

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, December 7, 2023
Regular Session: 4:00 p.m.

President's Board Room – Bldg. A - 336

A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) a. Approval of October 25, 2023 Meeting Minutes
b. Approval of October 25, 2023 Joint Meeting Minutes with Cecil County Public Schools
- 4) Academic Senate Report – Dr. Jennifer Scott-Greenfield
- 5) Administrative Professional Organization Report – Mr. Daniel Combs
- 6) Classified Staff Organization Report – Mr. Wyatt Thompson
- 7) President's Update – Dr. Mary Way Bolt
- *8) Proposed Resolution: Personnel Actions November 2023– Dr. Mary Way Bolt
- *9) Proposed Resolution: December Graduation Candidates Report – Dr. Christy Dryer
- *10) Proposed Resolution: Academic Program Approval – Lower Division Certificate in Data Science – Dr. Christy Dryer
- *11) Proposed Resolution: Academic Program Approval – Associate of Arts in Paralegal Studies – Dr. Christy Dryer
- *12) Proposed Resolution: Procurement Items – Mr. Christopher Mills
- 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 7 – 5:30p.m. Holiday Reception with Foundation Board of Directors - Milburn Stone Theatre

Cecil College
Board of Trustees
Minutes
December 7, 2023

- 1) Chairman Mark G. Mortenson called the regular session to order at 4:02 p.m.

Roll Call- In Person– Mark G. Mortenson, Raymond W. Hamm, Donna Horgan, Kathleen Kunda, Dr. Cydney T. Teal, Dr. Ozden Coksaygan, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President. Sarah W. Colenda joined the meeting at 4:19 p.m.

Via Teams: Dr. Cydney T. Teal via Teams until 4:25 p.m. and then attended in person

Absent: Sarah W. Colenda

Also present were Dr. Christy Dryer, Vice President of Academics, Vice President of Student Services and Enrollment Management, Dr. Kimberly Joyce, Vice President of Student Service, Christopher Mills, Vice President of Finance, Kelly McVeigh, Chief Information Officer, Lauren Fleck, Human Resources Director and Brandon Brice, Vice President, College Advancement and Community Relations.

- 2) Approval of Agenda –On motion of Raymond W. Hamm, seconded by Kathleen Kunda, the agenda was approved.
- 3) a. Approval of October 25, 2023 Board Meeting Minutes – On the motion of Kathleen Kunda and seconded by Donna Horgan, the minutes of October 25, 2023, were approved as presented.
- b. Approval of October 25, 2023 Joint Meeting Minutes with Cecil County Public Schools. On the motion of Kathleen Kunda and seconded by Raymond Hamm, the Joint Meeting Minutes were approved as presented.
- 4) Academic Senate Report – Dr. Jennifer Scott-Greenfield

Academic Senate met on October 4, November 1, and December 6, 2023.

Senate members reviewed following documents and policies:

- a. Course Proposal/Course Change Request form used at AAC
- b. Developing New Programs and Courses informational document used at AAC
- c. Institutional Review Board (IRB) Policy
 - Added a link to the online version of the document under the procedure section; no recommended changes to the policy
- d. Religious Accommodations for Students Policy
 - No recommended changes to the policy
- e. Master Syllabi and Course Syllabi Policy
 - Tabled... ongoing discussion
- f. Independent Study Policy

- Minimal changes to the form... to add “completion date” and “due dates” for assignments.
- g. Granting of Professor Emeritus Policy (updated, but will come back to Senate from CMT)
- h. The MACC Collective Bargaining Fact Sheets were shared with all faculty.
- i. Updates from AAC:
 - New Certificate: Data Science
 - Updated Program: Associate of Arts in Paralegal Studies
 - New Course: COM 103 Introduction to American Sign Language

The next Senate meeting is Wednesday, February 7, 2024.

5) Administrative Professional Organization Report – Mr. Daniel Combs

APO met on November 16, 2023

Thirty-five items were purchased for the MRDC Early Head Start Holiday Party. The items purchased were sent directly to the center via Amazon. A big thank you to everyone who purchased items for the center.

The APO Cecil College Logo Wear Sale has been postponed to January/February due to other clothing sales within the college taking place in November.

The APO Holiday Gathering will take place on December 14, 2023. Food will be ordered from Jersey Mikes and there will also be a Holiday Sock Exchange.

APO will be offering breakfast items for pre-order to the start of All College Day on January 10, 2024. An order form will be sent out to staff and faculty in the next couple of weeks.

The next APO meeting will be held on December 14, 2023 as part of the Holiday Gathering.

6) Classified Staff Organization Report

CSO held their meeting on November 9, 2023 in person and via Teams.

A proposal to purchase donuts to accompany the Poinsettia Fundraiser Distribution was given full support via a voting poll.

The combination of Vice President and Treasurer Officer Roles was voted on. Seven members were in support and 2 members were in opposition. A change to the final revision of the Constitution and By-Laws was made to reflect the change.

CSO held two fundraisers:

- i. The Poinsettia Sale had a total of 28 participants, accumulating 122 individual orders. Final proceeds to Student Scholarships & Programs total \$599.53
- ii. CSO is hosting a Lunch Fundraiser for All College Day. There will be

three different lunch options offered with a select range of sides and beverages.

The CSO President met with Lauren Fleck, the Executive Director of Human Resources, to review CSO materials and ensure uniformity of CSO communication to all CSO staff. Outcomes of this discussion will be reflected in daily operations and confirmed Constitution and By-Law updates.

The next CSO meeting will take place on December 14, 2023 in person and via Teams.

