

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, December 3, 2020
Regular Session: 4:00 p.m

Join Zoom Meeting

<https://cecil-edu.zoom.us/j/6856624244?pwd=RmNFcmc3dy9Sa2MwN3NGL0htR3ZGQT09>

Meeting ID: 685 662 4244

Passcode: 09242020

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) a. Approval of October 28, 2020 Meeting Minutes
b. Approval of October 28, 2020 Joint Meeting Minutes with Cecil County Public Schools
- 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 Update – Dr. Mary Way Bolt
- *7) Proposed Resolution: Personnel Actions November 2020– Dr. Mary Way Bolt
- *8) Proposed Resolution: Reporting of Suspected Child Abuse and Neglect Policy – Ms. Chris Ann Szep
- *9) Proposed Resolution: Telework Policy – Ms. Lauren Fleck
- *10) Proposed Resolution: FMLA Policy – Ms. Lauren Fleck
- *11) Proposed Resolution: Office Supply Contract - Ms. Lauren Fleck
- *12) Proposed Resolution: External Auditor’s Contract For Year Ending June 30, 2021 – Ms. Lauren Fleck
- *13) Proposed Resolution: Online Course Policy – Dr. Christy Dryer
- *14) Proposed Resolution: December Graduation Candidates Report – Dr. Christy Dryer
- 15) Financials – Mr. Craig Whiteford
- 16) Old Business/New Business
 - *a. Next Meeting, January 28, 2020 at 4:00 p.m., ZOOM.
- 17) Adjournment
- * Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES

October 28, 2020

- 1) Chairman Mark Mortenson called the regular session to order at 4:00 p.m.

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

Dr. Cydney T. Teal joined the meeting at 4:05 p.m.

Also present by Zoom were Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Maurice Tyler, Chief Information Officer; 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 September 24, 2020 Board Meeting Minutes – On the motion of Donna Horgan and seconded by Raymond Hamm, the minutes of September 24, 2020 were approved as written.
- 4) President’s Report – Dr. Mary Way Bolt
Dr. Bolt participated in numerous sessions of the virtual Association of Community College Trustees annual conference.

Dr. Bolt participated in Cecil College Celebrates Hispanic Heritage Month hosted by Student Services.

Dr. Bolt presented a Cecil College update to the Cecil County Chamber Government Relations committee including the college’s response to COVID 19.

Dr. Bolt participated in the Local Management Board meeting, Economic Development Commission, and Northern Maryland Technical Council meetings.

Dr. Bolt attended the virtual Physical Therapist Assistant Advisory committee meeting and the college’s Decision 2020 Virtual Speaker’s Series event.

Dr. Bolt attended the Local Management Board Race and Equity Webinar featuring Dr. Roger R. Harrison, Clinical Psychologist from the Division of Behavioral Pediatric Health at Nemours Children’s Health System.

Dr. Bolt provided a college update to the Cecil College Foundation. She also participated in CASA’s Trunk or Treat hosted on the North East campus. Dr. Bolt thanked the entire college team for making this a successful event with up to 1,000 guests on campus.

Dr. Bolt participated in the Hispanic Association of Colleges and Universities President’s Virtual Cultural Presentation featuring Chef and Food Writer, Adan Medrano. The cultural presentation was followed by a culinary demonstration and mariachi musical performance.

Dr. Bolt will be participating in the Aspen Alumni Network Community call on Developing and Implementing Anti-Racist and Equitable Policies. The panel will share an overview of their work aimed at addressing diversity, equity, and inclusion.

The Maryland Board of Nursing will conduct a virtual accreditation site visit on October 29th and 30th.

- 5) Association of Community Colleges Trustees (ACCT) Legislative Congress Report- Mr. Mark Mortenson

Mr. Mortenson provided a report on the ACCT Congress that was held virtually from October 5 through October 8, 2020.

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

RESOLUTION NO: 20-059
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:

RETIREMENT

Name: Barry Gorrell
Position: Coordinator, VCP Lab
Salary Grade: 13
Division: Academic Programs
Category: Exempt
Effective: October 23, 2020

SEPARATIONS/RESIGNATIONS

Name: Monet Green
Position: HR Generalist
Salary Grade: 14
Division: Human Resources
Category: Exempt
Effective: October 9, 2020

Name: Trinity Rivera
Position: Custodian
Salary Grade: 11
Division: Community Relations & College Advancement

October 28, 2020

Category: Non-Exempt
Effective: October 16, 2020

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

- 7) Proposed Resolution – Confidentiality of Library Records Policy – Moved by Kathleen Kunda, and seconded by Donna Horgan, the board approved the Confidentiality of Library Records Policy

