

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, September 30, 2021
Regular Session: 4:00 p.m.

Agenda

Join Zoom Meeting

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

Meeting ID: 685 662 4244

Passcode: 20210325

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) a.) Approval of Minutes of August 26, 2021
b.) Approval of Retreat Minutes of August 26, 2021
- 4) Audit Update – Ms. Lisa A. Ritter and Mr. Shawn Strauss- Maher Duessel Certified Public Accountants
- Mr. Christopher Mills
- 5) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Gary Brown
- 6) Academic Senate Report – Dr. Christopher Castillo
- 7) President’s Report – Dr. Mary Way Bolt
- * 8) Proposed Resolution: Personnel Items – September 2021 -Dr. Mary Way Bolt
- *9) Proposed Resolution: Juneteenth Holiday – Ms. Lauren Fleck
- *10) Proposed Resolution: a. Acceptance of Financial Statement FY 20xx – Mr. Christopher Mills
b. Acceptance of Single Audit FY 20xx
- *11) Proposed Resolution: ACCT Voting Delegate – Mr. Mark Mortenson
- *12) Proposed Resolution: Board of Trustee Goals – Mr. Mark Mortenson
- *13) Proposed Resolution: 2021 State Performance Accountability Report – Dr. Mary Way Bolt
- 14) Financial Report – Mr. Christopher Mills
- 15) Old Business/New Business
 - a. Next Virtual Meeting, Wednesday, October 27, 2021 at 4:00 p.m.,
 - b. Joint Virtual Meeting with Cecil County Public Schools – 5:00 p.m.
- 16) Adjournment

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES

MINUTES

August 26, 2021

- 1) Chairman Mark Mortenson called the regular session to order at 4:05 p.m.

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

Roll Call by Teams: Present – Dr. Cydney T. Teal

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

- 2) Approval of Agenda –On motion of Sarah W. Colenda, seconded by Kathleen Kunda, the agenda was approved.
- 3) Approval of June 24, 2021 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Michael J. Scibinico, the minutes of June 24, 2021 were approved as written.
- 4) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Daniel Combs

CSO

Gary Brown is the new President of CSO. Lindsey Ward is Vice President, Kassy Scott, Secretary and DeeJay Winfree, Treasurer. CSO will hold their next meeting in August.

APO

APO voted for three fall fundraisers: Chipotle Fundraiser, MRDC Early Headstart Holiday Wish List and Cecil College Logo Wear Fundraiser.

The next APO meeting is scheduled for Thursday, September 16, 2021 at 9:00 am.

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

On the campus of Cecil College, the month of August has been "how can we make this work" attitude which is invaluable to students. Dr. Bolt thanked the leadership team, faculty, staff and students who have worked and reworked plans to make our fall opening a success.

Dr. Bolt participated in the Maryland Council of Community College Presidents retreat hosted on the campus of Wor Wic Community College.

Dr. Bolt participated in a tour of the University of Delaware's Science and Technology Research (STAR) campus along with several Team Cecil members. The Dean of UD College Health Sciences, Kathleen S. Matt, PhD, Michael Smith, Director of Strategic Partnerships and

Initiatives, Health Sciences, Esther Biswas-Fiss, PhD, Chair Medical and Molecular Sciences and Robert “Bob” Dayton, Health Sciences Advisory Council Member provided the tour and led discussions regarding future partnerships. Participants also toured the University of Delaware’s Biopharma Institute led by Kelvin Lee, PhD Institute Director, National Institute for Innovation in Manufacturing Biopharmaceuticals (NIMBL) and Gore Professor of Chemical and Biomolecular Engineering.

Dr. Bolt attended the County Executive’s Maryland Association of Counties reception hosted in Ocean City.

Dr. Bolt provided a virtual welcome to new and returning faculty and thanked them for their work in supporting our students.

Dr. Bolt provided a face to face welcome during New Student Orientation and provided virtual welcomes for additional virtual New Student Orientations.

- 6) Proposed Resolution: Personnel Items May 2021 – Moved by Kathleen Kunda and seconded by Sarah W. Colenda, the Personnel Items were approved as presented.

RESOLUTION NO: 21- 038
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: Keith Brown
Position: Director of Facilities
Salary Grade: 17
Division: Community Relations and College Advancement
Category: Exempt
Effective: June 19, 2021

Name: Kelly Brukiewa
Position: Academic Coordinator of Clinical Education
Salary Grade: 15
Division: Academic Programs
Category: Faculty
Effective: August 16, 2021

Name: Christopher Castillo
Position: Associate Professor II, Mathematics
Salary Grade: 17
Division: Academic Programs
Category: Faculty
Effective: August 16, 2021

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Name: Elizabeth Leavy
Position: Assistant Professor II, Mathematics
Salary Grade: 15
Division: Academic Programs
Category: Faculty
Effective: August 16, 2021

Name: Lauren Dawson
Position: Assistant Professor II, Nursing
Salary Grade: 15
Division: Academic Programs
Category: Faculty
Effective: August 16, 2021

