

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, August 25, 2022

Regular Session: 4:00 p.m.

Engineering and Math Building RM213 & Virtual

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A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of June 30, 2022 Minutes
- 4) Joint report from Administrative Professional Organization and Classified Staff Organization
- Mr. Daniel Combs
- 5) President's Report – Dr. Mary Way Bolt
- * 6) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- * 7) Proposed Resolution: Approval of August 2022 Candidates for Graduation – Dr. Christy Dryer
- * 8) Proposed Resolution: Annual Fund Balance Designations – Mr. Craig Whiteford
- *9) Proposed Resolution: Vending Services – Mr. Craig Whiteford
- *10) Proposed Resolution: Cultural Diversity Plan – Dr. Kimberly Joyce
- 11) Financial Report – June & July 2022 – Mr. Craig Whiteford
- 12) Old Business/New Business
 - a. Next Meeting, Thursday, September 29, 2022 at 4:00 p.m.
- 13) Adjournment

*Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES

MINUTES

August 25, 2022

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

Roll Call– Mark Mortenson, Raymond W. Hamm, Cameron Brown, Sarah W. Colenda, Dr. Cydney T. Teal, Donna Horgan, Kathleen Kunda, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

Also present were Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, and Michelle Williams, Executive Director of Human Resources

- 2) Approval of Agenda –On motion of Sarah W. Colenda, seconded by Raymond W. Hamm, the agenda was approved.
- 3) Approval of June 30, 2022 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Dr. Cydney T. Teal, the minutes of June 30, 2022 were approved as presented.
- 4) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Daniel Combs

APO

APO held a fundraiser with Zero Degrees on July 25 and received \$178.60. That money will go to the APO Student Scholarship Fund. Another fundraiser with Zero Degrees will be held on August 29, 2022 and 20% of all sales will go to the APO Student Scholarship Fund.

APO hosted a Raffle Basket Fundraiser and raised \$820. A special thank you to Dann Combs, Sherry Hartman, Diane Loomis and Joanne Owens for serving on the Fundraising Committee and putting the baskets together. A Silent Auction for parking spots on the North East Campus and Elkton Station was also held. Altogether, APO raised \$1,430 for Student Scholarships.

The next meeting is tentatively scheduled for September 15, 2022 at 9:00 am.

CSO

CSO has no new updates.

- 5) President’s Report – Dr. Mary Way Bolt

Dr. Bolt participated in Local Management Board meeting, Northern Maryland Technical Council Board meeting, and will be attending the second meeting of the Port of Deposit Historical Park Advisory Commission Meeting on August 31, 2022.

Dr. Bolt participated in the Maryland Council of Community College President’s two-day retreat hosted by Prince George’s Community College.

Dr. Bolt attended NMTC’s World of Wine event in support of student scholarships along with Trustees Mortenson and Kunda. Foundation member Frank Mita also attended the event.

Dr. Bolt attended County Executive Hornberger’s celebration of Cecil County’s Economic Growth and Opportunities event on August 17. This event is hosted in the evening during the Maryland Association of Counties week-long conference.

Dr. Bolt attended Aberdeen Proving Ground Immersion Day on August 23, 2022 which included visits to many of the major commands. The day included a 20-minute helicopter tour of Aberdeen Proving Ground in a UH-60 Black Hawk helicopter, which is the US Army’s primary medium-lift utility transport and air assault aircraft. There are many opportunities for our students through internships, installation tours, and employment.

All College Day was held on August 25, 2022 and Dr. Bolt provided a College update to the campus. The college wide professional development was provided by colleagues from the University of Maryland Eastern Shore and focused on diversity and inclusivity.

The Little Black Dress Event is scheduled for September 22, 2022 6 to 10 pm at the Wellwood.

Please mark your calendars for October 14, 2022, the College will be hosting a golf tournament at Patriot’s Glen National Golf Course with proceeds supporting a Workforce Training Center for Cecil College.

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

RESOLUTION NO: 22-021
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: Kimberly Pfau
Position: Payroll Compliance Coordinator
Salary Grade: 13
Division: Finance & Administration
Category: Exempt
Effective: June 27, 2022

Name: Travis Douglas
Position: Custodian
Salary Grade: 10

August 25, 2022

Division: Finance & Administration
Category: Non-Exempt
Effective: July 11, 2022

Name: Melanie Ford
Position: Student Information Systems Administrator
Salary Grade: 14
Division: Information Technology
Category: Exempt
Effective: July 4, 2022

Name: Jennifer Casper
Position: Associate Professor I, Sociology
Salary Grade: 16
Division: Academic Programs
Category: Faculty
Effective: August 15, 2022

Name: Adam Fornwalt
Position: Assistant Director of Athletics and Sports Information
Salary Grade: 15
Division: Community Relations and College Advancement
Category: Exempt
Effective: August 22, 2022