RESOLUTION NO: 20-060
CONFIDENTIALITY OF LIBRARY RECORDS POLICY

In accordance with Maryland law (Annotated Code of Maryland, Education Article Section 23-108) and the American Library Association (Policy Manual B.8.5.2) Cecil College's Cecil County Veterans Memorial Library circulation records and other records identifying the names of library users are confidential and are prohibited from inspection, use, or disclosure. Records shall not be made available except pursuant to lawful court order, search warrant, or subpoena. Requests for confidential library circulation records from a federal, state, or local enforcement agency shall follow the College's process for Public Information Action Requests (<https://www.cecil.edu/about-us/public-information-act-requests>).

The Council of the American Library Association recommends that the responsible officers of each library formally adopt a policy regarding confidentiality of library patron records. ALA Policy Manual Code of Ethics, states "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired". These materials may include database search records, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, programs, or services.

In accordance with MD Code, Education, § 23-108:

Effective: July 1, 2017
MD Code, Education, § 23-108
Formerly cited as MD EDUC § 23-107
§ 23-108. Confidentiality of circulation records

RESOLVED that the Cecil College Board of Trustees approves the Confidentiality of Library Policy as presented on October 28, 2020

- 8) Proposed Resolution – Approval of Institutional Review Board Policy – Moved by Raymond Hamm seconded by Kathleen Kunda, the Board of Trustees approved the Institutional Review Board Policy

RESOLUTION NO: 20-061
APPROVAL OF INSTITUTIONAL REVIEW BOARD POLICY

All human subjects research at Cecil College, as defined by federal regulations and included in the attached IRB Mission and Operating Procedures document, will be approved by the Institutional Review Board.

PROCEDURE:

See the IRB Mission and Operating Procedures document.

RESOLVED the Cecil College Board of Trustees approves the Institutional Review Board (IRB) Policy as presented on this 28th day of October, 2020.

- 9) Proposed Resolution – Consent Agenda – Acceptance of Grant Agreements- Moved by Michael J. Scibinico and seconded by Kathleen Kunda, the Board of Trustees approves the Consent Agenda

RESOLUTION NO: 20-062

APPROVAL OF CONSOLIDATED ADULT EDUCATION AND LITERACY SERVICES

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2)(h), Cecil College is empowered to seek grants.

The College applied to the Maryland Department of Labor, Licensing and Regulation for a grant to provide support for Consolidated Adult Education and Literacy Services. The Maryland Department of Labor, Licensing and Regulation awarded \$177,021 to support the program. The College received \$192,663 for this program in fiscal 2020.

The President is satisfied that adequate fiscal controls and program monitoring systems are in place for the grant and recommends that the Board of Trustees accept it. Therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Maryland Department of Labor, Licensing and Regulation agreement in the amount of \$177,021 and directs that these funds be used to provide support for the Consolidated Adult Education and Literacy Services for the period July 1, 2020 through June 30, 2021.

RESOLUTION NO: 20-063

APPROVAL OF MARYLAND I-PATHWAYS PROGRAM

Pursuant to Md. EDUCATION Code Ann. § 16-103 (2)(h), Cecil College is empowered to seek grants.

The College applied to the Maryland Department of Labor, Licensing and Regulation for a grant to provide support for online instruction for GED Test preparation services. The Maryland Department of Labor, Licensing and Regulation awarded \$100,000 to support the program. The College received \$152,000 in fiscal 2020 for this program.

The President is satisfied that adequate fiscal controls and program monitoring systems are in place for the grant and recommends that the Board of Trustees accept it. Therefore, be it

RESOLVED, that the Cecil College Board of Trustees accepts the Maryland Department of Labor, Licensing and Regulation agreement in the amount of \$100,000 and directs that these funds be used to provide support for online instruction for GED Test preparation services for the period July 1, 2020 through June 30, 2021.

- 10) Proposed Resolution – Procurement Items – Moved by Michael J. Scibinico and seconded by Kathleen Kunda, the Procurement Items was approved as presented.

RESOLUTION NO: 20-064
APPROVAL OF PROCUREMENT ITEMS

According to the Annotated Code of Maryland, Education Article § 16-103 (2014), 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 and equipment. 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 Interim Vice President of Finance and the President recommend approval of the following procurements.

Procurement Method	Vendor Name/Address	Procurement Item	Total Cost
Contract – MEEC	CDW-G Chicago, IL	Dell Computers	\$ 63,582
Contract – Sourcewell County & State funding	Centennial Contractors Lanham, MD	Campus Entrance & Facilities Mgmt. Bldg.	\$ 759,143

therefore, be it

RESOLVED that the Board of Trustees approves these procurement actions.

