student Services
Category: Exempt
Effective: March 4, 2022

Name: Amy Taylor
Position: Facilities Manager
Salary Grade: 15
Division: Finance and Administration
Category: Exempt
Effective: March 11, 2022

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

- 9) Proposed Resolution: Telework Policy – Moved by Raymond W. Hamm and seconded by Kathleen Kunda, the Telework Policy was approved as presented.

RESOLUTION NO: 22-008
APPROVAL OF THE TELEWORK POLICY

Cecil College considers telework to be a viable, flexible work option when both the employee and the job duties are suited to such an arrangement. Telework requires assessment of not only individual employee duties but the employee’s need to interact in person with other members of the College community to support the College’s mission. The President or designee will designate which positions are eligible for telework. Positions that may be considered for telework will be documented within the job description. The employee’s supervisor then has the

responsibility to consider and approve telework pursuant to College policies and procedures. The supervisor's decision will be reviewed and require approval of the area Vice President and Human Resources. Telework arrangements may be modified, suspended, and/or discontinued at any time, at the discretion of the College.

Teleworking allows employees to work offsite for one day each week based upon approval of a supervisor. Employees may also be required by their supervisor to report to campus or other designated worksite during their scheduled remote day to attend in-person meetings or events. Teleworking is not an entitlement. Some positions are not conducive to telework because the essential job functions cannot be performed remotely.

Teleworking can be informal, such as working away from the office on a short-term or limited duration basis or a formal, set schedule of working away from the office as described below.

Employees who are teleworking must continue to adhere to College policies and procedures while working remotely, including, but not limited to, the College's non-discrimination, anti-harassment, and non-retaliation policies. Violations of College policy may result in cessation of teleworking and/or other discipline, up to and including termination of employment.

The proposed policy has been reviewed by the College Management Team, and recommended to the President. Now, therefore, be it:

RESOLVED, that the Board of Trustees adopts the Telework Policy to become effective March 31, 2022.

- 10) Proposed Resolution: May 2022 Graduation Candidates– Moved by Donna Horgan and seconded by Cydney T. Teal, the May 2022 Graduation Candidates were approved as presented.

RESOLUTION NO: 22-009

APPROVAL OF MAY 2022 GRADUATION CANDIDATES

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 on May 15, 2022.

- 11) Proposed Resolution: Associate of Applied Science degree in Digital Commerce– Moved by Raymond Hamm and seconded by Kathleen Kunda, the Associate of Applied Science degree in Digital Commerce was approved as presented.

RESOLUTION NO: 22-010

APPROVAL OF ASSOCIATE OF APPLIED SCIENCE DEGREE IN DIGITAL COMMERCE

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:

- Associate of Applied Science degree in Digital Commerce

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) Financial Report – Mr. Christopher Mills

Mr. Mills reviewed financial information from February 28, 2022. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

13) Old Business/New Business

Old Business

- Trustee Mark Mortenson was the Principal for the day at North East Elementary School on April 6, 2022.

New Business

- None

14) Close Regular Session

- a. Next Regular Session will be held on Wednesday, April 27, 2022. The meeting will take place in person in the Engineering & Math Building, Room 213 and via Teams beginning at 4:00 p.m. A motion was made by Kathleen Kunda and seconded by Raymond Hamm for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 4:52 p.m. A motion was made by Raymond Hamm and seconded by Kathleen Kunda to adjourn the meeting.