Name: Donna Cifelli-Smith
Position: Payroll Associate
Salary Grade: 12
Division: Finance and Administration
Category: Non-Exempt
Effective: August 22, 2022

SEPARATIONS/RESIGNATIONS

Name: Barbara (Beth) Hurley
Position: Payroll Compliance Coordinator
Salary Grade: 13
Division: Finance & Administration
Category: Exempt
Effective: July 15, 2022

Name: Brooke Fisher
Position: Assistant Director, Athletics & Sports Information
Salary Grade: 15
Division: Community Relations & College Advancement
Category: Exempt
Effective: July 8, 2022

Name: Gary Brown
Position: Grounds Supervisor
Salary Grade: 10

August 25, 2022

Division: Finance & Administration
Category: Non-Exempt
Effective: July 22, 2022

Name: Lisa Daley
Position: Bursar
Salary Grade: 15
Division: Finance & Administration
Category: Exempt
Effective: July 29, 2022

Name: William Bryant
Position: Technical Director
Salary Grade: 12
Division: Community Relations & College Advancement
Category: Exempt
Effective: July 29, 2022

Name: Lauren Brooks
Position: Human Resources Administrative Assistant
Salary Grade: 12
Division: Human Resources
Category: Non-Exempt
Effective: August 5, 2022

Name: Gina Radcliff
Position: Financial Planning & Analysis Manager
Salary Grade: 15
Division: Finance and Administration
Category: Exempt
Effective: August 19, 2022

Name: Lauren Hornberger
Position: Coordinator, Reading & Writing Lab
Salary Grade: 14
Division: Academic Programs
Category: Exempt
Effective: August 26, 2022

RETIREMENT

Name: Chris Ann Szep
Position: Vice President, Community Relations and College Advancement
Salary Grade: 21
Division: Community Relations & College Advancement
Category: Exempt
Effective: July 29, 2022

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

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

- 7) Proposed Resolution: Approval of the August 2022 Candidates for Graduation – Moved by Donna Horgan and seconded by Dr. Cydney T. Teal, the Annual August 2022 Candidates for Graduation was approved as presented.

RESOLUTION NO: 22- 022

APPROVAL AUGUST 2022 CANDIDATES FOR GRADUATION

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 August 25, 2022.

- 8) Proposed Resolution: Annual Fund Balance Designations – Moved by Raymond W. Hamm and seconded by Dr. Cydney T. Teal, the Annual Fund Balance Designations were approved as presented.

RESOLUTION NO: 22- 023

APPROVAL ANNUAL FUND BALANCE

The Board of Trustees, pursuant to Md. EDUCATION Code Ann. §16-103 shall exercise general control over the community college, keep separate records and minutes, and adopt reasonable rules, regulations, or bylaws. Pursuant to Md. EDUCATION Code Ann. §16-104, the President of Cecil College is responsible for the conduct of the community college and for the administration and supervision of its departments.

In accordance with the College's Fund Balance Policy, as a part of the year-end financial closing, the Vice-President of Finance or designee will provide the recommended fund categories and amounts to the Board of Trustees.

Fund Balance Allocations	Actual FY22	Requested FY23
Unassigned	\$867,894	\$987,994
Reserved for Encumbrances	\$109,265	\$265,261
Reserved for Capital and Programs	\$950,000	\$2,500,000
Reserved for Tuition/budget Stabilizator	\$3,562,936	\$3,562,936
Reserved for Current Year Budget	\$0	\$127,000
Reserved for Budget Shortfall	\$0	\$0
Reserved for 27 Pay in FY 2023	\$0	\$0
Reserved for Self Insurance	\$700,000	\$700,000
Reserved for Campus Safety	\$200,000	\$200,000
Reserved for Physical Plant/Grounds	\$3,068,835	\$3,719,275
Physical Education Building	\$249,983	\$249,983
Engineering & Math Building	\$297,703	\$297,703
Total Reserve Balance	\$9,138,722	\$11,622,158
Total Fund Balance	\$10,006,616	\$12,610,152

The Vice President of Finance and the President have reviewed the recommended fund categories and amounts and concur, therefore be it

RESOLVED, that the Board of Trustees approves the Fund Balance Designations effective August 25, 2022.

- 9) Proposed Resolution: Approval of Vending Services – Moved by Raymond W. Hamm and seconded by Kathleen Kunda, the Vending Services resolution was approved as presented.

RESOLUTION NO: 22- 024
APPROVAL VENDING SERVICES

In July 2010, the College entered into an agreement with Canteen Vending Services to provide Food and Vending Services for the College for a period of five (5) years with the right to extend the agreement for an additional five (5) years based upon satisfactory quality, service and value. This initial agreement expired on June 30, 2015 and the (5) year extension expired on June 30, 2020. In May 2020, the contract was extended one additional year and expired on June 30, 2021. The contract was again extended one additional year in August 2021 and expired on June 30, 2022.

