

CECIL COLLEGE  
BOARD OF TRUSTEES MEETING

Thursday, August 29, 2019  
Regular Session: 4:00 p.m. – EMB 213

**A G E N D A**

- 1) Roll Call
  - \* 2) Approval of Agenda
  - \* 3) Approval of June 27, 2019 Minutes
  - \* 4) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
  - 5) President’s Report – Dr. Mary Way Bolt
  - \* 6) Proposed Resolution: ACCT Voting Delegate – Dr. Mary Way Bolt
  - \* 7) Proposed Resolution: Approval of August 2019 Candidates for Graduation – Dr. Christy Dryer
  - \* 8) Proposed Resolution: Non-Discrimination Policy – Mrs. Lauren Fleck
  - \* 9) Proposed Resolution: Consent Agenda: Acceptance of Grant Agreements
    - a) Consolidated Adult Education and Literary Services
    - b) Maryland I-Pathways Program
    - c) Maryland Dept. of Health HIV Prevention (Capacity Bldg) Grant
    - d) Maryland Dept. of Health HIV Prevention Grant
    - e) Maryland Higher Education Commission Nurse Support Program II Grant Agreement
  - 10) Financial Report – Mr. Craig Whiteford
  - 11) Old Business/New Business
    - a. Next Meeting, Thursday, September 26, 2019 at 4:00 p.m., EMB213
  - 12) Adjournment
- \* Requires Board Action

CECIL COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
August 29, 2019

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

Roll Call: Present –Mark Mortenson, Chair; Sarah Colenda, Donna Horgan, Raymond Hamm, Kathleen Kunda, Michael Scibinico and Dr. Mary Way Bolt, President of Cecil College. Absent: Dr. Cydney T. Teal

Also present were Dr. Christy Dryer, Vice President of Academic Programs, Chris Ann Szep, Vice President of Community and Government Relations and College Advancement, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Maurice Tyler, CIO; Lauren Fleck, Director of Human Resources and Craig Whiteford, Controller

- 2) Approval of Agenda – On motion of Raymond Hamm, seconded by Sarah Colenda, the agenda was approved as presented.
- 3) Approval of June 27, 2019 Board Meeting Minutes – On motion of Raymond Hamm, seconded by Michael Scibinico, the minutes of June 27, 2019 were approved as written.
- 4) Proposed Resolution: Personnel Items

**RESOLUTION NO: 19-039**  
**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: Michelle Barton  
Position: Custodian  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 1, 2019

Name: Walter Beaupre  
Position: Director of Public Safety  
Salary Grade: 16  
Division: Community Relations and College Advancement  
Category: Exempt  
Effective: August 5, 2019

Board of Trustee Meeting

Page 2

August 29, 2019

Name: Richard Benevento  
Position: Receiving and Distribution Specialist  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 1, 2019

Name: Kelly Brukiewa  
Position: Academic Coordinator of Clinical Education  
Salary Grade: 14  
Division: Academic Programs  
Category: Faculty  
Effective: August 19, 2019

Name: Joseph Bunk, Jr.  
Position: Maintenance Supervisor  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 1, 2019

Name: David Baumann  
Position: Maintenance Technician  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 22, 2019

Name: Lauren Brooks  
Position: Human Resources Administrative Assistant  
Salary Grade: 12  
Division: Human Resources  
Category: Non-Exempt  
Effective: August 12, 2019

Name: William Bryant  
Position: Technical Director  
Salary Grade: 12  
Division: Community Relations and College Advancement  
Category: Exempt  
Effective: August 19, 2019

Name: Joseph Burrell  
Position: Custodian  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 1, 2019

Name: Mayra Castillo  
Position: Coordinator Student Diversity and Inclusion  
Salary Grade: 15  
Division: Student Services  
Category: Exempt

Board of Trustee Meeting

Page 3

August 29, 2019

Effective: August 5, 2019  
Name: Winston Cevis  
Position: Groundskeeper  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 1, 2019

Name: Ana Clark  
Position: Custodian  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 1, 2019

