

CECIL COLLEGE

BOARD OF TRUSTEES MEETING

Thursday, May 27, 2021

Regular Session: 4:00 p.m. – Zoom Meeting

Join Zoom Meeting

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

Meeting ID: 685 662 4244

Passcode: 20210325

**A G E N D A**

- 1) Roll Call
  - \* 2) Approval of Agenda
  - \* 3) Approval of April 29, 2021 Meeting Minutes
  - 4) Joint report from Administrative Professional Organization and Classified Staff Organization Report– Ms. Melissa Redfield
  - 5) Academic Senate Report – Dr. Anne Edlin
  - 6) President’s Report - Dr. Mary Way Bolt
  - 7) 2020-2021 Employee Accomplishments – Dr. Mary Way Bolt
  - \* 8) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
  - \* 9) Proposed Resolution: Approval of 2021/2022 Board of Trustee Meeting Calendar – Dr. Mary Way Bolt
  - \*10) Proposed Resolution: Safety Requirements for Contractors Policy – Mr. Christopher Mills
  - \*11) Proposed Resolution: Academic Programs – Associate of Applied Science in Marketing – Dr. Christy Dryer
  - 12) Financial Report – Mr. Craig Whiteford
  - 13) Old Business/New Business  
\*a. Regular Session: Thursday, June 24, 2021 at 4:00 p.m.
  - 14) Adjournment
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CECIL COLLEGE  
BOARD OF TRUSTEES

MINUTES

April 29, 2021

- 1) Chairman Mark Mortenson called the regular session to order at 4:02 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 arrived to the meeting at 4:55 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, Lauren Fleck, Director of Human Resources and Finance; Chris Ann Szep, Vice President Community & Government Relations and College Advancement

- 2) Approval of Agenda – Chairman Mortenson requested a change to the order of the agenda. Agenda Item # 14 was moved to immediately follow Agenda Item #8. On motion of Sarah W. Colenda, seconded by Kathleen Kunda, the agenda was approved including the change.
- 3) Approval of March 25, 2021 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Michael Scibinico, the minutes of March 25, 2021 were approved as written.
- 4) Audit Report – Ms. Lisa A. Ritter of Maher Duessel

Ms. Ritter reviewed the scope, timeline, audit approach and Client Data Protection Protocols. Also discussed were the secure share file site, required communications (planning) and adopted and pending standards.

- 5) Academic Senate Report – Dr. Anne Edlin  
Academic Senate met on April 7, 2021. Academic Affairs approved one new course, revised ten courses, archived seven courses, and reviewed two policies.

Faculty Affairs is currently reviewing two key policies (Faculty, Rank, *and* Promotion and Full-time Faculty Evaluation). Faculty Affairs is gathering feedback from all faculty to improve both policies.

Senate held their election on March 31<sup>st</sup> and Chris Castillo will be taking over the role of Academic Senate President in mid-June. The next meeting is Wednesday, May 5<sup>th</sup> via Microsoft Teams.

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

CSO

CSO will put forth nominations for new officers for FY22 in May and new officers will start in July.

CSO is in the process of deciding what to do in lieu of the June picnic. The next meeting is scheduled for May 20, 2021 at 10am on Teams.

#### APO

Nominations are being accepted for the three Officer positions for President, VP/Treasurer, and Secretary. Voting will take place in early June.

APO is in the process of planning a replacement for the spring picnic that is normally hosted at the Cedar House.

APO continues to plan for fundraiser efforts for the fall of 2021. The next meeting is scheduled for Thursday, May 20, 2021 at 9am on Teams

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

Dr. Bolt participated in the American Association of Community Colleges and Association of Community College Trustees webinar on the implementation of federal pandemic funding bills.

Prior to Dr. Bolt's budget presentation to the county council on April 13, 2021, Dr. Bolt spoke with Senator Hershey and left a message for Delegate Hornberger regarding the language in 16-305 as it relates to operating fund appropriations. In part, "in each fiscal year, in order for a board to receive an increase in the State share of support or a hold harmless component amount, the county share, in the aggregate, that supports the community college or colleges shall equal or exceed the aggregate amount of operating fund appropriations made to the board by the county or all of the counties supporting the college in the previous fiscal year."