Throughout this twelve-year term, the College has experienced a good working relationship with Canteen Vending Services. Since the College had very little activity for both vending and breakroom service and now falls below the bid threshold of \$50,000, we would like to extend the contract one additional year. The Controller and VP of Finance support this extension request.

Based on this information the President recommends that the Food and Vending Services agreement with Canteen Vending Services be extended for an additional 1-year term. Now, therefore be it

RESOLVED, that the Board of Trustees of Cecil College authorizes the College administration to extend the Food and Vending Services agreement with Canteen Vending Services through June 30, 2023.

- 10) Proposed Resolution: Cultural Diversity Plan – Moved by Sarah W. Colenda and seconded by Donna Horgan, the Cultural Diversity Plan was approved as presented.

RESOLUTION NO: 22- 025
APPROVAL OF THE CULTURAL DIVERSITY PLAN

The Board of Trustees has the responsibility to approve the College’s Cultural Diversity Plan in accordance with Education Article, Annotated Code of Maryland, §11-406 (b) (1) (iii).

The Cultural Diversity Plan (CDP) is designed to promote and support institutional values. Since 2012, the plans have been intentionally aligned with the Maryland State statutory provision §11-406 of the Education Article and the College’s strategic priorities. The CDP is annually reviewed and assessed by an internal college-wide committee, the College’s Multicultural Student Services Advisory Board, and the College’s Board of Trustees prior to submission to the Maryland Higher Education Commission (MHEC).

The proposed document has been prepared through Multicultural Services, reviewed by the Vice President of Student Services and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees affirms the annual report for the 2022 Cultural Diversity Plan.

- 11) Financial Report – Mr. Craig Whiteford

Mr. Mills reviewed financial information for June and July, 2022. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 12) Old Business/New Business

Old Business

- None

New Business

- None

- 13) Close Regular Session

- a. Next Regular Session will be held on Thursday, September 29, 2022. The meeting will take place in person in the Engineering and Math Building, Room 213 and via Teams beginning at 4:00 p.m. A motion was made by Kathleen Kunda and seconded by Cameron Brown for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 4:43 p.m. A motion was made by Raymond W. Hamm and seconded by Cameron Brown to adjourn the meeting.

CECIL COLLEGE
BOARD OF TRUSTEES RETREAT
MINUTES
August 25, 2022

- 1) Chairman Mark G. Mortenson called the session to order at 12:32 p.m.
- 2) Roll Call - Present –Mark Mortenson, Chairman, Dr. Cydney T. Teal, Vice-Chair; Sarah W. Colenda, Donna Horgan, Raymond Hamm, Kathleen Kunda, and Cameron Brown. Dr. Mary Way Bolt, President, began attendance after the closed session.

Also present were Michelle Williams, Director of Human Resources and Sherry Hartman, Executive Assistant to the President.

- 3) Approval of Agenda – Motion made by Kathleen Kunda and seconded by Sarah W. Colenda, the agenda was approved as presented
- 4) **Review of Documents:**

Chairman Mortenson reviewed the documents and requested Trustees sign the following documents:

- Roles and Responsibilities of Trusteeship
- Confidentiality Agreement
- The Political Process
- Conflict of Interest

- 5) A motion to close the regular session of the retreat at 12:36 p.m. was made by Raymond W. Hamm and seconded by Sarah W. Colenda. All members present were in favor.
- 6) Chairman Mark G. Mortenson called the closed session to order at 12:37 p.m.

Roll Call -Present –Mark Mortenson, Chairman; Dr. Cydney T. Teal, Vice Chairman, Sarah W. Colenda, Donna Horgan, Raymond Hamm, Kathleen Kunda, and Cameron Brown.

Also present was Michelle Williams, Director of Human Resources.

- 7) **CLOSED SESSION:**

The closed session meeting was brought to order at 12:37 p.m.

The meeting is closed under the provision or provisions, all from General Provisions Article § 3-305(b) (1), only:

a.) Topic: To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Reason for closed-session: Discuss an employee performance evaluation

A motion to close the Closed Session was made by Sarah W. Colenda and seconded by Kathleen Kunda and approved by all attendees. The closed session meeting was adjourned at 1:38 p.m.

Dr. Mary Way Bolt attended the meeting beginning at 1:25 p.m., and, Sherry Hartman returned to the meeting.

- 8) **Academic Programs**: Dr. Christy Dryer provided updates on Academic Programs at Cecil College.
- 9) **Board Assessment**: Mr. Mortenson reviewed the survey that Trustees completed from the 2022 board assessment.
- 10) **Board Goals**: Board goals were not discussed as time did not permit due to the regular Trustee Board meeting beginning at 4:00 p.m.
- 11) A motion to close the retreat was made by Sarah W. Colenda and seconded by Kathleen Kunda and approved by all attendees. The retreat adjourned at 3:52 p.m.