- 11) Employee Giving Plan - Ms. Chris Ann Szep

Ms. Szep presented the Employee Giving Plan and explained the goal of the campaign. The purpose of the funds will be used to support technology and other resources students need to be successful in a remote learning environment.

- 12) 2020 Institutional Performance Accountability Report (PAR) – Dr. Mary Way Bolt

Dr. Bolt reviewed the 2020 Performance Accountability Report (PAR) that includes the Mission, Institutional Assessment, State Plan Goals and Accountability Report.

- 13) Financial Report – Mr. Craig Whiteford

Mr. Whiteford reviewed financial information as of September 30, 2020. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 14) Old Business/New Business

Old Business

- None

New Business

- January 25, 2021 – 4:00 p.m. Virtual MACC Trustee Leadership Conference
- Sarah W. Colenda encouraged the Trustees to give to the Employee Giving Campaign for the Foundation and expressed that the Foundation is doing a phenomenal job.

15) Close Regular Session

- a. Next Regular Session will be held on Thursday, December 3, 2020. The meeting will take place virtually beginning at 4:00 p.m. A motion was made by Kathleen Kunda and seconded by Raymond Hamm for the next regular session meeting and was approved.
- b. A motion to adjourn the regular session was made by Raymond Hamm and seconded by Kathleen Kunda and approved.
- c. The regular meeting adjourned at 4:59 p.m.
- d. The joint meeting with Cecil County Public Schools started virtually at 5:30 p.m.

CECIL COLLEGE
CCPS JOINT BOARD MEETING
MINUTES
October 28, 2020

Present: Cecil College

Present were Chair Mark G. Mortenson, Board Members; Raymond Hamm, Sarah W. Colenda, Donna Horgan, Michael J. Scibinico and Ms. Kathleen Kunda. Dr. Mary Way Bolt, President of the College; Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management; Dr. Christy Dryer, Vice President of Academic Programs; Lauren Fleck, Executive Director of Human Resources and Professional Development; Chris Ann Szep, Vice President of Community and Government Relations and College Advancement; Sherry Hartman, Executive Assistant to the President.

Present: CCPS

From the Board of Education: Mr. William H. Malesh, President, Ms. Diana B. Hawley, Vice President, Mr. James K. Fazzino, Member, Ms. Christie L. Stephens, member; Mr. Jeffrey A. Lawson, Superintendent of Schools

Cecil County Public Schools Leadership: Ms. Carolyn J. Teigland, Associate Superintendent for Education Services; R. Joseph Buckley, Associate Superintendent for Administrative Services; Ms. Sandra T. Jack, Chief Financial Officer; Ms. Jennifer F. Hammer, Executive Director for Elementary School Education; Ms. Anne M. Gellrich, Executive Director for Secondary School Education; Mr. Perry A. Willis, Executive Director for Support Services; Mr. Sean Cannon, Executive Director for Human Resources and Staff Relations; Ms. Kelly M. Keeton, Assistant in Administration/BEPAC Coordinator; and Ms. Elizabeth J. Orr, Administrative Assistant to the Board of Education and Superintendent.

The open session started at 5:30 p.m. via Zoom followed by the Pledge of Allegiance

Mr. William Malesh, President of the Cecil County Board of Education welcomed everyone to the meeting and is looking forward to further collaborations with Cecil College.

Chairman Mark Mortenson welcomed Cecil County Public Schools and Cecil College to the joint meeting. Mr. Mortenson expressed that Cecil College appreciates working with the Cecil County Public Schools and the partnership that is shared between the two.

Dr. Mary Way Bolt, President of Cecil College thanked everyone for their support and the collective work of both institutions for working together to make our county education stronger.

Dr. Jeffrey Lawson, Superintendent of Cecil County Public Schools welcomed everyone to the meeting and thanked everyone for attending.

Ms. Anne Gellrich, Dr. Christy Dryer and Dr. Kimberly Joyce presented information on Collaboration: CCPS and CC with slides on a Dual Enrollment Updates, Early College Academy, CTE Collaborations, Teachers Academy of Maryland Partnership and Collaboration During COVID.

An Annual Partnership Summary was presented by Ms. Anne Gelrich, Dr. Christy Dryer and Dr. Kimberly Joyce.

Mr. Malesh thanked everyone for attending the joint meeting and expressed that Cecil County Public Schools looks forward to the next joint meeting in 2021.

Adjournment – The meeting adjourned at 6:28 pm.

Cecil College will host the next joint board meeting, October 2021