

# CECIL COLLEGE

## BOARD OF TRUSTEES MEETING

Wednesday, October 28, 2020

**Virtual Regular Session: 4:00 – 5:30 p.m.**

Join Zoom Meeting

<https://cecil-edu.zoom.us/j/6856624244?pwd=RmNFcmc3dy9Sa2MwN3NGL0htR3ZGQT09>

Meeting ID: 685 662 4244 Passcode: 09242020

### A G E N D A

- 1) Roll Call
  - \* 2) Approval of Agenda
  - \* 3) Approval of September 24, 2020 Meeting Minutes
  - 4) President's Update – Dr. Mary Way Bolt
  - \* 5) Proposed Resolution: Personnel Actions October 2020– Dr. Mary Way Bolt
  - \*6) Proposed Resolution: ACCT Legislative Congress Report – Mr. Mark Mortenson
  - \*7) Proposed Resolution: Confidentiality of Library Records Policy – Dr. Kimberly Joyce
  - \*8) Proposed Resolution: Institutional Review Board Policy – Dr. Christy Dryer
  - \*9) Proposed Resolution: Consent Agenda – Acceptance of Grant Agreements – Ms. Lauren Fleck
    - a. Consolidated Adult Education and Literacy Services
    - b. Maryland I-Pathways Program
  - \*10) Proposed Resolution: Procurement Items – Ms. Lauren Fleck
  - 11) Employee Giving Campaign – Ms. Ashley Biasucci
  - 12) 2020 Institutional Performance Accountability Report – Dr. Mary Way Bolt
  - 13) Financials – Mr. Craig Whiteford
  - 14) Old Business/New Business
    - \*a. Next Meeting, December 3, 2020 at 4:00 p.m., via Zoom
  - 15) Adjournment
- \* Requires Board Action

**Virtual Joint Meeting – Cecil College and CCPS: 5:30 p.m.**

CECIL COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
September 24, 2020

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

Roll Call by Zoom: Present –Mark Mortenson, Raymond Hamm, Kathleen Kunda, Donna Horgan, and Dr. Mary Way Bolt, President of Cecil College.

Dr. Cydney T. Teal joined the meeting at 4:05 p.m.

Absent: Michael J. Scibinico and 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, 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 Donna Horgan, seconded by Kathleen Kunda, the agenda was approved as presented.
- 3) a.) Approval of August 27, 2020 Board Meeting Minutes – On the motion of Donna Horgan and seconded by Raymond Hamm, the minutes of August 27, 2020 were approved as written.  
b.) Approval of August 27, 2020 Retreat Minutes – On the motion of Raymond Hamm and seconded by Donna Horgan, the Retreat minutes of August 27, 2020 were approved as written.
- 4) Audit Update – Ms. Lisa A. Ritter – Maher Duessel Certified Public Accountants. Ms. Lisa Ritter reviewed the Financial Statement for fiscal year 2020.
- 5) Joint report from Administrative Professional Organization and Classified Staff Organization – Ms. Daniel Combs

Classified Staff Organization (CSO) Update: CSO plans to vote on updates to the Constitution/By-Laws during their October 22nd meeting.

CSO is putting together a fundraising committee to work on a virtual fundraising event during January's All-College day.

CSO is also looking to participate in another Chick-fil-A fundraiser night in the spring. Dann and Melissa talked about encouraging future APO and CSO presidents to coordinate and continue every semester holding one of these fundraisers.

Administrative Professional Organization (APO) Updates: APO is holding a fundraiser at Chipotle on Main St. in Newark on November 17 from 5pm to 9pm. APO will receive 33% of sales that evening for all orders that use the code or present the flyer.

September 24, 2020

APO is voting to decide if they will be donating gifts to the MRDC Early Head Start Center for the Holidays. Voting for that closes on October 2

Dann Combs spent time updating the APO Group on My Cecil and organizing files kept on there as well as making sure all Faculty and Staff had been added to the group, and all officers had administrative functions on the group.

The next APO meeting is Thursday, October 15.

