

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, May 26, 2022

Regular Session: 4:00 p.m.

A G E N D A

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- 1) Roll Call
 - * 2) Approval of Agenda
 - * 3) Approval of April 27, 2022 Meeting Minutes
 - 4) rpkGroup – Ms. Katie Hagan and Mr. Mike Daly
 - 5) Joint report from Administrative Professional Organization and Classified Staff Organization Report– Mr. Daniel Combs
 - 6) Academic Senate Report – Dr. Chris Castillo
 - 7) President’s Report - Dr. Mary Way Bolt
 - * 8) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
 - * 9) Proposed Resolution: Approval of 2022/2023 Board of Trustee Meeting Calendar – Dr. Mary Way Bolt
 - *10) Proposed Resolution: Acceptance of Grant Agreement – Chesapeake Transportation and Logistics Partnership – Mr. Chris Mills
 - *11) Proposed Resolution: Procurement Exceptions (July 1, 2021-Current) – Mr. Christopher Mills
 - 12) Insurance Renewal Summary – Mr. Christopher Mills
 - 13) Financial Report – Mr. Christopher Mills
 - 14) Old Business/New Business
*a. Regular Session: Thursday, June 30, 2022 at 4:00 p.m. In-person and via Teams
 - 15) Adjournment
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* Requires Board Action

CECIL COLLEGE
BOARD OF TRUSTEES
MINUTES
May 26, 2022

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

Roll Call– Mark Mortenson, Sarah W. Colenda, Cameron Brown, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

Via Teams, Dr. Cydney T. Teal, Raymond W. Hamm, Donna Horgan, and Kathleen Kunda

Also present were Dr. Christy Dryer, Vice President of Academic Programs, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Christopher Mills, Vice President of Finance, Michelle Williams, Executive Director of Human Resources and, Ian Cooper

Via Teams: Chris Ann Szep, Vice President of Community and Government Relations and College Advancement and Interim CIO.

- 2) Approval of Agenda –On motion of Sarah W. Colenda, seconded by Cameron Brown, the agenda was approved.
- 3) Approval of April 27, 2022 Board Meeting Minutes – On the motion of Sarah W. Colenda and seconded by Raymond Hamm, the minutes of April 27, 2022 were approved as presented.
- 4) rpk Group – Ms. Katie Hagan and Mr. Mike Daly

Ms. Hagan reviewed the Final Project Update that included Mission, Market and Margin. The Academic Analyses and Administrative Services Analysis were discussed and questions answered.

- 5) Academic Senate Report- Dr. Christopher Castillo

Academic Senate met on Wednesday May 4, 2022.

As part of the regular review process the Auditing of Courses and Independent Study Policies were approved by Senate with minor revisions, and the Banked Earned Leave Policy was reviewed with no revisions.

Significant revisions were made and approved for the Faculty Rank and Promotion Policy. The Faculty Affairs Committee under the leadership of English Faculty Kathy Weiss has been working on this policy for several years.

Senate will meet on June 1, 2022 for its last meeting of the academic year.

- 6) Joint Report from Administrative Professional Organization (APO) and Classified Staff Organization (CSO) – Mr. Daniel Combs

APO

The APO Cecil College Logo Clothing Sale ran from May 2 through May 16, 2022. There was a total of twelve orders place totaling \$1,054 and APO will receive a check for \$105 for Student Scholarships.

APO participated in a fundraiser on May 2, 2022 at Zero Degrees on Main Street in North East. Twenty percent of all sales in the amount of \$183 went to the APO Student Scholarship Fund.

Planning for the All College Day Fundraiser has begun. The sub-committee is looking at options for games or events, as well as the popular Parking Spot Silent Auction for the Fall semester. There will be a silent auction for a spot on the North East Campus, and one for the Elkton Station Campus.

An end of the year summer picnic was discussed. A survey was sent out to see if members would like to participate as well as get ideas for food options and where to hold it.

The next meeting is tentatively scheduled for June 16, 2022 at 9:00 am.

CSO

CSO has no new updates.

The next meeting is scheduled for June 8, 2022.

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

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

Dr. Bolt attended the Phi Theta Kappa All-State Academic Team Recognition Ceremony hosted at the Turf Valley Resort.

Dr. Bolt attended the Virtual Creative Writing Event where student and faculty work were read.

Dr. Bolt attended the Arts and Design student show while also participating in First Friday activities.

Dr. Bolt attended and was recognized as one of the Top 100 Women during the ceremony hosted by The Daily Record.

Dr. Bolt met with the President and Vice President of the Federal Reserve Bank of Richmond to discuss Cecil College's perspective on the county's workforce and economic opportunities.

Dr. Bolt attended the Visual Communications Program student show and selected the exhibit to receive the President's Award.

Dr. Bolt attended the Physical Therapist White Coat and Pinning Ceremony and attended the Nursing Pinning Ceremony.

Dr. Bolt attended the Foundation’s Gala, thank you to the Trustees who participated in this great event to support Cecil College students.

Dr. Bolt led our face to face Graduation Ceremonies on May 15 and we had plenty of student success to celebrate. Thank you to all who made the ceremony so special.

Dr. Bolt attended the Cecil County Economic Development Summit where Andy Bauer from the Federal Reserve Bank of Richmond provided a Cecil County economic update.

Dr. Bolt attended and provided an update to the Cecil College Foundation Board.

Dr. Bolt attended and provided a welcome to graduates of the Cecil Leadership Institute.

Dr. Bolt attended the Cecil County Budget Hearing hosted at Elkton High School where two of Cecil College students provided testimony in support of the College.

Dr. Bolt plans to attend and participate in the College’s Memorial Day Event on campus.

