

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, January 27, 2022

Regular Session: 4:00 p.m.

Join Zoom Meeting

<https://cecil-edu.zoom.us/j/6856624244?pwd=bExoRFFCYmF0M1pJVFNnUTQ4SlhzQT09>

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of December 3, 2021 Meeting Minutes
- 4) rpkGroup - Mr. Rick Staisloff
- 5) Academic Senate Report – Dr. Christopher Castillo
- 6) Joint Report from Administrative Professional Organization and Classified Staff Organization Report –
- 7) President’s Update – Dr. Mary Way Bolt
- *8) Proposed Resolution: Personnel Actions January 2022– Dr. Mary Way Bolt
- 9) 2023 Budget Requested – Mr. Christopher Mills
- *10) Proposed Resolution: Approval of Annual Operating and Minor Capitol Budget for the Fiscal Year 2023 – Dr. Mary Way Bolt
- *11) Proposed Resolution: Lower Division Certificate Early Childhood Education – Dr. Christy Dryer
- *12) Proposed Resolution: External Auditor’s Contract – Mr. Christopher Mills
- 13) Financials – Mr. Christopher Mills
- 14) 2021-2025 Strategic Plan Goals and KPI Update – Dr. Mary Way Bolt
- 15) Old Business/New Business
*a. Next Meeting, February 24, 2022 at 4:00 p.m., ZOOM
- 16) Adjournment

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

January 27, 2022

- 1) Chairman Mark Mortenson called the regular session to order at 4:02 p.m.

Roll Call via Zoom– Mark Mortenson, Raymond W. Hamm, Donna Horgan, Michael J. Scibinico, II, 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 Teams were Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, and Christopher Mills, Vice President of Finance.

- 2) Approval of Agenda –On motion of Kathleen Kunda, seconded by Donna Horgan, the agenda was approved.
- 3) Approval of December 3, 2021 Board Meeting Minutes – On the motion of Donna Horgan and seconded by Kathleen Kunda, the minutes of December 3, 2021 were approved as presented.
- 4) rpk Group – Mr. Michael Daly and Ms. Katie Hagan provided a presentation on the rpk Group.
- 5) Academic Senate Report – Dr. Christopher Castillo

Academic Senate did not meet in January. The next Academic Senate meeting will take place on February 2, 2021

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

CSO

CSO held their meeting on January 27, 2022.

CSO is planning a basket raffle for the week of April 7, 2022 and a possible Chick-fil-A fundraiser towards the end of February with more details to follow.

CSO will hold their next meeting on February 11, 2022

APO

APO is currently holding a BJ's Membership Fundraiser that will run through February 18, 2022. Up to \$10 of the membership fee will be donated back to the college for Student Scholarships.

The APO Sub-Committee is working with B&N Sports for a Cecil College Logo Wear Sale. Several items will be available such as jackets, hoodies, polos, etc. APO is looking to launch

the sale in late March or April.

The next APO meeting is scheduled for Thursday, February 17, 2022 at 9:00 a.m.

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

Dr. Bolt attended the Regional Advanced Manufacturing Partnership of Maryland (RAMP-MD) board meeting, and, Northern Maryland Technical Council board meeting.

Dr. Bolt attended Cecil County Economic Development Commission meeting, the Cecil 22 Session Legislative Virtual Event, Local Management Board meeting, and the Annual State of the County meeting.

Dr. Bolt provided a welcome and attended Cecil College's Agriculture Program Advisory Board meeting where several members of the agriculture and agriculture tourism were represented.

Dr. Bolt attended the 32nd Annual Reverend Dr. Martin Luther King, Jr. Commemorative Service hosted virtually by Wright's AME Church in Elkton.

Dr. Bolt provided a college-wide update on January 12th during All College Day, this event was hosted virtually and rpk Group provided the College with an update.

Dr. Bolt mentioned the rpk Group will present preliminary information tonight during the board meeting. Please note that at this time in the data collection and sharing the College will not be making any inferences regarding preliminary data.

Dr. Bolt is scheduled to attend the Workforce Investment Board on January 28.

8) Proposed Resolution: Personnel Items November 2021 – Moved by Raymond W. Hamm and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

RESOLUTION NO: 22- 001
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: Michael Gilley
Position: Visual Communications Lab Coordinator
Salary Grade: 13
Division: Academic Programs
Category: Exempt
Effective: January 3, 2022

Name: Emmitt Brockell
Position: Public Safety Officer- Non Sworn
Salary Grade: 11

January 27, 2022

Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: January 3, 2022

Name: Amy Taylor
Position: Facilities Manager
Salary Grade: 15
Division: Finance & Administration
Category: Exempt
Effective: January 10, 2022

SEPARATIONS/RESIGNATIONS

Name: Lauren Fleck
Position: Executive Director of Human Resources
Salary Grade: 20
Division: Human Resources
Category: Exempt
Effective: December 17, 2021

Name: Brian Keane
Position: Public Safety Officer
Salary Grade: 11
Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: December 3, 2021

Name: Danielle Kelley
Position: Facilities Auxiliary Services Supervisor
Salary Grade: 11
Division: Finance & Administration
Category: Non-Exempt
Effective: January 7, 2022

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

- 9) 2023 Budget Requested - Each member of the Board of Trustees had the opportunity to interface with Mr. Christopher Mills and Mr. Craig Whiteford to review the Annual Operating, Minor Capital, and Capital Budgets Fiscal Year 2022-2023 prior to the January 27, 2022 Board of Trustee meeting.

