

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, December 1, 2022
Regular Session: 4:00 p.m.

A G E N D A

- 1) Roll Call
 - * 2) Approval of Agenda
 - * 3) a. Approval of October 26, 2022 Meeting Minutes
b. Approval of October 26, 2022 Joint Meeting Minutes with Cecil County Public Schools
 - 4) Academic Senate Report – Dr. Christopher Castillo
 - 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Daniel Combs
 - 6) President’s Update – Dr. Mary Way Bolt
 - 7) ACCT Congress Report – Mrs. Donna Horgan
 - *8) Proposed Resolution: Personnel Actions November 2022– Dr. Mary Way Bolt
 - *9) Proposed Resolution: December Graduation Candidates Report – Dr. Christy Dryer
 - *10) Proposed Resolution: Academic Program Approval – Associate of Science in Public Health, Behavioral Health Counseling Concentration – Dr. Christy Dryer
 - *11) Proposed Resolution: Satisfactory Academic Programs (SAP) Policy – Dr. Kimberly Joyce
 - *12) Proposed Resolution: Audit Committee Policy – Dr. Mary Way Bolt
 - 13) Financials – Mr. Christopher Mills
 - 14) Old Business/New Business
 - a. Next Meeting, January 26, 2023 at 4:00 p.m., in EMB213 and via Teams
 - 15) Adjournment
- * Requires Board Action

**December 1 – 5:30p.m. Holiday Reception with Foundation Board of Directors
Milburn Stone Theatre**

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

December 1, 2022

- 1) Chairman Mark Mortenson called the regular session to order at 4:01 p.m.

Roll Call- In Person– Mark Mortenson, Raymond W. Hamm, Donna Horgan, 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 were Dr. Christy Dryer, Vice President of Academics, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Michelle Williams, Executive Director of Human Resources, Christopher Mills, Vice President of Finance, and via Team: Ian Cooper, Interim Chief Information Officer.

- 2) Approval of Agenda –On motion of Kathleen Kunda, seconded by Raymond W. Hamm, the agenda was approved.
- 3) a. Approval of October 26, 2022 Board Meeting Minutes – On the motion of Kathleen Kunda and seconded by Dr. Cydney T. Teal, the minutes of October 26, 2022 were approved as presented.
b. Approval of October 26, 2022 Joint Meeting Minutes with Cecil County Public Schools – On the motion of Kathleen Kunda and seconded by Dr. Cydney T. Teal, the minutes of October 26, 2022 were approved as presented.

- 4) Academic Senate Report – Dr. Christopher Castillo

The Academic Senate met on November 2, at which time Kathleen McNally was seated as the Adjunct Faculty Representative. The Senate approved changes to five polices. Approved were revisions to the Full-Time Faculty Performance Policy and the Adjunct Faculty Performance Policy.

Senate’s next meeting is schedule for Wednesday, December 7, 2022

- 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Daniel Combs

CSO- No updates

APO - Two committees were formed at the last meeting in October. One committee will plan the APO Holiday party, and the other will plan the APO Cecil College Logo Apparel Sale.

The next meeting will take place on December 15, 2022 during which time the APO Holiday party will be held.

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

Dr. Bolt hosted a Town Hall for all employees on November 14, 2022.

Dr. Bolt participated in the Economic Development Commission, Northern Maryland Technical Council, Local Management Board, Regional Additive Manufacturing Partnership of Maryland meetings.

Dr. Bolt participated in a meeting with Amazon to learn more about their Career Choice opportunity for employees enrolling at Cecil College.

Dr. Bolt attended Cecil College's Open House on November 3, 2022.

Dr. Bolt attended the Maryland Association of Community Colleges Transfer Summit on November 4, 2022. Dr. Bolt also attended the Organization for Associate Degree Nursing conference where Dr. Christy Dryer was inducted as a Fellow in the Academy of Associate Degree Nursing.

Dr. Bolt participated in the Middle States Commission on Higher Education (MSCHE) webinar on proposed MSCHE Standards for Accreditation and Requirements of Affiliation. Other MSCHE updates were also provided during the webinar.

Dr. Bolt participated in the Presidential Leadership Executive Session for the 2022 Virtual Federal Student Aid training conference.

Dr. Bolt provided a welcome to Cecil College's Nursing Advisory Board meeting.

7) ACCT Congress Report – Mrs. Donna Horgan

Trustee Horgan attended the ACCT Congress in New York City in October 2022, and provided an update on happenings at the conference.

8) Proposed Resolution: Personnel Items – Moved by Raymond W. Hamm and seconded by Dr. Cydney T. Teal, the Personnel Items were approved as presented.