Dr. Bolt provided a welcome and college update to the Multicultural Student Services Advisory Board.

Dr. Bolt provided a welcome and participated in the Physical Therapist Assistant's virtual Advisory Board.

Dr. Bolt attended the virtual "State of APG Roundtable" featuring senior leaders from each of APG's Centers of Excellence, including C5ISR; Research and Development; Test and Evaluation; Chemical, Biological, Radiological, and Nuclear Defense; Public Health Sciences; and the APG Garrison.

Dr. Bolt attended the virtual 2021 Legislative Session Recap from the Maryland Chamber of Commerce.

Dr. Bolt attended the virtual Northern Maryland Technology Council's Visionary Awards ceremony where they bestowed high honors upon three Cecil College faculty and staff members for their STEM education work. Those honored at the Tenth Annual NMTC Visionary Awards were Associate Professor James Morgan, PhD, Professor Kimberly Sheppard, and Science and Engineering Lab Coordinator, Kayla Ross.

Dr. Bolt served as a panelist for the Economic Alliance of Greater Baltimore who hosted with Betamore as part of the Founder City program series. The panel focused on the topic of workforce and talent development from the perspective of key industries in the region and Dr.

Bolt addressed the college training programs, focusing on the logistics industry. Jake Hsu is the CEO of Catalyte, an organization that trains individuals for jobs in the IT industry and are focused on skills-based training, particularly in coding and software development. Emily Branchaw, Director of Workforce Programs at UMBC Training Centers discussed workforce needs and UMBC's training programs in cybersecurity and other high-demand jobs. Mike Arnold is the CEO of Arnold Packaging addressed workforce needs in the manufacturing sector.

Dr. Bolt provided a welcome to the college's induction ceremony for the Phi Theta Kappa honor society, Alpha Alpha Theta chapter.

Dr. Bolt attended the Maryland Community Colleges: Building Resilience Through Mind-Body Medicine: How Community Colleges Can Scale the Center for Mind-Body Medicine's Proven Trauma Relief Model to Address the Escalating Mental; Health Crisis - On Campus and Beyond workshop.

Dr. Bolt attended the virtual Cecil County Chamber of Commerce's Government Relations Committee 2021 Legislative Wrap-Up. The Cecil County Delegation discussed key legislation from session 2021.

- 8) Proposed Resolution: Personnel Items March 2021 – Moved by Sarah W. Colenda and seconded by Kathleen Kunda, the Personnel Items were approved as presented.

**RESOLUTION NO: 21- 019**  
**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: Danielle Kelley  
Position: Facilities Auxiliary Services Supervisor  
Salary Grade: 11  
Division: Facilities  
Category: Non-Exempt  
Effective: March 29, 2021

Name: Holly Kipp  
Position: Custodian  
Salary Grade: 10  
Division: Facilities  
Category: Non-Exempt  
Effective: April 19, 2021

Name: Zachary Wray  
Position: Custodian  
Salary Grade: 10  
Division: Facilities  
Category: Non-Exempt

Effective: April 19, 2021

**RETIREMENT**

Name: Paul Servary  
Position: Senior Programmer Analyst  
Salary Grade: 15  
Division: Information Technology  
Category: Exempt  
Effective: April 30, 2021

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

\*\*Mr. Raymond Hamm departed the meeting at 4:32 p.m.

\*\* Agenda Item # 14 was moved to this position and approved by Sarah W. Colenda and Kathleen Kunda

14) PNC Credit Card Program Presentation – Ms. Diane Loomis

Ms. Loomis reviewed the PNC Credit Card program highlights that included information on customer service, payments and rewards.

- 9) Proposed Resolution: Credit Card Services – Ms. Lauren Fleck – Moved by Michael J. Scibinico and seconded by Sarah W. Colenda. Mr. Raymond Hamm abstains and was not present during presentation of the Proposed Resolution.