- 6) Academic Senate Report – Dr. Anne Edlin  
Senate met virtually on September 2<sup>nd</sup>. They reviewed how policies and procedures are amended.

Senate is looking at ways to hold a fundraiser to purchase holiday gifts for the Maryland Rural Development Corporation Head Start.

Senate is working on a virtual appreciation for the Facilities team.

- 7) President's Report – Dr. Mary Way Bolt  
This fall semester Cecil provided a total of 464 classes and 12% have an in-person element, 44% are online and 44% are synchronous online. The faculty, students, and staff are working hard to support learning at Cecil College.

The college celebrated U.S. Constitution Day 2020, the 233<sup>rd</sup> anniversary of our nation's founding document through online engagement and other shared educational resources. Student life staff continue to engage students online.

On Tuesday, September 29, 2020 Cecil College is hosting the first virtual Career and Community Education Completion Ceremony. [www.cecil.edu/completer](http://www.cecil.edu/completer)

The Department of General Services provided the formal approval letter for design of the entrance roadway and facilities management building project. The state share of the project is 60.6% and the local share is 30.4% for a total of \$759,143.12.

The college's strategic planning process is underway with an environment scan and SWOT analysis near completion. Currently focus groups and listening sessions are being scheduled with stakeholders and Trustees will be contacted for virtual participation.

- 8) Proposed Resolution: Personnel Items – Moved by Raymond W. Hamm and seconded by Dr. Cydney T. Teal, the Personnel Items were approved as presented.

**RESOLUTION NO: 20- 053**  
**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:

**RETIREMENT**

Name: Thomas Lofland  
Position: Director, Workforce & Customized Training  
Salary Grade: 15  
Division: Academic Programs  
Category: Exempt  
Effective: September 25, 2020

**SEPARATIONS/RESIGNATIONS**

Name: Hugh Curran  
Position: VP, Finance  
Salary Grade: 21  
Division: Finance  
Category: Exempt  
Effective: September 11, 2020

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

- 9) Proposed Resolution – Acceptance of Financial Statements FY 2020 – Moved by Raymond W. Hamm, and seconded by Kathleen Kunda, the board “provisionally accepts” the Financial Statements for FY 2020

**RESOLUTION NO: 20-054  
PROVISIONAL ACCEPTANCE OF FINANCIAL STATEMENTS FY 2020**

The Md. EDUCATION Code Ann. § 16-315 requires each community college in the state to conduct an annual audit of “its books of accounts, accounting procedures and principles, and other fiscal and operational methods and procedures in accordance with guidelines prescribed by the Maryland Higher Education Commission.”

The College’s auditors, Maher Duessel, Certified Public Accountants, are concluding their examination of the accounts of the College entitled Independent Auditor’s Report, Component Unit Financial Statements and Supplemental Information, June 30, 2020, which they feel fairly presents the financial position of Cecil College at the end of the 2019 – 2020 fiscal year, Therefore, be it

RESOLVED, that the Board of Trustees accepts the independent public accountants’ report by Maher Duessel, Certified Public Accountants, entitled Independent Auditor’s Report, Component Unit Financial Statements and Supplemental Information, June 30, 2020 as the official financial report of the College for Fiscal Year 2019 – 2020, pending additional information that may result from the completion of testing.

- 10) Proposed Resolution – Approval of Administrative Professional Organization By-Laws – Moved by Kathleen Kunda seconded by Dr. Cydney T. Teal, the Board of Trustees approved the Administrative Professional Organization By-Laws

**RESOLUTION NO: 20- 055**  
**APPROVAL OF ADMINISTRATIVE PROFESSIONAL ORGANIZATION**  
**CONSTITUTION AND BYLAWS**

WHEREAS, the Board of Trustees has responsibility for approving the constitution and bylaws of governance organizations; and

WHEREAS, the Administrative Professional Organization of Cecil College is a key group which contributes to the governance structure of the College; and

WHEREAS, a representative body of administrative professionals is needed to give the members of Administrative Professional Organization a voice in the decision-making process affecting institutional policies and procedures; and

