

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, February 25, 2021

Regular Session: 4:00 p.m.

<https://cecil-edu.zoom.us/j/6856624244?pwd=MDErOEtha0dRNlJjR04rVW85SnNJdz09>

A G E N D A

- 1) Roll Call
 - * 2) Approval of Agenda
 - * 3) Approval of January 28, 2021 Meeting Minutes
 - 4) Academic Senate Report – Dr. Anne Edlin
 - 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Dann Combs
 - 6) President's Update – Dr. Mary Way Bolt
 - *7) Proposed Resolution: Personnel Actions January 2021– Dr. Mary Way Bolt
 - *8) Proposed Resolution: Professor Emeritus Designation for Dr. Nancy Vinton – Dr. Mary Way Bolt
 - *9) Proposed Resolution: Academic Program Approval – Lower Division Certificate in Horticultural Science – Dr. Christy Dryer
 - *10) Proposed Resolution: Disposal of Modular – Dr. Mary Way Bolt
 - 11) New Entrance Roadway and Facilities Building – Mr. Christopher Mills
 - 12) Financials – Mr. Craig Whiteford
 - 13) Old Business/New Business
 - *a. Next Meeting, March 25, 2021 at 4:00 p.m., ZOOM
 - 14) Adjournment
- * Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

January 28, 2021

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

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

Also present by Zoom 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 and Finance; Chris Ann Szep, Vice President Community & Government Relations and College Advancement

- 2) Approval of Agenda – On motion of Sarah W. Colenda, seconded by Raymond Hamm, the agenda was approved as presented.
- 3) Approval of December 3, 2020 Board Meeting Minutes – On the motion of Raymond Hamm and seconded by Kathleen Kunda, the minutes of December 3, 2020 were approved as written.
- 4) Academic Senate Report – Dr. Anne Edlin
The next meeting of Senate will take place on February 3, 2021. Senate is working on improvements to the Faculty Rank and Promotion Policy as well as many other policies for periodic review.
- 5) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Daniel Combs

APO, CSO and Senate took part in purchasing holiday gifts for the children at the Maryland Rural Development Corporation (MRDC) Head Start. The MRDC created an Amazon Wishlist for staff and faculty to purchase coats, hats, gloves and toys. 146 items totaling \$1,840 were purchased and went directly to the center for the children. During the holiday gift purchase for the MRDC, APO promoted Amazon Smiles to raise money for the Foundation to collect .5% of funds for scholarships for students.

APO held a fundraiser last fall at Chipotle and made \$128 that will go toward student scholarships. Another fundraiser to purchase a BJ's memberships was held and twelve memberships were purchased. APO received \$60 from the BJ's fundraiser to go toward student scholarships.

CSO held their annual fundraiser at All College Day and raised \$770 for scholarships. They are working with Chick-fil-A to host another fundraiser this spring.

CSO is working with Lauren Fleck on the CSO Bylaws and anticipate bringing the Bylaws to the Board of Trustees for approval in spring.

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

Dr. Bolt launched the start of the spring semester with a virtual All College Day and acknowledged this has been a challenging year in all respects, however, no challenge diminished employee resolve or the work they engaged in or on behalf of Cecil College. We remain Cecil Strong!

Dr. Bolt provided a virtual welcome to our new student orientation program along with many other college members. The staff involved in this program continue to showcase the best of Cecil College.

Dr. Bolt participated in the virtual Wright's AME 31st Annual Reverend Dr. Martin Luther King, Jr. celebration and the Aberdeen Proving Ground observance for Reverend Dr. Martin Luther King, Jr's birthday.

Along with several Trustees, Dr. Bolt attended the Maryland Association of Community Colleges Trustee Leadership Conference which featured a student speaker, an interview with Senator Ferguson, and a Legal Update from attorney Robert Duston.

Maryland Community College Presidents continue to meet for work on the Maryland Association of Community Colleges' strategic plan. Dr. Bolt thanked the board chair for participating in the Forum on the Future of Maryland Community Colleges which will help inform the strategic plan.

Governor Hogan has announced an additional \$20.7 million in Education Relief Funding, which Maryland Community Colleges will receive \$7.4 million for Community College Workforce Development Programs. Cecil College is expected to receive an \$185,000 allocation as determined by Maryland Higher Education Commission (MHEC) using the same formula as the GEERS funding we received last year. MHEC will provide more details to each college but it appears the funds will be administered in the same manner as the GEERS funds.

The United States Department of Education Coronavirus Aid, Relief, and Economic Security Act awarded Cecil College \$1,725,077 and previously received \$557,811 in institutional aid. The federal government will provide details of appropriate expensing for the additional funds.

