

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, January 28, 2021

Regular Session: 4:00 p.m.

**A G E N D A**

- 1) Roll Call
  - \* 2) Approval of Agenda
  - \* 3) Approval of December 3, 2020 Meeting Minutes
  - 4) Academic Senate Report – Dr. Anne Edlin
  - 5) Joint Report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Daniel Combs
  - 6) President's Update – Dr. Mary Way Bolt
  - \* 7) Proposed Resolution: Personnel Actions December 2020– Dr. Mary Way Bolt
  - \* 8) Proposed Resolution: Approval of Annual Operating and Minor Capitol Budget for the Fiscal Year 2022 – Dr. Mary Way Bolt
  - \*9) Proposed Resolution: Granting of Professor Emeritus Policy – Dr. Christy Dryer
  - \*10) Proposed Resolution: Approval of Strategic Plan – Dr. Mary Way Bolt
  - 11) Financials – Mr. Craig Whiteford
  - 12) Old Business/New Business  
\*a. Next Meeting, February 25, 2021 at 4:00 p.m., ZOOM
  - 13) Adjournment
- \* Requires Board Action

CECIL COLLEGE  
BOARD OF TRUSTEES  
MINUTES

December 3, 2020

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

Donna Horgan joined the meeting at 4:13 p.m.

Absent Dr. Cydney T. Teal.

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 Raymond Hamm, seconded by Sarah W. Colenda, the agenda was approved as presented.
- 3) a. Approval of October 28, 2020 Board Meeting Minutes – On the motion of Sarah W. Colenda and seconded by Michael J. Scibinico, the minutes of October 28, 2020 were approved as written.  
b. Approval of October 28, 2020 Joint Meeting Minutes with Cecil County Public Schools – On the motion of Kathleen Kunda and seconded by Raymond Hamm, the joint meeting minutes of October 28, 2020 with Cecil County Public Schools were approved as written.
- 4) Academic Senate Report – Dr. Anne Edlin  
Senate met on December 2, 2020. Two policies were discussed at the meeting.
- 5) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Ms. Melissa Redfield

On November 17, APO hosted a Fundraiser at the Newark, DE Chipotle from 5pm to 9pm. APO received \$128.00 from the evening.

The MRDC Early Head Start Holiday Wish List is up on Amazon. Purchases need to be completed by Friday, December 4 to ensure items get to the center in time for distribution to families. As of December 2, 53 items have been purchased and sent to the center including toys, jackets, gloves, and hats.

The BJ's Wholesale Membership Fundraiser kicked off on December 1. A membership can be purchased through December 14 and the college will receive a portion of the membership fee as a donation for Student Scholarships. Information can be found in the Communique.

Next meeting is Thursday, December 17 at 2pm

CSO is working on the annual January fundraiser for student scholarships and have voted on by-law changes to be presented at the next board meeting.

CSO will contact Chick-fil-A about holding another fundraiser after the success from last fall's APO fundraiser. The next CSO meeting will be held December 17<sup>th</sup> at 10am

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

Two Town Hall meetings were held in November. Dr. Bolt updated faculty and staff on college business.

The strategic planning process continues with an expected completion date in January.

Dr. Bolt attended the virtual Nursing Advisory Committee meeting and thanked members for their ongoing support of Cecil College.

Dr. Bolt attended the virtual Multicultural Student Advisory Committee meeting and provided a college update to the membership.

Dr. Bolt participated along with Trustee Mortenson on the Future of Maryland Community College meeting. This meeting was to seek input with the goal of informing the Maryland Association of Community College's new strategic plan.

The college's FY 22 budget process has begun and budget managers presented requests for base and new initiatives.

Dr. Bolt reminded Trustees of the Virtual Trustee Conference taking place on January 25<sup>th</sup> from 2-4 pm (new time).

7) Proposed Resolution: Personnel Items November 2020 – Moved by Raymond W.