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

Dr. Bolt provided a welcome to the Cecil County Public Schools guidance counselors while they were on the North East campus. Thank you, Trustee Horgan, for providing greetings on behalf of the trustees.

Dr. Bolt attended the virtual Healthcare Careers Advisory meeting. Thank you, Dr. Teal for participating and providing insight into the local healthcare provider needs.

Dr. Bolt attended the Cecil County Branch of the NACCP 61st Freedom Fund Banquet along with students and staff.

Dr. Bolt participated in the round table discussions at Donaldson Brown and Cecil County School of Technology (CCST) with the Maryland Secretary of Commerce, Mr. Anderson regarding Cecil College and Cecil County Public Schools partnerships. Dr. Bolt also, had the opportunity to share the College's workforce development programs.

Dr. Bolt provided a welcome to the Nursing Advisory Board hosted by Cecil College.

Dr. Bolt provided a welcome to the Maryland Community Colleges Institutional Research Group.

Dr. Bolt provided a welcome to the PNC Eastern Shore Conference hosted by the Maryland Economic Development Association Foundation.

Dr. Bolt provided a Town Hall in person and virtual to provide updates to the College community.

Dr. Bolt participated the Susquehanna Workforce Network Blueprint meeting, Local Management Board, Northern Maryland Technical Council, Economic Development Commission, Maryland Community College Council of Presidents.

8) Proposed Resolution: Personnel Items – Moved by Kathleen Kunda and seconded by Donna Horgan, the Personnel Items were approved as presented.

RESOLUTION NO: 23- 052
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: Lisa Reynolds
Position: Academic Advisor
Salary Grade: 115
Division: Student Services
Category: Exempt
Effective: November 06, 2023

Name: Caitlin Riggs
Position: Financial Aid Associate
Salary Grade: 109
Division: Student Services
Category: Non-Exempt
Effective: November 06, 2023

Name: Dezzarae Crosler
Position: Executive Assistant to VP of Student Services
Salary Grade: 114
Division: Student Services
Category: Exempt
Effective: November 06, 2023

SEPARATIONS/RESIGNATIONS

Name: Jenel Jones
Position: Executive Assistant II
Salary Grade: 114
Division: Student Services
Category: Exempt
Effective: November 03, 2023

Name: Keith Brown
Position: Director Facilities & Projects
Salary Grade: 121
Division: Finance & Administration
Category: Exempt
Effective: November 10, 2023

Name: Elijah Orzechowski
Position: Information Security Analyst
Salary Grade: 115
Division: Information Technology
Category: Exempt

December 7, 2023

Effective: November 24, 2023

Name: Karen Egypt
Position: Director of Institutional Research
Salary Grade: 121
Division: Information Technology
Category: Exempt
Effective: December 1, 2023

Name: Brooke Cave
Position: Administrative Assistant
Salary Grade: 108
Division: Community & Government Relation & College Advancement
Category: Non-Exempt
Effective: October 27, 2023

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

- 9) Proposed Resolution: December 2023 Graduation Candidates Report - Moved by Donna Horgan and seconded by Kathleen Kunda, the approval of the December 2023 Graduation Candidates Report was approved as presented.

RESOLUTION NO: 23- 053

APPROVAL OF THE DECEMBER 2023 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, 2023

- 10) Proposed Resolution – Approval of Academic Program – Lower Division Certificate in Data Science – Moved by Raymond W. Hamm and Dr. Cydney T. Teal, the Lower Division Certificate in Data Science is approved as presented.

RESOLUTION NO: 23-054

APPROVAL OF LOWER DIVISION CERTIFICATE IN DATA 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 new program:

- Lower Division Certificate in Data 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.

- 11) Proposed Resolution: Approval of Academic Programs – Associate of Arts in Paralegal Studies – Moved by Raymond Hamm, and seconded by Kathleen Kunda, the Associate of Arts in Paralegal Studies was approved as presented.

RESOLUTION NO: 23-055

APPROVAL OF ASSOCIATE OF ARTS IN PARALEGAL STUDIES

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:

- Associate of Arts in Paralegal Studies

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.

- 12) Proposed Resolution: Procurement Item – Moved by Kathleen Kunda and seconded by Dr. Cydney T. Teal, the Procurement Item was approved as presented.

RESOLUTION NO: 23-056
APPROVAL OF THE PROCUREMENT ITEM

According to the Annotated Code of Maryland, Education Article § 16-103 (2023), 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 \$100,000 require Board of Trustee approval.

The following list includes procurements that 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 & Administration and the President have approved the following procurements.

Procurement Method	Vendor Name/Address	Procurement Item	Total Cost
Contract – Sourcewell	Centennial Contractors	Replace Building D VAV Boxes	\$1,160,790

therefore, be it

RESOLVED that the Board of Trustees approves these procurement actions.

- 13) Financial Report for October 31, 2023– Mr. Christopher Mills

Mr. Mills reviewed financial information for October 31, 2023. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 14) Old Business/New Business

Old Business:

- a. ACCT Legislative Conference – Early bird registration concludes on December 13, 2023. If you would like to attend, please let Sherry Hartman know.

New Business

- a. Next Regular Session will be held on Thursday, January 25, 2024. The meeting will take place in person at Cecil College or via Teams, beginning at 4:00 p.m. in the President's Board Room – A338. A motion was made by Kathleen Kunda and seconded by Dr. Cydney T. Teal for the next regular session meeting and was approved

- 15) Close Regular Session - Adjournment

The regular meeting adjourned at 5:16 p.m. A motion was made by Kathleen Kunda and seconded by Donna Horgan to adjourn the meeting.