Name: Meredith Dillenger  
Position: Assistant Professor II-Biology  
Salary Grade: 15  
Division: Academic Programs  
Category: Faculty  
Effective: August 19, 2019

Name: David Ditzel  
Position: Maintenance Technician  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 1, 2019

Name: Chelsea Fetscher  
Position: Custodian  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 8, 2019

Name: Tracie Foutrakis  
Position: Financial Aid Advisor  
Salary Grade: 13  
Division: Student Services  
Category: Exempt  
Effective: August 26, 2019

Name: Ashley Fundack  
Position: Associate Professor I of Criminal Justice  
Salary Grade: 16  
Division: Academic Programs  
Category: Faculty  
Effective: August 19, 2019

Name: Monet Green  
Position: Human Resources Generalist  
Salary Grade: 15  
Division: Human Resources  
Category: Exempt

Board of Trustee Meeting

Page 4

August 29, 2019

Effective: July 29, 2019  
Name: W. Scott Hemphill  
Position: Lectureship, Engineering  
Salary Grade: 14  
Division: Academic Programs  
Category: Faculty  
Effective: August 19, 2019

Name: Kenneth Herbert  
Position: Custodian  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 8, 2019

Name: Lauren Hornberger  
Position: Coordinator of Writing Center  
Salary Grade: 14  
Division: Academic Programs  
Category: Exempt  
Effective: August 5, 2019

Name: Christine Kyger  
Position: Events Coordinator  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 1, 2019

Name: Lisa Little  
Position: Custodial Lead  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 1, 2019

Name: Meredith Lutzstehl  
Position: Professor II-Sociology-Psychology  
Salary Grade: 19  
Division: Academic Programs  
Category: Faculty  
Effective: August 19, 2019

Name: Geoffrey Melendez  
Position: Maintenance Technician  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: August 5, 2019

Name: Agnes Miller  
Position: Custodial Supervisor  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt

Board of Trustee Meeting

Page 5

August 29, 2019

Effective: July 1, 2019

Name: Stacie Mitchell  
Position: Custodian  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 8, 2019

Name: Susan Osborne  
Position: Custodian  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 8, 2019

Name: D. Mark Root  
Position: Groundskeeper  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 1, 2019

Name: Ebony Roper  
Position: Associate Professor II-Chemistry  
Salary Grade: 17  
Division: Academic Programs  
Category: Faculty  
Effective: August 19, 2019

Name: Victor Slacum  
Position: Groundskeeper  
Salary Grade: 10  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 1, 2019

Name: Lisa Wainwright  
Position: Executive Director of Foundation and Alumni Development  
Salary Grade: 17  
Division: Community Relations and College Advancement  
Category: Exempt  
Effective: July 29, 2019

Name: Deborah Winfree  
Position: Registration Specialist  
Salary Grade: 12  
Division: Student Services  
Category: Non-Exempt  
Effective: July 29, 2019

## RETIREMENT

Name: Joyce Wagoner  
Position: Director of IT Operations  
Salary Grade: 16  
Division: Information Technology  
Category: Exempt  
Effective: July 31, 2019

## SEPARATIONS/RESIGNATIONS

Name: Andrew Coston  
Position: Director of Career Services  
Salary Grade: 17  
Division: Student Services  
Category: Exempt  
Effective: August 21, 2019

Name: William Evans  
Position: Special Police Officer  
Salary Grade: 12  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: July 23, 2019

Name: Brian Selby  
Position: Human Resources Specialist  
Salary Grade: 12  
Division: Human Resources  
Category: Non-Exempt  
Effective: July 22, 2019

Name: Garret Shaffer  
Position: Campus Security Officer  
Salary Grade: 11  
Division: Community Relations and College Advancement  
Category: Non-Exempt  
Effective: August 27, 2019

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

- 5) President's Report – Dr. Mary Way Bolt  
Currently board materials are posted to Director Access for trustees to view. The college will be moving away from Director Access to Microsoft Teams which is a product the college currently owns as part of the Microsoft line. Board members will receive advanced notice and training on the use of Microsoft Teams. There will be a cost savings of \$7,000 a year.

