

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, June 24, 2021

Regular Session: 4:00 p.m. EMB213 or ZOOM

A G E N D A
Join Zoom Meeting

<https://cecil-edu.zoom.us/j/6856624244?pwd=bExoRFFCYmF0M1pJVFNnUTQ4SlhzQT09>

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of May 27, 2021 Meeting Minutes
- 4) Maryland Association of Community Colleges – Dr. Bernard Sadusky and Dr. Bradley Phillips
- 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report – Mr. Daniel Combs
- 6) Academic Senate Report – Mr. Chris Castillo
- 7) President’s Report – Dr. Mary Way Bolt
- * 8) Election of Board of Trustees Officers – Dr. Mary Way Bolt
- * 9) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- *10) Proposed Resolution: Telework Policy – Ms. Lauren Fleck
- *11) Proposed Resolution: Cultural Diversity Plan – Dr. Kimberly Joyce
- *12) Proposed Resolution: Approval of the Annual Operating and Minor Capital Budget for Fiscal Year 2021-2022 – Mr. Christopher Mills
- 13) Financial Report – Mr. Christopher Mills
- 14) Public Safety – Keeping Us Safe – Mr. Walter Beaupre’
- 15) Information Technology Brief – Mr. Ian Cooper
- 16) Old Business/New Business
- *a. Regular Session: Thursday, August 26, 2021 at 4:00 p.m.
- 17) Adjournment

* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES
May 27, 2021

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

Roll Call by Zoom: Present –Mark Mortenson, Raymond Hamm, Kathleen Kunda, Donna Horgan, Michael Scibinico, and Dr. Mary Way Bolt, President of Cecil College. Dr. Cydney T. Teal arrived to the meeting at 4:07 p.m.

Absent: Sarah W. Colenda

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; Chris Ann Szep, Vice President Community & Government Relations and College Advancement; and Christopher Mills, Vice President of Finance.

- 2) Approval of Agenda –On motion of Donna Horgan, seconded by Kathleen Kunda, the agenda was approved.
- 3) Approval of April 29, 2021 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Michael Scibinico, the minutes of April 29, 2021 were approved as written.
- 4) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Ms. Melissa Redfield

CSO

CSO is currently seeking nominations for new officers until June 4, 2021, then will put to a vote immediately following nominations

CSO is planning on distributing gift boxes in lieu of the June picnic. A CSO member suggested giving CSO members the option of opting out of their gift box and giving the amount that would have been spent to student scholarships. This would allow CSO members to support students if they so choose.

CSO will not be holding a meeting in June to allow for any planning for the gift boxes and time to help on-board new officers.

APO

APO is seeking nominations for new officers until June 4th, then voting for the new officers will take place from June 7 - June 18.

APO is taking a poll about how to replace the June celebration picnic that is normally held at the Cedar House. The poll will close on June 4, 2021. Options include a virtual lunch, donate funds to scholarships, small gift boxes for each member, or viewing party of a movie virtually.

Planning is still underway for the annual fall fundraiser events. The next APO meeting is

scheduled for Thursday, June 17, 2021 at 9:00 a.m.

5) Academic Senate Report – Dr. Anne Edlin

Senate met on Wednesday, May 5, 2021 via Microsoft Teams. Academic Affairs approved one new certificate, one new program, four new courses, changes to two programs, revisions to two courses and changes to two certificates. Two policies were also reviewed.

Instructional Technology will be helping to set up some peer-to-peer training to make the best use of HyFlex in fall classes as well as helping with transitioning to Blackboard Ultra over the next year. The next Senate meeting will take place on June 2, 2021.

This is the last meeting that Dr. Anne Edlin will attend as Senate President. Chris Castillo will take over as Senate President.

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

The college has celebrated students in the month of May with the culminating event of a virtual graduation ceremony. Other student success virtual celebrations included the Phi Theta Kappa All American Team, Creative Writing, STEM Poster presentation, Art, Visual Communications, Performing Arts, Physical Therapist Assistant and Nursing ceremonies.

Cecil College had 50 employers and 82 job seekers registered for the Virtual Career Fair.

Dr. Bolt participated in a webinar hosted by Senator Van Hollen’s office and staff from Region III of the Economic Development Administration. Information was shared regarding grant funding opportunities.

The Cecil County Health Department held a Covid19 vaccination event on campus for students and others with the second clinic scheduled in June.

Dr. Bolt participated in monthly meetings for the Northern Maryland Technical Council, Economic Development Commission, Local Management Board and Susquehanna Workforce Network.