Hamm and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

**RESOLUTION NO: 20- 065**  
**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:

**SEPARATIONS/RESIGNATIONS**

Name:	Aubrie Lawler
Position:	Director, Fitness & Wellness
Salary Grade:	14
Division:	Academic Programs
Category:	Exempt
Effective:	October 30, 2020

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

- 8) Proposed Resolution – Reporting of Suspected Child Abuse and Neglect Policy – Moved by Kathleen Kunda, and seconded by Sarah W. Colenda, the board approved the Reporting of Suspected Child Abuse and Neglect Policy as presented.

**RESOLUTION NO: 20- 066**  
**REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT POLICY**

The purpose of this Policy is to provide guidance to staff, faculty and students, volunteers, visitors, and individuals or groups using College facilities for any reason regarding the mandatory requirements in Maryland law that govern the reporting of suspected cases of Child Abuse and Child Neglect, and to affirm the commitment of the College to the protection of the safety and welfare of children who come into contact with the College Community.

The reporting requirements addressed in this policy implement the mandatory Child Abuse and Neglect reporting provisions of the Family Law Article of the Maryland Annotated Code, Sections 5-701 through 5-708 and the Maryland Attorney General opinion (78 Op. Attorney’s General. 189, December 3, 1993), which requires Maryland state agencies, including the College, to report suspected child abuse and neglect disclosed by a victim who is now an adult with the purpose of protecting other minors who may be at risk for child abuse or neglect by the perpetrator. Failure to report as provided in this Policy may have serious legal implications for faculty, staff, students, volunteers, visitors, and individuals or groups using College facilities and the College, and may result in disciplinary action.

The Vice President of Student Services and the President have reviewed the proposed policy and concur, therefore be it

RESOLVED, that the Board of Trustees approve the Reporting of Suspected Child Abuse and Neglect Policy effective December 3, 2020

- 9) Proposed Resolution – Telework Policy – Moved by Sarah W. Colenda seconded by Raymond Hamm, the Board of Trustees approved Telework Policy

**RESOLUTION NO: 20- 067**  
**APPROVAL OF TELEWORK POLICY**

Cecil College considers telework to be a viable, flexible work option when both the employee and the job duties are suited to such an arrangement. The employee’s supervisor has the responsibility to approve telework as it requires assessment of not only individual employee duties but the employee’s need to interact in person with other members of the College community to support the College’s mission.

Teleworking allows employees to work offsite for all or part of the workweek. Teleworking may not be appropriate for every employee or job. No College employee is entitled to telework as some positions are not conducive to telework because the essential job functions cannot be performed remotely.

Teleworking can be informal, such as working away from the office on a short-term or limited duration basis or a formal, set schedule of working away from the office as described below.

Employees who are teleworking must continue to adhere to College policies and procedures while working remotely, including, but not limited to, the College's non-discrimination, anti-harassment, and non-retaliation policies. Violations of College policy may result in cessation of teleworking and/or other discipline, up to and including termination of employment. Teleworking arrangements must be approved by the employee's supervisor, area Vice President, and Human Resources. Such arrangements may be modified, suspended, or discontinued at any time, at the discretion of the College.

The Director of Human Resources and the President have reviewed the proposed policy and concur, therefore, be it:

RESOLVED, that the Board of Trustees approve the Telework Policy effective December 3, 2020.

- 10) Proposed Resolution – Family and Medical Leave Act (FMLA) Policy- Moved by Sarah W. Colenda and seconded by Michael J. Scibinico, the Board of Trustees approves the Family and Medical Leave Act (FMLA) Policy as presented.

**RESOLUTION NO: 20-068**

**APPROVAL OF FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY**

The Family and Medical Leave Act (FMLA) provides job protection for eligible employees. The policy and procedures will be administered in accordance with the provisions of the Family and Medical Leave Act of 1993.

The Executive Director of Human Resources and the President have reviewed the proposed policy and concur, therefore, be it:

RESOLVED, that the Board of Trustees approves the Family and Medical Leave Act (FMLA) Policy effective December 3, 2020

- 11) Proposed Resolution – Office Supply Contract – Moved by Raymond Hamm and seconded by Kathleen Kunda, the Office Supply Contract was approved as presented.

