

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, March 25, 2021

Regular Session: 4:00 p.m. – ZOOM

<https://cecil-edu.zoom.us/j/6856624244?pwd=dW1mblhHM0RrR2xaODhCSHJiMGJFdz09>

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of February 25, 2021 Meeting Minutes
- 4) Academic Senate Report – Dr. Anne Edlin
- 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Ms. Melissa Redfield
- 6) President’s Report - Dr. Mary Way Bolt
- * 7) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- * 8) Proposed Resolution: Leave of Absence – Dr. Mary Way Bolt
- * 9) Proposed Resolution: May 2021 Graduation Candidates – Dr. Christy Dryer
- *10) Proposed Resolution: Disposal of Asset -Modular – Dr. Mary Way Bolt
- *11) Proposed Resolution: New Entrance/Roadway and Facilities Management Building – MHEC CC Form N – Dr. Mary Way Bolt
- *12) Proposed Resolution: Consent Agenda on three policies– Ms. Lauren Fleck
 - a. Leave of Absence Policy
 - b. Reporting of Wrongful Conduct and Whistleblowing Policy
 - c. Use of College Credit Cards Policy
- *13) Proposed Resolution: CSO Constitution and By-Laws – Ms. Melissa Redfield
- *14) Proposed Resolution: Procurement Items – Ms. Lauren Fleck
- 15) Maryland Education Alliance – Dr. Christy Dryer
- 16) Financial Report – Mr. Craig Whiteford
- 17) Old Business/New Business
 - *a. Regular Session: Thursday, April 29, 2021 at 4:00 p.m., ZOOM.
- 18) Adjournment
- 19) Closed Session

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

February 25, 2021

- 1) Chairman Mark Mortenson called the regular session to order at 4:02 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 Raymond Hamm, seconded by Sarah W. Colenda, the agenda was approved as presented.
- 3) Approval of January 28, 2021 Board Meeting Minutes – On the motion of Kathleen Kunda and seconded by Donna Horgan, the minutes of January 28, 2021 were approved as written.
- 4) Academic Senate Report – Dr. Anne Edlin
Academic Affairs approved one revised certificate and are looking at the Strategic Plan to see how Academic Senate can support the plan and align their work with it. The next Senate meeting will take place on March 3, 2021
- 5) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Daniel Combs

CSO

CSO held their meeting February 25th. Lauren Fleck attended to discuss final changes to the Constitution and By-Laws. CSO will send the Constitution and By-Laws to CSO members for a final vote. After the final vote, it will be presented to Dr. Bolt and brought to the Trustee meeting in March.

CSO is looking at different options instead of a year-end picnic. Melissa Redfield will be concluding her second year as CSO president in June. Nominations for candidates will be taken for next fiscal year.

APO

The APO meeting was canceled due to weather. Mr. Combs recorded the information that would have been discussed at the meeting for everyone to listen to.

In the next few months, a subcommittee for fund raising will be focused on fund raising efforts for All College Day in August. The next APO meeting will take place on March 18, 2021.

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

Cecil College's Licensed Practical Nursing and Registered Nursing Programs were approved by the Maryland Board of Nursing for the maximum 10 years per the new regulations. There is no requirement for a 3-year interim report to the Maryland Board of Nursing.

Dr. Bolt participated in the college hosted professional development February 3rd, entitled Bias and the Student Experience, presented by Cyndi Kernahan. The speaker was able to translate the research and explain how bias, at both the individual and institutional levels, affects students and their educational outcomes and what we can do to become fairer and more just in our work with students.

Dr. Bolt presented the college's budget to the county executive, county administrator, finance director and budget manager. Cecil College's Controller and Director of Capital Projects also participated in the presentation.

On February 9th, Dr. Bolt participated in the 21st Student Advocacy Day along with outstanding students and staff members. This was the first virtual advocacy day and our students shared their stories and represented the college very well.

On February 16th, Dr. Bolt provided a welcome and college update to members of the Multicultural Student Services Advisory Board.

Dr. Bolt attended the Maryland Chamber of Commerce's 2021 State of the State virtual event featuring Governor Larry Hogan.

Dr. Bolt attended Cecil College's Foundation Board meeting and provided a college update. Thank you to all our amazing board members and donors.

This legislative session Dr. Bolt has provided oral testimony on two bills impacting community colleges. The first testimony was on tuition waivers and the second testimony was on the transfer of credits for community college students.