Name: Allan Drach
Position: Assistant Professor II, Mathematics
Salary Grade: 15
Division: Academic Programs
Category: Faculty
Effective: August 16, 2021

Name: Christopher Gaspare
Position: Assistant Professor II, English
Salary Grade: 15
Division: Academic Programs
Category: Faculty
Effective: August 16, 2021

Name: Shirley Gharbin
Position: Professor I, Nursing
Salary Grade: 18
Division: Academic Programs
Category: Faculty
Effective: August 16, 2021

Name: Nathanael Tagg
Position: Associate Professor II, English
Salary Grade: 17
Division: Academic Programs
Category: Faculty
Effective: August 16, 2021

Name: Deborah Layton
Position: Manager of Academic Program Operations
Salary Grade: 14
Division: Academic Programs
Category: Exempt
Effective: June 19, 2021

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Name: Barbara Hurley
Position: Payroll Compliance Coordinator
Salary Grade: 13
Division: Finance
Category: Exempt
Effective: June 19, 2021

Name: Daniel Combs
Position: Director, Milburn Stone Theatre
Salary Grade: 15
Division: Community Relations & College Advancement
Category: Exempt
Effective: June 19, 2021

Name: Brittany Barnett
Position: Associate Director of Enterprise Services
Salary Grade: 15
Division: Information Technology
Category: Exempt
Effective: August 16, 2021

Name: Ian Ward
Position: Public Safety Officer (Non-Sworn)
Salary Grade: 11
Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: August 2, 2021

SEPARATIONS/RESIGNATIONS

Name: Melissa Hammond
Position: Administrative Assistant II
Salary Grade: 12
Division: Academic Programs
Category: Non-Exempt
Effective: July 23, 2021

Name: Turquoise Grinnage
Position: Assistant Director, Financial Aid
Salary Grade: 16
Division: Student Services
Category: Exempt
Effective: August 13, 2021

Name: Michelle Barton
Position: Custodian
Salary Grade: 10
Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: August 5, 2021

Name: Sheena Butler
Position: Academic Advisor
Salary Grade: 13
Division: Student Services
Category: Exempt
Effective: August 20, 2021

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 August 2021 Candidates for Graduation – Moved by Sarah W. Colenda and seconded by Raymond W. Hamm, the August 2021 Candidates for Graduation was approved as presented.

RESOLUTION NO: 21- 039

APPROVAL OF AUGUST 2021 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 semester's 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 26, 2021

- 8) Proposed Resolution – Annual Fund Balance Designations - Moved by Raymond Hamm and seconded by Michael J. Scibinico. the board approved the Annual Fund Balance Designations as presented

RESOLUTION NO: 21-040

APPROVAL OF ANNUAL FUND BALANCE DESIGNATIONS

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 FY21	Requested FY22
Unassigned	\$452,594	\$855,364
Reserved for Encumbrances	\$199,277	\$109,265
Reserved for Capital and Programs	\$950,000	\$950,000
Reserved for Tuition/budget Stabilization	\$1,975,000	\$3,562,936
Reserved for Self Insurance	\$200,000	\$700,000
Reserved for Campus Safety	\$200,000	\$200,000
Reserved for Physical Plant/Grounds	\$1,500,000	\$3,068,835
Physical Education Building	\$249,983	\$249,983
Engineering & Math Building	\$297,703	\$297,703
Total Reserve Balance	\$5,571,963	\$9,138,722
Total Fund Balance	\$6,024,557	\$9,994,086

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 26, 2021.

- 9) Proposed Resolution – rpk Group Procurement– Moved by Kathleen Kunda seconded by Donna Horgan, the Board of Trustees approved the rpk Procurement as presented

**RESOLUTION NO: 21-041
APPROVAL OF THE rpk Group Procurement**

According to the Md. EDUCATION Code Ann. § 16-103, the Board of Trustees has the authority to purchase, lease, condemn, or otherwise acquire any property it considers necessary for the operation of the College. In addition, all procurements including multi-year lease agreements that exceed \$50,000 require Board of Trustee approval.

The following list includes procurements for instructional materials, supplies, equipment, and services. This procurement will utilize State contracts and competitively bid procurements by other qualified entities. These items have been identified as exceptions to the College’s Bid and Quotation policy by the Purchasing Office. Therefore, the Vice President of Finance and the President recommend approval of the following procurements.

Procurement Method	Vendor Name/Address	Procurement Item	Total Cost
Contract – University of Virginia – UVA2023318	RPK Group/Annapolis, Maryland	Strategic Support Services – Academic & Administrative Services Review	Not to Exceed \$405,000

This procurement will ensure alignment of resources to most effectively support our mission and student success through review of academic programs and administrative services. The goal of this initiative is to position Cecil College to proactively respond to longstanding external challenges to higher education, particularly the challenges facing community colleges. The project deliverables include process improvement recommendations related to reviews of

academic portfolio and academic workload, labor market analysis, benchmarking, and administrative services review as well as provision of workshops for academic leadership.

therefore, be it

RESOLVED that the Board of Trustees approves these procurement actions.