On September 25<sup>th</sup> and 26<sup>th</sup>, Dr. Will Austin, Middle States Commission on Higher Education (MSCHE) Chair for the site visit will be on campus meeting with Cecil College's MSCHE team. Trustee Mortenson and Dr. Bolt will have

dinner with Dr. Austin on September 25<sup>th</sup>.

Cecil County Public Schools (CCPS) and Cecil College will hold a joint board meeting on October 28<sup>th</sup> at the North East campus in TC208. Dr. Bolt asked Trustees to forward any questions they would like Dr. Bolt to bring forth to Dr. Jeffery Lawson. Cecil provided questions ahead of the joint meeting and he addressed the board questions during the meeting.

The Board of Trustees Self-Assessment comments and previous trustee inquiry may be addressed during regularly scheduled board meetings. Some areas of interest include financial aid, enrollment, completion, security, strategic planning, innovation in education, board responsibilities.

- 6) Proposed Resolution – Approval of the ACCT Voting Delegate - Moved by Sarah Colenda, and seconded by Raymond Hamm, the board approved the ACCT Voting Delegate

**RESOLUTION NO: 19-040**  
**APPROVAL ACCT VOTING DELEGATE**

The Association of Community College Trustees (ACCT) Annual Leadership Conference will include the opportunity to vote on behalf of Cecil College. There is one person designated from each college for that purpose. It is recommended that Mrs. Donna Horgan carry this responsibility. Therefore, be it

RESOLVED, that the Board of Trustees of Cecil College approves Mrs. Donna Horgan as the Voting Delegate for the 2019 ACCT Annual Leadership Conference in San Francisco, California.

- 7) Proposed Resolution – Approval of August 2019 Candidates for Graduation – Moved by Raymond Hamm, seconded by Sarah Colenda, the Board of Trustees approved the August 2019 Candidates for Graduation

**RESOLUTION NO: 19-041**  
**APPROVAL OF AUGUST 2019 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 29, 2019



- 8) Proposed Resolution – Non-Discrimination and Harassment Policy – Moved by Raymond Hamm and seconded by Kathleen Kunda, the Board of Trustees approved the Non-Discrimination and Harassment Policy.

**RESOLUTION NO: 19-042**  
**APPROVAL OF THE NON-DISCRIMINATION AND HARASSEMENT POLICY.**

The Board of Trustees has the responsibility for establishing the policies of the College. Cecil College strives to create and maintain a work environment where people are treated with dignity, decency and respect.

Cecil College will not tolerate discrimination or harassment of any kind. All employees, regardless of their positions, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur.

Cecil College prohibits discrimination against any member of the College community or any applicant for employment based on race, color, national origin, ancestry, age, religion, disability, sex, sexual orientation, gender identity and expression, genetic status, genetic information, veteran status or any other status protected by federal, state or local law.

Harassment in any form, including sexual harassment and sexual violence, is strictly prohibited. The proposed Non-Discrimination and Harassment Policy has been reviewed by the College Management Team and the Vice Presidents and recommended to the President.

Now, therefore, be it

**RESOLVED**, that the Board of Trustees adopts the attached Non-Discrimination and Harassment Policy to become effective August 29, 2019.

- 9) Proposed Resolution – Consent Agenda: Acceptance of Grant Agreements - Moved by Sarah Colenda and seconded by Kathleen Kunda, the Board of Trustees approved the Consent Agenda: Acceptance of Grant Agreements.

**RESOLUTION NO: 19-043**  
**a.) APPROVAL OF THE CONSOLIDATED ADULT EDUCATION AND LITERARY SERVICES.**

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

The College applied to the Maryland Department of Labor, Licensing and Regulation for a grant to provide support for Consolidated Adult Education and Literacy Services. The Maryland Department of Labor, Licensing and Regulation awarded \$192,663 to support the program.