RESOLUTION NO: 22-037
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

PROMOTIONS

Name: Charles Reynolds
Position: Special Police Officer (Sworn)
Salary Grade: 11
Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: November 19, 2022

Name: Dana Gullo
Position: Associate Dean for Teaching, Learning, and Technology
Salary Grade: 16
Division: Academic Programs
Category: Exempt
Effective: December 5, 2022

Name: Bryan Martin
Position: Public Safety Officer (Sworn)
Salary Grade: 11
Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: December 5, 2022

NEW HIRES

Name: Erika Brown
Position: Financial Planning & Analysis Manager
Salary Grade: 15
Division: Finance and Administration
Category: Exempt
Effective: October 31, 2022

Name: Ian Ward
Position: Public Safety Officer
Salary Grade: 11
Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: November 14, 2022

Name: Jessica Hartley
Position: Public Safety Officer
Salary Grade: 11
Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: November 14, 2022

Name: Antonette Maring
Position: SQL Developer
Salary Grade: 15
Division: Information Technology

Category: Exempt
Effective: November 15, 2022

SEPARATIONS/RESIGNATIONS

Name: Jon Esser
Position: Dean of Arts, Humanities, and Commerce
Salary Grade: 18
Division: Academic Programs
Category: Exempt
Effective: November 11, 2022

Name: Robert Curtis Barranco
Position: Officer, Special Police
Salary Grade: Grade 11
Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: November 7, 2022

The President has recommended these personnel actions, therefore, be it:

RESOLVED, that the Board of Trustees approves these personnel actions.

- 9) Proposed Resolution: December Graduation Candidates Report - Moved by Kathleen Kunda and seconded by Donna Horgan, the December Graduation Candidates Report was approved as presented.

RESOLUTION NO: 22-038

DECEMBER GRADUATION CANDIDATES REPORT

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 December 31, 2022

- 10) Proposed Resolution: Academic Program Approval – Associate of Science in Public Health, Behavioral Health Counseling Concentration - Moved by Dr. Cydney T. Teal and seconded by Kathleen Kunda, the Associate of Science in Public Health, Behavioral Health Counseling Concentration was approved as presented.

RESOLUTION NO: 22-039
ASSOCIATE OF SCIENCE IN PUBLIC HEALTH, BEHAVIORAL HEALTH COUNSELING CONCENTRATION

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 Concentration within an existing program:

- Associate of Science in Public Health, Behavioral Health Counseling Concentration

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.

- 11) Proposed Resolution: Financial Aid Satisfactory Academic Progress (SAP) Policy - Moved by Raymond W. Hamm and seconded by Donna Horgan, Financial Aid Satisfactory Academic Progress (SAP) Policy was approved as presented.

RESOLUTION NO: 22- 040
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY.

Federal regulations (34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43) require all federal financial aid recipients be enrolled in a degree or approved certificate program and maintain satisfactory academic progress (SAP). All financial aid programs administered by Cecil College (“Cecil”) are governed by this policy.

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by Cecil must maintain satisfactory academic progress (SAP) towards the completion of a certificate or degree program of study. The College complies with this requirement by monitoring each student’s academic progress against three standards: (1) minimum cumulative

grade point average (GPA), (2) minimum completion rate and (3) maximum time frame for completion of a degree. A student who does not meet any one of these requirements is in violation of SAP for financial aid purposes.

A review of SAP will be done at the end of each semester/payment period. Semesters include Fall, Spring, and Summer terms. The evaluation period is cumulative, including enrollment in all prior semesters and all classes attempted, whether federal aid was received or not.

The President is satisfied that systems are in place and recommends that the Board of Trustees accept the policy. Now, therefore, be it:

RESOLVED, that the Cecil College Board of Trustees accepts the Financial Aid Satisfactory Academic Progress (SAP) Policy as presented.

- 12) Proposed Resolution: Audit Committee Policy - Moved by Dr. Cydney T. Teal and seconded by Kathleen Kunda, the Audit Committee Policy was approved as presented.

RESOLUTION NO: 22- 041
AUDIT COMMITTEE POLICY

The Audit Committee is responsible for overseeing the quality and integrity of the College's financial statements including the selection of, and effective interaction with, the independent auditor. MD EDUCATION Code Ann. § 16-315 provides that "each community college in the State shall have an annual audit of its books of accounts, accounting procedures and principles, and other fiscal and operational methods and procedures in accordance with guidelines as prescribed by the Commission. COMAR 13B.02.02.21 G (1) states that the "institution shall have a financial audit conducted at least every 2 years by an independent certified public accountant or a State legislative auditor, which provides a detailed and accurate picture of the financial status of the institution since the preceding audit."

In accordance with the By-Laws of the Board of Trustees, "The Audit Committee shall have oversight responsibility for the annual financial audit of the College and perform such functions as may be defined in Board policy for the committee." As recommended by The Maryland Higher Education Commission, The Board of Trustees established "the Committee of the Whole as the official audit committee of Cecil College."

RESOLVED, that the Cecil College Board of Trustees approves of the Audit Committee Policy as presented.

- 13) Financial Report – Mr. Christopher Mills

Mr. Mills reviewed financial information for October 30, 2022. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 14) Old Business/New Business

Old Business

- The entrance and facilities building were discussed

New Business

- Students attended the Clene Nano facility and Trustee Mortenson provided a tour and information on the facility.
- Contract language for events at Milburn Stone Theatre was discussed.
- The STEM poster presentations will be held in the Engineering and Math Building beginning at 3pm on Friday, December 9, 2022.
- Registered Nursing students, Licensed Practical Nursing students, and Paramedic students have achieved a 100% pass rate and Trustees would like to celebrate this achievement.

15) Close Regular Session

- Next Regular Session will be held on Thursday, January 26, 2023. The meeting will take place in person at Cecil College beginning at 4:00 p.m. in the Engineering and Math Building, Room 213. A motion was made by Donna Horgan and seconded by Kathleen Kunda for the next regular session meeting and was approved.
- The regular meeting adjourned at 5:16 p.m. A motion was made by Donna Horgan and seconded by Raymond W. Hamm to adjourn the meeting.