7) Proposed Resolution: Personnel Items November 2020 – Moved by Sarah W. Colenda and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

RESOLUTION NO: 21-001
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: Wilbur Howell
Position: IT Systems Administrator
Salary Grade: 12
Division: Information Technology
Category: Non-Exempt
Effective: January 4 2021

Name: Timothy Kipp
Position: Custodian
Salary Grade: 10
Division: Government Relations & College Advancement
Category: Non-Exempt
Effective: January 4, 2021

Name: Daniel York
Position: Lead Help Desk Technician
Salary Grade: 12
Division: Information Technology
Category: Non-Exempt
Effective: January 18, 2021

SEPARATIONS/RESIGNATIONS

Name: Maurice Tyler
Position: Chief Information Officer
Salary Grade: 20
Division: Information Technology
Category: Exempt
Effective: January 1, 2021

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

- 8) Proposed Resolution – Approval of Annual Operating and Minor Capital Budget for the Fiscal Year 2022 – Moved by Sarah W. Colenda, and seconded by Kathleen Kunda the board approved the Annual Operating and Minor Capital Budget for the Fiscal Year 2022 as presented

**RESOLUTION NO: 21-002
APPROVAL OF ANNUAL OPERATING AND MINOR CAPITAL BUDGETS
FOR THE FISCAL YEAR 2022**

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 2021-2022 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 2022 is based on estimated revenue from the Cecil County Government, the state of Maryland, and student tuition and fee revenue. Fiscal year 2022 revenue is projected to total \$26,389,590, which is a decrease of 3.8% (\$1,045,670) from the approved FY 2021 Operating and Minor Capital Budget (a decrease of \$1,115,670 for Operating and an increase of \$70,000 for Minor Capital).

The proposed annual Operating Budget does not include tuition increases, but includes a \$5 per course increase for most credit courses.

The proposed annual Operating and Minor Capital Budget includes expenditures for basic services and college-wide priorities such as an estimated 8.5% increase in health insurance premiums, equity adjustments and general compensation increases for faculty and staff, and computer and academic-related equipment replacement.

The proposed Capital Improvement Program requests funding in the amount of \$4,252,000 which includes the following: \$513,000 in mechanical infrastructure repair and replacement, and a request for County funding in the amount of \$ 3,739,000 for the Campus Entrance & Facilities Building project, which completes the split-funding request for the project as requested by the State and County.

Therefore, be it

RESOLVED, that the Board of Trustees approves the Operating and Minor Capital Budget Request for Fiscal year 2021 - 2022 in the total amount of \$26,389,590, and the Capital Improvement Program in the total amount of \$ 4,252,000.

- 9) Proposed Resolution – Granting of Professor Emeritus Policy – Moved by Kathleen Kunda seconded by Sarah W. Colenda, the Board of Trustees approved Granting of Professor Emeritus Policy

RESOLUTION NO: 21-003

APPROVAL OF GRANTING OF PROFESSOR EMERITUS POLICY

WHEREAS, the Board of Trustees has the responsibility for establishing the policies of the College; and

WHEREAS, upon the recommendation of the President of the College, the Board of Trustees may grant emeritus/emerita status to any retired full-time member of the Division of Academic Programs who has met the following criteria:

January 28, 2021

1. A minimum of 15 years of full-time service at Cecil College, with at least 10 of those years in a full-time teaching capacity. Part-time teaching at Cecil may count toward the minimum 15 years of service using the following equivalency: 30 teaching credits = 1 year of full-time. A maximum of five years may be accumulated through part-time teaching.
2. Attainment of the rank of Assistant Professor, Associate Professor, or Professor at Cecil College.
3. Consistent fulfillment of the College's mission and goals beyond normal contractual expectations. This superior performance should include the following:
 - a. Excellence in teaching. Student, supervisory, and/or peer evaluations should be used to determine excellence in teaching.
 - b. Professional growth. Examples of such growth might include innovative teaching techniques, publications, creation of educational materials for use by students and/or faculty, program and/or course development.
 - c. College service. Examples of such service might include active involvement in College governance, student activities, cultural activities, faculty development and mentoring, and departmental and/or divisional leadership.

Another factor that may be considered is community involvement that reflects favorably upon the College.

RESOLVED, that the Board of Trustees adopts the following policy on the Granting of Professor Emeritus/Emerita status on January 28, 2021.

- 10) Proposed Resolution – Approval of Strategic Plan 2021-2025- Moved by Kathleen Kunda and seconded by Dr Cydney T. Teal, the Board of Trustees approves the Strategic Plan as presented.

RESOLUTION NO: 21-004

APPROVAL OF STRATEGIC PLAN 2021 – 2025

WHEREAS, the Board of Trustees has the responsibility for approving the institution's Strategic Plan; and

WHEREAS, Cecil College develops a new strategic plan every five years. The plan establishes priorities that are used to determine resource allocation and set overarching actions.

The proposed document was guided by the President and prepared through a collegewide committee, reviewed by the College Management Team and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees approve the attached Mission, Vision, Values and Priorities for Cecil College to become effective January 28, 2021.

January 28, 2021

11) Financial Report – Mr. Craig Whiteford

Mr. Whiteford reviewed financial information from November 30 and December 31, 2020. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

12) Old Business/New Business

Old Business

- Maryland State Ethics forms are due.

New Business

- None

13) Close Regular Session

- a. Next Regular Session will be held on Thursday, February 25, 2021. The meeting will take place virtually beginning at 4:00 p.m. A motion was made by Raymond Hamm and seconded by Donna Horgan for the next regular session meeting and was approved.
- b. A motion to adjourn the regular session was made by Kathleen Kunda and seconded by Sarah W. Colenda and approved.
- c. The regular meeting adjourned at 5:30 p.m.