- 8) Proposed Resolution: Personnel Items – Moved by Cydney Teal and seconded by Sarah W. Colenda, the Personnel Items were approved as presented.

RESOLUTION NO: 22- 015
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: Brian Debole
Position: Special Police Officer
Salary Grade: 11
Division: Community Relations & College Advancement
Category: Non-Exempt
Effective: May 9, 2022

Name: Andrea Smeltzer
Position: Coordinator, Transportation Training
Salary Grade: 13
Division: Academic Programs
Category: Exempt
Effective: May 23, 2022

SEPARATIONS/RESIGNATIONS

Name: Maria Cintron
Position: Coordinator, Transportation Training
Salary Grade: 13
Division: Academic Programs
Category: Exempt
Effective: May 13, 2022

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

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

- 9) Proposed Resolution: 2022/2023 Board of Trustee Meeting Calendar – Moved by Sarah W. Colenda and seconded by Cameron Brown, the 2022/2023 Board of Trustee Meeting Calendar was approved as presented.

**RESOLUTION NO: 22-016
APPROVAL OF THE 2022/2023 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 2022-2023 Board of Trustees meetings. Therefore, be it

RESOLVED, that the Board of Trustees approves the 2022-2023 Board of Trustees meeting schedule.

- 10) Proposed Resolution: Acceptance of Grant Agreement- Chesapeake Transportation and Logistics Partnership – Moved by Donna Horgan and seconded by Cydney Teal, the Chesapeake Transportation and Logistics Partnership Grant Agreement was approved as presented.

**RESOLUTION NO: 22-017
APPROVAL OF THE CHESAPEAKE TRANSPORTATION AND
LOGISTICS PARTNERSHIP GRANT**

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 the Chesapeake Transportation and Logistics Partnership. The Maryland Department of Labor, Licensing and Regulation awarded \$120,000 to support the program.

The President is convinced 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 \$120,000 and directs that these funds be used to provide support for the Chesapeake Transportation and Logistics Partnership for the period January 1, 2021 through December 31, 2023.

- 11) Proposed Resolution: Procurement Exceptions (July 1, 2021-Current) Moved by Donna Horgan and seconded by Cydney Teal, the Procurement Exceptions was approved as presented. *Raymond W. Hamm abstains.

**RESOLUTION NO: 22-018
APPROVAL OF THE PROCUREMENT EXCEPTIONS (JULY 1, 2021-CURRENT)**

Pursuant to Md. EDUCATION Code Ann. §16-311, the Board of Trustees of Cecil College shall advertise for bids at least two (2) weeks before bids are due, award or reject all bids for every contract for buildings, improvements, equipment or supplies that will cost \$50,000 or more. This policy is applicable **EXCEPT** as the state law provides for the purchase of books or other materials for instruction; emergency repairs; any contract or purchase made by a county for a community college under procedures authorized by the county charter or an act of the General Assembly; any contract or purchase that qualifies as a “small procurement” as defined in the State Procurement Regulations; or any sole source procurement as defined in the Annotated Code of Maryland which is approved by the Board of Trustees.

The following list includes procurements for instructional materials, supplies, equipment, and services. These procurements will 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 and have been approved by the Vice President of Finance and the President. These items are presented for your information.

Procurement Method	Vendor Name/Address	Procurement Item	Total Cost
Contract – Sourcewell	Centennial Contractors	Lighting Upgrades (CIP)	\$63,325.94
Contract – Sourcewell	Carrier Commercial Service	BLDG C Rooftop Unit Replacement (CIP)	\$78,986.00
Contract – MEEC	Dell Marketing	Computers (Operating)	\$82,602.90
Contract – Sourcewell	Douron	Student Chair Replacement (Minor Capital \$90,000 balance Operating)	\$102,625.87
Contract – Sourcewell	Laerdal	SIM Man 3G Plus (GEER)	\$107,852.51

Contract – Sourcewell	Centennial Contractors	Exterior Building Envelope Repair (FY19 CIP)	\$108,077.84
Contract – MEEC	Apple Computers	Computers (Operating)	\$117,040.00
Contract – Sourcewell	Centennial Contractors	Entrance/Roadway & Facilities Mgmt Bldg Design (CIP)	\$149,028.52
Contract – Sourcewell	Centennial Contractors	HVAC Mechanical Upgrades BLDG A/B (FY20 CIP)	\$250,517.57
Contract – Sourcewell	Carrier Commercial Service	Chiller Replacement Elkton Station & BLDG D (CIP)	\$461,100.00
Contract – Sourcewell	Centennial Contractors	HVAC Upgrades BLDG C (CIP)	\$464,739.71
Contract – Sourcewell	Centennial Contractors	Roof Replacement BLDG D (FRG & CIP)	\$501,873.51
Contract – Sourcewell	Centennial Contractors	HVAC Upgrades BLDG D (CIP)	\$537,138.09
Contract – State of MD	Safeline Fire & Life Safety	Exit & Emergency Life Safety Equipment Replacement (CIP)	\$108,947.03

12) Insurance Renewal Summary – Mr. Christopher Mills

Mr. Mills reviewed the Insurance Renewal Summary.

13) Financial Report – Mr. Christopher Mills

Mr. Mills reviewed financial information from April 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

- None

New Business

- None

15) Close Regular Session

- a. Next Regular Session will be held on Thursday, June 30, 2022. The meeting will take place in person in the Engineering & Math Building, Room 213 and via Teams beginning at 4:00 p.m. A motion was made by Raymond W. Hamm and seconded by Kathleen Kunda for the next regular session meeting and was approved.
- b. The regular meeting adjourned at 5:14 p.m. A motion was made by Sarah W. Colenda and seconded by Donna Horgan to adjourn the meeting.