**RESOLUTION NO: 20- 069**

**APPROVAL OF OFFICE SUPPLY CONTRACT**

The current Office Supplies contract with Staples Advantage has been renewed through the Sourcewell Office Supplies Contract #012320-SCC for the period of 8/1/2020 through 4/6/2024. The College has had a good relationship with Staples over the past 5 years and wishes to extend our contract for a period of (1) year through December 31, 2021 with an option to renew for additional (1) year terms through the end of the Sourcewell contract.

Now, therefore be it:

RESOLVED, that the Board of Trustees of Cecil College authorizes the College administration to enter into a non-exclusive agreement with Staples for Office Supplies utilizing the Sourcewell Office Supply Contract beginning January 1, 2021 for a period of one (1) year with annual renewal options through the contract term ending April 6, 2024 based upon satisfactory quality, service and value.

- 12) Proposed Resolution – External Auditor’s Contract for Year Ending June 30, 2021 – Moved by Michael J. Scibinico and seconded by Raymond Hamm, the External Auditor’s Contract for Year Ending June 30, 2021 was approved as presented.

**RESOLUTION NO: 20-070**

**APPROVAL OF EXTERNAL AUDITOR’S CONTRACT FOR YEAR ENDING JUNE 30, 2021**

MD. EDUCATION Code Ann. Section 16-315 requires that each community college shall have an audit of its books and records performed by an independent certified public accountant. The College's current audit contract is for the period ending June 30, 2016 through 2019 with the firm MaherDuessel subject to annual Board approval. This contract was extended for a period of one year ending June 30, 2020.

The College's audit and all related financial statements throughout the contract-period and the extension have been completed in a timely and professional manner by MaherDuessel. As a result, the Interim Vice President of Finance and the President recommend renewal of the audit contract with MaherDuessel for the year ending June 30, 2021 at a total cost of \$ 40,600. Therefore, be it

RESOLVED, that the Board of Trustees affirms that MaherDuessel as the College auditor for the year ending June 30, 2021.

- 13) Proposed Resolution: Approval of Online Course Policy - Motion made by Kathleen Kunda and seconded by Donna Horgan, the Online Course Policy was approved as presented.

**RESOLUTION NO: 20-071**

**APPROVAL OF ONLINE COURSE POLICY**

The integration of remote learning technologies will be standardized by creating, facilitating, and evaluating online courses; establishing skills instructors need to teach online courses; and maintaining the minimum Learning Management System (LMS) course content available to students enrolled in any course, including online courses.

The Vice President of Academic Programs and the President have reviewed the proposed policy and concur, therefore, be it:

RESOLVED, that the Board of Trustees approves the Online Course Policy effective December 3, 2020.

- 14) Proposed Resolution: Approval of December Graduation Candidates Report – Moved by Donna Horgan and seconded by Michael J. Scibinico, the December Graduation Candidates Report was approved as presented.

**RESOLUTION NO: 20-072**  
**APPROVAL OF 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 semester's 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, 2020

15) Financial Report – Mr. Craig Whiteford

Mr. Whiteford reviewed financial information as of October 31, 2020. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

16) Old Business/New Business

Old Business

- None

New Business

- January 25, 2021 – 2:00 -4:00 p.m. Virtual MACC Trustee Leadership Conference
- Trustee Mortenson attended a MACC Meeting December 3, 2020 along with Trustees from sister colleges, president's and educators. Enrollment, budget and a how to get the message out about community colleges was discussed
- Trustee Horgan will retire from her position in Annapolis
- A bill for Collective Bargaining will be brought forth during this Legislative Session.

17) Close Regular Session

- a. Next Regular Session will be held on Thursday, January 28, 2020. The meeting will take place virtually beginning at 4:00 p.m. A motion was made by Kathleen Kunda 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 Donna Horgan and seconded by Kathleen Kunda and approved.
- c. The regular meeting adjourned at 4:47 p.m.