**RESOLUTION NO: 21-020**

**APPROVAL OF CREDIT CARD SERVICES**

Due to recent customer services issues with Fulton Bank, our current credit card provider, Cecil College researched other options and has determined that it is in the best interest of the College to switch to PNC Bank for credit card services.

PNC has been awarded a contract for credit card services through the Baltimore Regional Cooperative Purchasing Committee (BRCPC) and has provided the College with the Baltimore County Participant Agreement, which Cecil College is able to piggyback.

Some of the advantages of this program are that PNC has a more enhanced customer service program, a personal guarantor is not required and the rewards are based on the spend of all participants (currently 6 other entities).

The transition to the new credit card program will be seamless to the College’s card holders. Based on this information the Interim Vice President of Finance and the President recommend that the PNC Credit Card Services through the BRCPC contract be accepted. Now, therefore be it

RESOLVED, that the Board of Trustees of Cecil College authorizes the College administration to piggyback the BRCPC contract for Credit Card Services with PNC Bank.

\*\*Mr. Raymond Hamm returned to the meeting at 4:39 p.m.

- 10) Proposed Resolution – Academic and Business Calendar 2021-2022 - Moved by Raymond Hamm, and seconded by Sarah W. Colenda. the board approved the Academic and Business Calendar for 2021-2022 as presented

**RESOLUTION NO: 21-021**  
**APPROVAL OF ACADEMIC AND BUSINESS CALENDAR FOR FISCAL YEAR**  
**JULY 1, 2022 – JUNE 30, 2023**

The Board of Trustees has the authority to establish the College Academic and Business Calendars each fiscal year. The Vice President of Academics and the Vice President of Finance, in consultation with College staff, has developed the recommended calendars for Fiscal Year July 1, 2022 – June 30, 2023 and the College Management Team has carefully reviewed the schedule. The Executive Director of Human Resources certifies that the proposed calendar accurately depicts the approved and adopted holiday schedule, including key dates and events as appropriate.

The President has accepted the Academic and Business calendars as proposed and recommends them for adoption by the Board of Trustees, therefore, be it

RESOLVED, that the proposed Academic and Business calendars are adopted as the official calendars for fiscal year 2023.

- 11) Proposed Resolution – Consent Agenda - Grants – Moved by Raymond W. Hamm seconded by Sarah W. Colenda, the Board of Trustees approved the Consent Agenda - Grants as presented.

**a. RESOLUTION NO: 21- 022**  
**APPROVAL OF DHMH HPG – MARYLAND DEPARTMENTS OF HEALTH**  
**HIV PREVENTION GRANT - \$21,923**

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 Health for Federal funds for HIV prevention programs. The Department of Health awarded \$21,923 for HIV prevention programs. This grant was originally \$111,890 but was reduced due to COVID-19.

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

RESOLVED, that the Cecil College Board of Trustees accepts the HIV Prevention Grant in the amount of \$21,923 and directs that these funds be used for HIV prevention programs for Maryland for the period July 1, 2020 through June 30, 2021.

**b. RESOLUTION NO: 21-023**

**APPROVAL OF GOVERNOR'S EMERGENCY RELIEF (GEER) - \$250,000**

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

The College applied to the Maryland Higher Education Commission for a grant under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Education Stabilization Fund Program - Governor's Emergency Education Relief (GEER) Fund. The Maryland Higher Education Commission awarded \$250,000 to support students as they earn credentials that will help them get back to work, more particularly in the Medical Assistant Professional program, welding and HVAC programs, and in coursework that will lead to an industry-recognized credential. The grant also allowed the College to procure laptops and related equipment for the program participants.

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

RESOLVED, that the Cecil College Board of Trustees accepts the GEER Grant in the amount of \$250,000 and directs that these funds be used for student support for the period July 1, 2020 through December 30, 2021.