10) Consent Agenda – Financial and Administrative Services – Mr. Christopher Mills –
Moved by Michael J. Scibinico and seconded by Kathleen Kunda

a. Vending Services Renewal

RESOLUTION NO: 21-042
VENDING SERVICES RENEWAL

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.

Throughout this eleven-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 due to the pandemic, 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, 2022.

b. Document Imaging Services – Copier Lease August 2021

RESOLUTION NO: 21-043
DOCUMENT IMAGING SERVICES – COPIER LEASE AUGUST 2021

In January 2018, Cecil College entered into a lease agreement for Document Imaging Services (Department Copier/Fax/Scan Devices and Duplication Center Equipment) with Centric Business Systems (Sharp). The equipment lease and maintenance agreement expires on December 31, 2021.

To date, the College has experienced a good working relationship with Centric Business Systems. Since the College will not have the typical volume during the last two years of the copier contract, we would like to extend the contract one additional year. Centric offered an annual price reduction of \$4,704. In addition, it is recommended the College reduces its

contracted copy volume by 25% under the extension due to the impact from COVID. This would be an additional annual reduction of \$5,674. The overall annual savings under the (1) year extension is \$10,368. The Controller and VP of Finance support this extension request.

Based on this information, the President recommends that the Document Imaging Services agreement with Centric Business Systems (Sharp) 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 Document Imaging Services agreement with Centric Business Systems through December 31, 2022.

c. Athletics Transportation Services Renewal – August 2021

RESOLUTION NO: 21-044

ATHLETIC TRANSPORTATION SERVICES RENEWAL – AUGUST 2021

In July 2018, the College entered into an agreement with D.T.S. Worldwide Transportation, LLC to provide Athletic Transportation Services for the College for a period of one (1) year with the right to extend the agreement for up to an additional two (2) years based upon satisfactory quality, service and value. The initial agreement expired on June 30, 2019 and the second 1-year extension expired on June 30, 2021. To date the College has experienced a good working relationship with D.T.S. Worldwide Transportation, LLC. The pricing has increased a nominal \$5 per hour from the initial agreement. The College spent approximately \$83,000 on Athletic Transportation Services with D.T.S. Worldwide Transportation, LLC in FY19 inclusive of post-season tournament activity, \$66,600 in FY20 and only \$10,800 in FY21. Since the College did not have the volume of travel this past year as originally anticipated, we would like to extend our current contract one additional year. The Controller and VP of Finance support this extension request.

Based on this information, the President recommends that the Athletic Transportation Services agreement with D.T.S. Worldwide Transportation, LLC 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 Athletic Transportation Services agreement with D.T.S. Worldwide Transportation, LLC through June 30, 2022.

d. 2008 International Dump Truck – Asset Disposal

RESOLUTION NO: 21-045

2008 INTERNATIONAL DUMP TRUCK – ASSET DISPOSAL

The Annotated Code of Maryland, Education Article, Title 16, specifies that the Board of Trustees may sell, lease, or otherwise dispose of community college assets or property. The Board of Trustees adopted a policy for the disposal of surplus property on January 23, 1980 and updated this policy on September 1, 2005. The policy, as adopted, requires the approval of the Board of Trustees for the disposal of any asset or property when the original asset value exceeds \$25,000.

The State of Maryland donated a 2008 International Dump Truck to the College's Truck Driver Training Program in 2018 which was valued at \$31,750. With the relocation of the Truck Driver Training Program, the dump truck is no longer needed. It is recommended that the asset be removed from the asset inventory.

The Vice-President of Finance and the President concur with the recommendation, therefore, be it

RESOLVED, that the Board of Trustees concurs with the disposal of the International Dump Truck and directs the staff of the College to adjust the asset inventory and values accordingly.

11) Financial Report – Mr. Christopher Mills

Mr. Mills reviewed financial information from June 30, 2021 and July 31, 2021. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

12) Milburn Stone Theatre Update – Mr. Daniel Combs

Mr. Combs presented an update on the Milburn Stone Theatre that is now in its 30th Season in 2021/2022.

Mr. Combs reviewed ticket information, social distance seating, community partner events, special events and the upcoming shows that will take place during Season 30.

13) Old Business/New Business

Old Business

- None

New Business

- Little Black Dress event – September 16, 2021 at the Wellwood
- Scholarship Breakfast – Wednesday, September 15, 2021. The Scholarship breakfast will be a virtual event. The Wellwood will be preparing breakfast sandwiches for students to pick up.
- Dr. Bolt requests any questions for the Cecil County Public Schools joint meeting with Cecil College to be directed to her. The joint meeting takes place on Wednesday, October 27, 2021.

14) Close Regular Session

- a. Next Regular Session will be held on Thursday, September 30, 2021. The meeting will take place in person beginning at 4:00 p.m. A motion was made by Sarah W. Colenda and seconded by Kathleen Kunda for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 5:00 p.m.