Become part of the next generation of innovators. The STEM Open House will take place on June 29th from 6 to 8 pm where you can tour the state of the art bioproduction and engineering labs. Meet faculty and discover the advanced equipment and resources which prepare students for competitive careers in STEM.

Governor Larry Hogan has appointed Donna Horgan as a member of the State Real Estate Commission for a term of four years from June 1, 2021.

7) 2020/2021 Employee Accomplishments – Dr. Bolt reviewed the Employee Accomplishments received from Cecil College faculty, and staff.

8) Proposed Resolution: Personnel Items May 2021 – Moved by Raymond Hamm and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

RESOLUTION NO: 21- 030
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: Christopher Mills
Position: Vice President of Finance and Administration
Salary Grade: 21
Division: Finance
Category: Exempt
Effective: May 24, 2021

Name: Emmitt Brockell
Position: Custodian
Salary Grade: 10
Division: Facilities
Category: Non-Exempt
Effective: May 17, 2021

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

- 9) **Proposed Resolution: Approval of 2021/2022 Board of Trustee Meeting Calendar** – Moved by Donna Horgan and seconded by Kathleen Kunda, the 2021/2022 Board of Trustee Meeting Calendar is approved as presented.

RESOLUTION NO: 21-031

APPROVAL OF 2021/2022 BOARD OF TRUSTEE MEETING CALENDAR

The Board of Trustees of Cecil College derives its authority from the Education Article of the Annotated Code of Maryland, Title 16, paragraphs 201 through 203;

In addition, the Board of Trustees operates according to the Bylaws of Cecil College, which were last affirmed and amended on January 31, 2019. According to the Bylaws section 1.2, Organization, Time and Place of Meetings, the Board shall meet in regular session on the College campus the last Thursday of each calendar month.

The President has reviewed and proposed the calendar for the 2021-2022 Board of Trustees meetings. Therefore, be it

RESOLVED, that the Board of Trustees approves the 2021-2022 Board of Trustees meeting schedule.

- 10) **Proposed Resolution – Safety Requirements for Contractors Policy** - Moved by Michael J. Scibinico and seconded by Cydney T. Teal. the board approved the Safety Requirements for Contractors Policy, as presented

RESOLUTION NO: 21-032
APPROVAL OF SAFETY REQUIREMENTS FOR CONTRACTORS POLICY

It is the policy and mission of Cecil College to provide a safe and healthy work environment for College students, faculty, and staff. All contractors must recognize this policy and extend it to their employees by establishing their own safety and health programs and by complying with all applicable regulations. In addition to the aforementioned responsibilities, contractors will be responsible for having their staff and sub-contractors abide by the requirements of this policy and exercise good judgment in the avoidance and elimination of hazards. It is the policy of Cecil College to provide contractors with a clear and concise understanding of the safety requirements and responsibilities of contractors while performing work on Cecil College properties.

The purpose of this policy is to assure safety is maintained on campus and to reduce hazards and exposures that cause personal injury, property damage, and liability losses due to repairs, maintenance, construction, renovation and demolition of College owned buildings and facilities.

The objectives of this policy are to:

- Facilitate campus awareness of all contractor activities.
- Protect employees, students, visitors, property, and the environment from potential hazards.
- Ensure contractor compliance with all federal, state, and local safety and environmental regulations.

RESOLVED that the Board of Trustees has approved the policy and recommends that the College proceed with the policy as of this day, May 27, 2021.

- 11) Proposed Resolution – Academic Programs – Associate of Applied Science in Marketing – Moved by Raymond W. Hamm seconded by Cydney T. Teal, the Board of Trustees approved the Associate of Applied Sciences in Marketing, as presented.

RESOLUTION NO: 21-033
APPROVAL OF ACADEMIC PROGRAMS ASSOCIATE OF APPLIED SCIENCE IN MARKETING

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 Applied Science in Marketing

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) Financial Report – Mr. Craig Whiteford

Mr. Whiteford reviewed financial information from April 30, 2021. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

13) Old Business/New Business

Old Business

- None

New Business

- Dr. Bernie Sadusky and Brad Phillips of the Maryland Association of Community Colleges will attend the June 24, 2021 Cecil College Board of Trustee Meeting.
- STEM Open House will be held June 29, 2021 from 6 p.m. to 8 p.m.
- The Career and Community Graduation will be held on June 29, 2021 beginning at 6 p.m.

14) Close Regular Session

- a. Next Regular Session will be held on Thursday, June 24, 2021. The meeting will take place in person and 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 Kathleen Kunda and seconded by Donna Horgan and approved.
- c. The regular meeting adjourned at 4:55 p.m.