The President is satisfied that adequate fiscal controls and program monitoring systems are in place for the grant and recommends that the Board of Trustees accept it. Therefore, be it

**RESOLVED**, that the Cecil College Board of Trustees accepts the Maryland Department of Labor, Licensing and Regulation agreement in the amount of \$192,663 and directs that these funds be used to provide support for the Consolidated Adult Education and Literacy Services

**b.) RESOLUTION NO: 19-044  
APPROVAL OF MARYLAND I-PATHWAYS PROGRAM**

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

The College applied to the Maryland Department of Labor, Licensing and Regulation for a grant to provide support for online instruction for GED Test preparation services. The Maryland Department of Labor, Licensing and Regulation awarded \$152,000 to support the program.

The President is satisfied that adequate fiscal controls and program monitoring systems are in place for the grant and recommends that the Board of Trustees accept it. Therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Maryland Department of Labor, Licensing and Regulation agreement in the amount of \$152,000 and directs that these funds be used to provide support for online instruction for GED Test preparation services for the period July 1, 2019 through June 30, 2020.

**c.) RESOLUTION NO: 19-045  
APPROVAL OF MARYLAND DEPT. OF HEALTH HIV PREVENTION  
(CAPACITY BLDG.) GRANT**

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

The College applied to the Maryland Department of Health for Federal funds for HIV prevention programs. The Department of Health awarded \$39,306 for HIV prevention programs.

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 HIV Prevention Grant in the amount of \$39,306 and directs that these funds be used for HIV prevention programs for Maryland for the period July 1, 2019 through June 30, 2020.

**d.) RESOLUTION NO: 19-046  
APPROVAL OF MARYLAND DEPT. OF HEALTH HIV PREVENTION  
GRANT**

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

The College applied to the Maryland Department of Health for Federal funds for HIV prevention programs. The Department of Health awarded \$111,899 for HIV prevention programs.

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 HIV Prevention Grant in the amount of \$111,899 and directs that these funds be used for HIV prevention programs for Maryland for the period July 1, 2019 through June 30, 2020.

e.) **RESOLUTION NO: 19-047**  
**MARYLAND HIGHER EDUCATION COMMISSION NURSE SUPPORT**  
**PROGRAM II GRANT AGREEMENT**

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

The College applied to the Maryland Higher Education Commission (MHEC) for funds to support nursing faculty in obtaining and maintaining certification as a nursing educator. Maryland Higher Education Commission awarded \$10,000 to meet these goals.

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 MHEC grant in the amount of \$10,000 and directs that these funds be used to support nursing faculty in obtaining and maintaining certification as a nursing educator for the period July 1, 2019 through June 30, 2020.

- 10) Financial Report – Mr. Craig Whiteford  
Mr. Whiteford reviewed financial information as of July 31, 2019. He reviewed actual and projections versus budget operating revenue and expenses as well as working capital.
- 11) Middle States Commission on Higher Education (MSCHE) – Self Study Update – Dr. Christy Dryer and Dr. Kimberly Joyce reviewed information on the MSCHE Self-Study Update.  
  
Drs. Dryer and Joyce explained the details on the Self-Study progress to date and the opportunities for improvement. They reviewed the seven standards, consultant feedback and the next steps in the Self-Study process.

12) Old Business/New Business

Old Business

- None

New Business

- Dr. Bolt and Mark Mortenson will have dinner with Middle States Chair, Dr. Will Austin on September 25, 2019. Dr. Austin will visit Cecil College in regards to Cecil College's Middle States accreditation.
- On October 28<sup>th</sup>, Cecil County Public Schools and Cecil College will hold their annual joint meeting. Any questions that Trustees would like to ask during our interaction at the joint meeting, please forward them to Dr. Bolt
- Board packages will change from Director Access to Microsoft Teams. The college already has the Teams program in the Microsoft suite.
- Congratulations to Mark Mortenson, Chairman, on a successful first meeting.

Close Regular Session

- a. Next Regular Session will be held on Thursday, September 26, 2019. The meeting will take place in the Engineering and Math building, Room 213 beginning at 4:00 p.m.
- b. A motion to adjourn the regular session was made by Raymond Hamm and seconded by Donna Horgan and approved.
- c. The regular meeting adjourned at 5:15 p.m.