- 10) Proposed Resolution: Annual Operating, Minor Capital, and Capital Budgets Fiscal Year 2022-2023— Moved by Michael J. Scibinico, II and seconded by Dr. Cydney T. Teal, the Annual Operating, Minor Capital, and Capital Budgets Fiscal Year 2022-2023 was approved as presented.

RESOLUTION NO: 22- 002 APPROVAL OF THE ANNUAL OPERATING, MINOR CAPITAL, AND CAPITAL BUDGETS FISCAL YEAR 2022-2023

According to Md. EDUCATION Code Ann. § 16-301 the Board of Trustees of each community college

is required to prepare and submit an operating budget, a capital budget, and if required by local law, charter or regulation, a long-term capital improvement program for submission to the county governing body. The contents of the operating budget shall show (1) All revenues estimated for the next fiscal year classified by funds and sources of income, including: (i) any funds from federal, State, and local sources; and (ii) Any surpluses; (2) All expenditures requested; and (3) Any other information or supporting data required by the county governing body.

The proposed Operating and Minor Capital Budget and Capital Improvement Program for fiscal year 2022-2023 have been prepared by the administration of the College with faculty and staff participation.

The proposed Operating and Minor Capital Budget Request for Fiscal Year 2023 is based on estimated revenue from the Cecil County Government, the state of Maryland, and student tuition and fee revenue. Fiscal year 2023 revenue is projected to total \$27,265,661, which is an increase of 3.2% (\$851,041) from the approved FY 2022 Operating and Minor Capital Budget.

The proposed annual Operating Budget includes a \$5 increase to in-county tuition, and an \$8 increase to out-of-county tuition.

The proposed annual Operating and Minor Capital Budget includes expenditures for basic services and college-wide priorities such as increases in health insurance costs, equity adjustments and general compensation increases for faculty and staff, on-going information technology investments as well as academic program-related improvements.

The proposed Capital Improvement Program requests funding in the amount of \$3,414,000 which includes the following: \$525,000 in mechanical infrastructure repair and replacement, and a request for County funding in the amount of \$ 2,889,000 for the Campus Entrance & Facilities Building project, which completes the County's obligation for the project as the State has already authorized their contribution.

Therefore be it

RESOLVED, that the Board of Trustees approves the Operating and Minor Capital Budget Request for Fiscal year 2022 - 2023 in the total amount of \$27,265,661, and the Capital Improvement Program in the total amount of \$ 3,414,000.

- 11) Proposed Resolution – Lower Division Certificate Early Childhood Education-
Moved by Kathleen Kunda and seconded by Dr. Cydney T. Teal, the board approved the Lower Division Certificate Early Childhood Education, as presented.

RESOLUTION NO: 22- 003
APPROVAL OF LOWER DIVISION CERTIFICATE EARLY CHILDHOOD
EDUCATION

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:

- Lower Division Certificate in Early Childhood Education

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) Proposed Resolution – External Auditor’s Contract – Moved by Kathleen Kunda and seconded by Michael J. Scibinico, II, the External Auditor’s Contract was approved as presented. Mr. Raymond Hamm abstains.

RESOLUTION NO: 22- 004

APPROVAL OF THE EXTERNAL AUDITOR’S CONTRACT

Md. Code Ann., Educ. § 16-315 requires that each community college have an audit of its books and records performed by an independent certified public accountant. The College’s current audit contract expired as of June 30, 2021. In November 2021, a Request for Proposal was released by the College to select an audit firm for the years ending June 30, 2022 through 2026.

The Request for Proposal was advertised for 2 weeks and 12 firms registered for access to the RFP on the College’s web site. Three (3) firms responded with proposals that included their qualifications, experience and costs for conducting an audit of the College. The evaluation committee independently reviewed and rated each of the proposals based on pre-determined criteria and selected the two (2) top rated firms for interviews of the audit team.

The president recommends that the firm of MaherDuessel be retained as auditors for the years ending June 30, 2022, 2023, 2024, 2025 and 2026 at a cost of \$41,470, \$42,880, \$44,340, \$45,300 and \$46,290 respectively with the stipulation that, as stated in the Request for Proposal document, the College reserves the right to terminate services at any time during the fiscal years specified. Therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the recommendation and awards the College audit contract to MaherDuessel for the five (5) years ending June 30, 2022, 2023, 2024, 2025 and 2026.

- 13) Financial Report – Mr. Christopher Mills

Mr. Mills reviewed financial information from December 31, 2021. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 14) 2021-2025 Strategic Plan Goals and KPI Update – Dr. Mary Way Bolt

Dr. Bolt reviewed the 2021-2025 Strategic Plan Goals and the KPI’s with the Trustees.

- 15) Old Business/New Business

Old Business

- Cecil College will hold a virtual graduation on May 15, 2022

New Business

- Cecil College will present to the County Council on February 1, 2022
- Dr. Bolt, the Vice President of Finance and the Controller will present to the County Council.

16) Close Regular Session

- a. Next Regular Session will be held on Thursday, February 24, 2022. The meeting will take place via Zoom beginning at 4:00 p.m. A motion was made by Donna Horgan and seconded by Raymond Hamm for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 5:40 p.m. A motion was made by Kathleen Kunda and seconded by Donna Horgan to adjourn the meeting.