

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Wednesday, October 25, 2023
4:00 p.m.
President's Boardroom A-338
[Click here to join the meeting](#)

A G E N D A

- 1) Roll Call
 - * 2) Approval of Agenda
 - * 3) Approval of September 28, 2023 Meeting Minutes
 - 4) President's Update – Dr. Mary Way Bolt
 - * 5) Proposed Resolution: Personnel Actions October 2023– Dr. Mary Way Bolt
 - *6) Proposed Resolution: 2023/2024 Trustee Goals – Mr. Mark Mortenson
 - *7) Proposed Resolution: President's Contract – Mr. Mark Mortenson
 - *8) Proposed Resolution: Procurement Items – Mr. Christopher Mills
 - 9) ACCT Legislative Congress Report – Mrs. Donna Horgan
 - 10) Financials – Mr. Christopher Mills
 - 11) Old Business/New Business
 - *a. Next Meeting, December 7, 2023 at 4:00 p.m., in person and via Teams
 - b. December 7, 2023 – 5:30 p.m. - Holiday Celebration with the Foundation in the Milburn Stone Theatre immediately following the end of the board meeting.
 - *12) Adjournment
- * Requires Board Action_

**Joint Meeting – Cecil College and CCPS
Technology Center - Room 208
Dinner: 5:00 p.m.
Joint Meeting to begin at 6:15 p.m.**

Events

- October 25 – 4:00 pm – Board of Trustee Meeting – A-338 – President's Board Room
- October 25 – 5:00 pm – Joint Meeting of the Board of Trustees and CCPS – TC208
- October 30 – 11am – Marine Technology Program Ribbon Cutting
- November 3 – 6pm – First Friday Performances – Elkton Station
- November 9 – 3pm – President's Town Hall – TC106
- November 22-24 – Thanksgiving Break – College Closed

- December 1 – 6pm – Student Performance Featuring the Upper Chesapeake Community Band – Elkton Station
- December 1, 2023 – January 10, 2024 – Art & Design Student Exhibit & Pottery Sale- Elkton Station
- December 1 - 5-8pm – Reception & Pottery Sale- Elkton Station
- December 7 – 4pm – Board of Trustee Meeting
- December 7 – 5:30 p.m. Joint Holiday Celebration – Cecil Board of Trustees and Foundation Board- Milburn Stone Theatre
- December 8 – 3-5pm – STEM Poster Presentation
- December 20 – 12-2pm – Cecil College Holiday Celebration
- December 22 – College closes at 5pm
- December 25-January 1 – College Closed for Winter Break

Cecil College
Board of Trustees
Minutes
October 25, 2023

- 1) Chairman Mark G. Mortenson called the regular session to order at 4:00 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: none

Absent: none

Also present were Dr. Christy Dryer, Vice President of Academics, Vice President of Student Services and Enrollment Management, Christopher Mills, Vice President of Finance, 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) Approval of September 28, 2023 Board Meeting Minutes – On the motion of Dr. Cydney T. Teal and seconded by Kathleen Kunda, the minutes of September 28, 2023, were approved as presented.
- 4) President’s Report – Dr. Mary Way Bolt

Dr. Bolt met with the County Executive and Director of Administrative Services where they discussed the county’s upcoming budget process.

Dr. Bolt was invited to provide the welcome address to the National Council for Workforce Education conference hosted in Baltimore. The college had team members attend this conference.

Dr. Bolt provided a welcome to the Maryland Association of Community College Facilities Planner Council meeting hosted on the North East campus.

Dr. Bolt participated in the Maryland Association of Community Colleges (MACC) Executive Committee and plans to attend the MACC Board of Directors and Maryland Community College Consortium of Presidents on October 27th.

Dr. Bolt participated in the Susquehanna Workforce Network Blueprint Committee meeting, Local Management Board meeting, Bainbridge Development Committee annual meeting, and the Northern Maryland Technical Council meeting,

Dr. Bolt participated in the Inclusivity Collaborative program College Conversations: Environmental Stewardship in a Changing Landscape.

Dr. Bolt met with the Maryland Secretary of Labor, Portia Wu prior to her participation in the Building Connections gathering hosted on the North East campus. Attendees had an opportunity to hear from Secretary Wu, County Executive Hornberger and a Cecil College student.

Dr. Bolt attended the Upper Bay Ruritan Club dinner meeting in Cecilton. The organization continues to support student scholarship through the Foundation. Student scholarship recipients also attended the dinner and were able to thank the donors.

Dr. Bolt attended the Upper Shore Regional Council's annual meeting where they celebrated 20 years of service. The Upper Shore Regional Council provides support to Cecil College and the county.

Dr. Bolt celebrated sophomore recognition of student athletes participating soccer and volleyball.

Dr. Bolt provided a Cecil College update to the Foundation during their October board meeting.

Dr. Bolt participated in the Physical Therapist Assistant Advisory board meeting.

Dr. Bolt participated in the Aspen Presidential Fellowship Alumni Webinar: College 3.0.

Dr. Bolt provided a welcome to the Alpha Alpha Theta/ Phi Theta Kappa members during the club breakfast.

Dr. Bolt was invited to provide a MACC update to the Mid-Atlantic Consortium of Community Colleges Educators and Trustees annual retreat on October 26th.

The Marina Ribbon Cutting Ceremony at Safe Harbor Bohemia Vista will take place on October 30th at 11 am. This is a great partnership for workforce development in our county.