**c. RESOLUTION NO: 21-024**

**APPROVAL OF GOVERNOR'S EMERGENCY EDUCATION RELIEF (GEER II) - \$185,000**

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

The College applied to the Maryland Higher Education Commission for a grant under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021 Education Stabilization Fund Program - Governor's Emergency Education Relief II (GEER II) Fund. The Maryland Higher Education Commission awarded \$185,000 to support students as they earn credentials that will help them get back to work, more particularly in the Medical Assistant Professional program, non-credit Diesel Technology, and welding and HVAC programs, and in coursework that will lead to an industry-recognized credential.

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

RESOLVED, that the Cecil College Board of Trustees accepts the GEER II Grant in the amount of \$185,000 and directs that these funds be used for student support for the period March 1, 2021 through March 30, 2023.

**d. RESOLUTION NO: 21 - 025**

**APPROVAL OF MARYLAND STATE DEPARTMENT OF EDUCATION CHILD CARE DEVELOPMENT FUND GRANT - \$57,823**

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

The College applied to the Maryland Division of Early Childhood Development for Federal funds for credentialed childcare providers to pursue a college degree in early childhood education. The Division of Early Childhood Development awarded \$57,823 to improve vocational and technical education. The grant for FY 20 was \$47,732.

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

**RESOLVED**, that the Cecil College Board of Trustees accepts the Child Care Development Fund Grant in the amount of \$57,823 and directs that these funds be used for credentialed child care providers to pursue a college degree in early childhood education for Cecil County for the period July 1, 2020 through June 30, 2021.

**e. RESOLUTION NO: 21-026**

**APPROVAL OF RECOVERY FOR THE ECONOMY, LIVELIHOODS, INDUSTRIES, ENTREPRENEURS, AND FAMILIES (RELIEF) ACT GRANT, \$213,479**

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

The College applied to the Maryland Higher Education Commission for a grant under the Recovery for the Economy, Livelihoods, Industries, Entrepreneurs, and Families (RELIEF) Act, 2021 RELIEF Act, 2021 Recovery Now Fund. The Maryland Higher Education Commission awarded \$213,479 to support students in workforce programs, focusing on career and continuing education programs such as Healthcare Careers, Diesel Technology, and other skilled trades programs. Additionally, the College will purchase equipment for several programs including Nursing, Paramedic, Physical Therapist Assistant, Aerial Imaging and Visual Communications.

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

**RESOLVED**, that the Cecil College Board of Trustees accepts the GEER II Grant in the amount of \$213,479 and directs that these funds be used for student support for the period March 12, 2021 through June 30, 2021.

- 12) Proposed Resolution – Consent Agenda – Academic Programs Approval- Moved by Kathleen Kunda and seconded by Sarah W. Colenda, the Board of Trustees approves the Consent Agenda of Academic Programs as presented.

**a. RESOLUTION NO: 21- 027**

**APPROVAL OF LOWER DIVISION CERTIFICATE IN PRE-ENGINEERING**

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:

- Lower Division Certificate in Pre-Engineering

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.

**b. RESOLUTION NO: 21-028**

**APPROVAL OF LOWER DIVISION CERTIFICATE IN PRE-VETERINARY TECHNICIAN**

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:

- Lower Division Certificate in Pre-Veterinary Technician

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.

**c. RESOLUTION NO: 21-029**

**APPROVAL OF ASSOCIATE OF APPLIED SCIENCE IN SPORTS MANAGEMENT**

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;

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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 Sports Management

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.

13) Financial Report – Mr. Craig Whiteford

Mr. Whiteford reviewed financial information from March 31, 2021. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

14) Old Business/New Business

Old Business

- Trustees are encouraged to complete the President’s evaluation/survey by May 6<sup>th</sup>. Ms. Lauren Fleck will resend the link for the evaluation/survey.

New Business

- None

15) Close Regular Session

- a. Next Regular Session will be held on Thursday, May 27, 2021. The meeting will take place virtually beginning at 4:00 p.m. A motion was made by Donna Horgan and seconded by Sarah W. Colenda 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 Raymond Hamm and approved.
- c. The regular meeting adjourned at 5:14 p.m.