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

RESOLUTION NO: 21- 005
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 Moore
Position:	Associate Director of IT Client Services
Salary Grade:	15
Division:	Information Technology
Category:	Exempt
Effective:	February 15, 2021

SEPARATIONS/RESIGNATIONS

Name: Christine Kyger
Position: Event Coordinator
Salary Grade: 11
Division: Community Relations and College Advancement
Category: Non-Exempt
Effective: February 26, 2021

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

- 8) Proposed Resolution – Professor Emeritus Designation for Dr. Nancy Vinton -
Moved by Kathleen Kunda, and seconded by Sarah W. Colenda the board approved the Professor Emeritus Designation for Dr. Nancy Vinton as presented

RESOLUTION NO: 21- 006
APPROVAL OF PROFESSOR EMERITUS DESIGNATION FOR DR. NANCY VINTON, PROFESSOR I, BIOLOGY (RETIRED)

Under the Education Article, Title 16, Paragraph 104 (1997) of the Annotated Code of Maryland, the Board of Trustees has the authority to accept recommendations from the President concerning faculty members and other employees of the College. The Board of Trustees approved Policy No. 21-003 Granting of Professor Emeritus/Emerita, effective January 28, 2021.

Dr. Vinton began her Cecil College career in 2003 as an adjunct faculty member and began fulltime employment in 2007. She played an integral role in the science department and created projects to improve the quality of Anatomy and Physiology education at the college. She redesigned the lab manuals for Anatomy and Physiology I and II to include labeled images of the anatomy models used in lab courses. In addition, she created online histology atlases for both lab courses that included labeled images from the tissue slides used in both courses. She was able to have the atlases published on the Maryland Open-Source Textbook.

She worked very closely with the Physical Therapist Assistant program by serving on their advisory board. Dr. Vinton held her students to very high standards, and they came to appreciate as they continued their education in either nursing or Physical Therapy Assistant. As new faculty were hired, she shared her resources with them to ensure high standards in the courses. She served as Senate president and numerous committees including Senate, Faculty Affairs committee, Cecil County Public School mentor, Strategic Planning committee and Assessment committee.

On February 3, 2021 the Academic Senate unanimously approved the forwarding of a recommendation to the President nominating Dr. Nancy Vinton, Professor I Biology (Retired), to the title, rank, and status of Professor Emeritus. The President concurs with this recommendation; now, therefore, be it

RESOLVED, that the Board of Trustees approves the nomination and grants the title, rank, and status of Professor Emeritus to Dr. Nancy Vinton, Professor I, Biology

(Retired), to be bestowed on her at the Cecil College graduation ceremony on May 16, 2021.

- 9) Proposed Resolution – Academic Program Approval – Lower Division Certificate in Horticultural Science – Moved by Raymond Hamm seconded by Kathleen Kunda, the Board of Trustees approved the Lower Division Certificate in Horticultural Science as presented.

RESOLUTION NO: 21-007

APPROVAL OF LOWER DIVISION CERTIFICATE IN HORTICULTURAL SCIENCE.

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 revised program:

- Lower Division Certificate in Horticultural Science

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.

- 10) Proposed Resolution – Disposal of Modular- Moved by Sarah W. Colenda and seconded by Kathleen Kunda, the Board of Trustees approves the Disposal of Modular as presented. Mr. Raymond Hamm abstains.

RESOLUTION NO: 21-008

APPROVAL OF DISPOSAL OF MODULAR

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 College purchased a Modular in 2011 in the amount of \$76,510.39 for the Bainbridge site that has been used by the Bainbridge Development Corporation (BDC). It is recommended that the ownership of the Modular be transferred to BDC and the asset be removed from the asset inventory.

The Interim 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 Modular and directs the staff of the College to adjust the asset inventory and values accordingly.

11) New Entrance Roadway and Facilities Building – Mr. Christopher Mills

Mr. Mills presented information on the New Entrance Roadway and Facilities Building. He also responded to questions by the Board of Trustees regarding the proposed project.

12) Financial Report – Mr. Craig Whiteford

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

13) Old Business/New Business

Old Business

- Trustee Mortenson thanked Richard Haubert for the Communique’.

New Business

- A Closed Session “To consult with counsel to obtain legal advice” will be held after the Regular Session at the March 25, 2021 Board of Trustees meeting. Motion made by Raymond Hamm and seconded by Kathleen Kunda, the Closed Session was approved as presented.

14) Close Regular Session

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