- 5) Proposed Resolution: Personnel Items – Moved by Kathleen Kunda and seconded by Raymond W. Hamm, the Personnel Items were approved as presented.

RESOLUTION NO: 23- 048
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:	Arshaneka Fountain
Position:	Coordinator of Student Leadership and Inclusion
Salary Grade:	113
Division:	Student Services
Category:	Exempt
Effective:	October 9, 2023

New Hires

Name: Ashley Scott
Position: Assistant Professor II, Nursing
Salary Grade: F3-09
Division: Academic Programs
Category: Exempt
Effective: October 2, 2023

Name: Andrea Gross
Position: Executive Assistant to VP
Salary Grade: 111
Division: Community Relations and College Advancement
Category: Exempt
Effective: October 16, 2023

Name: Linda Wirt
Position: Program Specialist
Salary Grade: 111
Division: Workforce Development & Business Solution
Category: Exempt
Effective: October 9, 2023

Name: Lauren Fleck
Position: Executive Director of Human Resources
Salary Grade: 128
Division: Human Resources
Category: Exempt
Effective: October 30, 2023

SEPARATIONS/RESIGNATIONS

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

- 6) **Proposed Resolution: 2023/2024 Trustee Goals** - Moved by Sarah W. Colenda and seconded by Kathleen Kunda, the approval of the 2023/2024 Trustee Goals was approved as presented.

RESOLUTION NO: 23- 049

APPROVAL OF THE 2023/2024 TRUSTEE GOALS

The Board of Trustees of Cecil College wishes to establish annual goals. The proposed goals for 2023-2024 are as follows:

- 1 Expand community engagement and partnerships through participation in the Maryland Association of Community Colleges executive committee meetings and activities, and a joint Board meeting with the Cecil County Public School Board of Education.

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- 2 Participate in professional development opportunities including Trustee Leadership Conference and the Association of Community Colleges Trustee Professional development.
- 3 Continue participation in the Cecil College Foundation Generosity Changes Lives Employee Giving Campaign which includes the Cecil College Board of Trustees, the Cecil College Foundation Board of Directors and President's Staff match the goal with a \$10,000 donation.
- 4 Support the implementation of the 2021-2025 Strategic Plan with progress measured by Key Performance Indicators
 - a. Advance Student Access, Equity and Success
 - b. Enhance Academic Excellence
 - c. Optimize Workforce Development
 - d. Expand Community Partnerships and Engagements
- 5 Review Tableau at least in the months of August, October, January and May to assess the college data related to student success metrics.

Therefore, be it:

RESOLVED, that the Board of Trustees approves the Board of Trustees Goals for 2023-2024 as proposed above.

- 7) Proposed Resolution – Approval of the President's Contract – Moved by Raymond W. Hamm and Sarah W. Colenda, the President's Contract is approved as presented.

RESOLUTION NO: 23-050

APPROVAL OF THE PRESIDENTS CONTRACT

The Board of Trustees has the responsibility and authority to hire qualified individuals to provide administrative leadership. Dr. Mary Way Bolt was hired for a period of five (5) years beginning October 1, 2017.

The Board of Trustees has evaluated the progress of the College under Dr. Bolt's leadership and concluded that it is in the best interest of the College to extend the contract by five (5) years from September 30, 2023 to September 30, 2028.

RESOLVED, that Mary Way Bolt, Ed.D. is awarded a contract extension as President of Cecil College for a period of five (5) years through September 30, 2028.

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

RESOLUTION NO: 23-051

APPROVAL OF PROCUREMENT ITEMS

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 recommend approval of the following procurements.

Procurement Method	Vendor Name/Address	Procurement Item	Total Cost
Contract – MEEC	Bell Tech.Logix Indianapolis, IN	Microsoft TEAMS, Project Pro Licenses	\$ 56,875
Contract – Sourcewell	National Auto Fleet Group Watsonville, CA	(2) 2024 Chevy Silverado Trucks	\$ 97,586
Contract – CCPS	Mid-Atlantic COOP (Aero) Baltimore, MD	Heating Oil	\$ 115,000
Contract – CCPS	Sharp Energy Newark, DE	Propane	\$ 120,000
Contract – Sourcewell County Funding	Centennial Contractors Lanham, MD	Fire Curtain Repairs	\$ 146,772
Contract – Sourcewell State & County Funding	Centennial Contractors Lanham, MD	Entrance/Roadway & Facilities Building	\$14,883,592
Contract - State of MD County Funding	Patapsco Mechanical	Replace A&S Building Boilers and Flue	\$ 291,330

therefore, be it

RESOLVED that the Board of Trustees approves these procurement actions.

9) ACCT Legislative Congress Report – Mrs. Donna Horgan

Trustee Donna Horgan attended the Association of Community College Trustees (ACCT) Annual Leadership Conference from October 9, 2023 through October 12, 2023 and provided a report to the Trustees on the conference.

10) Financial Report for September 30, 2023– Mr. Christopher Mills

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

11) Old Business/New Business

Old Business: None

New Business

- a. Next Regular Session will be held on Thursday, December 7, 2023. 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 Sarah W. Colenda and seconded

Board of Trustee Meeting

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by Donna Horgan for the next regular session meeting and was approved

b. December 7, 2023 5:30 p.m. Holiday Celebration with the Foundation in the Milburn Stone Theatre.

12) Close Regular Session - Adjournment

The regular meeting adjourned at 4:57 p.m. A motion was made by Donna Horgan and seconded by Sarah W. Colenda to adjourn the meeting.