WHEREAS, the Board of Trustees recognizes that the Administrative Professional Organization has a professional responsibility to advise College decision-makers regarding institutional policies and procedures and the fulfillment of the College's vision, mission, and Strategic Plan; and

WHEREAS, a well-governed body must have rules and bylaws to ensure its effective operation; now therefore be it

WHEREAS, the President has reviewed the Administrative and Professional Organization Constitution and Bylaws and seeks approval of the Board of Trustees; and

RESOLVED, that we, the Administrative Professional Organization of Cecil College, do ordain and establish this Constitution and Bylaws of the Administrative Professional Organization of Cecil College as presented this day, September 24, 2020

- 11) Proposed Resolution – President's Contract- Moved by Kathleen Kunda and seconded by Dr. Cydney T. Teal, the Board of Trustees approves the President's Contract

**RESOLUTION NO: 20- 056**  
**APPROVAL OF THE PRESIDENT'S 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 three years from September 30, 2022 to September 30, 2025.

RESOLVED, that Mary Way Bolt, Ed.D. is awarded a contract extension as President of Cecil College for a period of three (3) years through September 30, 2025.

- 12) Proposed Resolution – Academic Program Approval – Lower Division Certificate in Computer Aided Drafting and Design (CADD) – Moved by Kathleen Kunda and seconded by Dr. Cydney T. Teal, the Academic Program – CADD- was approved as presented.

**RESOLUTION NO: 20-057**  
**APPROVAL OF LOWER DIVISION CERTIFICATE IN COMPUTER AIDED DRAFTING AND DESIGN (CADD)**

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 new program:

- Lower Division Certificate in Computer Aided Drafting and Design (CADD)

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) Proposed Resolution: Acceptance of GEER Funding – Moved by Raymond Hamm and seconded by Kathleen Kunda, the GEER Funding was accepted as presented.

**RESOLUTION NO: 20-058**  
**ACCEPTANCE OF GEER FUNDING**

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 (MHEC) for the Governor's Emergency Education Relief (GEER) Fund provide support for workforce development courses and continuing professional education that leads to government or industry required certification or licensure. This focuses particularly on individuals impacted by the COVID-19 pandemic through loss of employment. The Maryland Higher Education Commission awarded \$250,000 to support these efforts at Cecil College.

The President is satisfied 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 Higher Education Commission agreement in the amount of \$250,000 and directs that these funds be used to provide support for educational programs in workforce development courses and continuing professional education leading to government or industry required certification or licensure, for the period July 1, 2020 through September 30, 2021.

- 14) Financial Report – Mr. Craig Whiteford  
Mr. Whiteford reviewed financial information as of August 31, 2020. He provided actual and projections versus budget operating revenue and expenses as well as working capital.
- 15) Scholarship Information – Ms. Chris Ann Szep and Mr. Ed Durham  
Ms. Szep and Mr. Durham reviewed the student athlete scholarship breakdown. Scholarships are broken down by gender, race and semester.

Due to Covid the National Junior College Athletic Association (NJCAA) moved all fall sports except cross country to the spring semester. As a result, the NJCAA allowed student athletes to enroll part-time for fall. Based on eligibility, additional scholarships will be awarded for spring 2021.

- 16) Enrollment Update – Dr. Kimberly Joyce  
Dr. Joyce presented an enrollment update. Included, was information on part-time and full-time student enrollment as well as scholarships that were awarded.

- 17) Old Business/New Business

Old Business

- None

New Business

- None

- 18) Close Regular Session

- Next Regular Session will be held on Wednesday, October 28, 2020. The meeting will take place virtually beginning at 4:00 p.m. followed by the virtual joint board meeting with Cecil County Public Schools at 5:30 p.m. A motion was made by Donna Horgan and seconded by Kathleen Kunda for the next regular session meeting and was approved.
- A motion to adjourn the regular session was made by Raymond Hamm and seconded by Kathleen Kunda and approved.
- The regular meeting adjourned at 5:34 p.m.

- 16) **CLOSED SESSION:**

The closed session meeting was brought to order at 5:35 p.m. A motion to close the meeting was made by Donna Horgan and seconded by Raymond Hamm. All members present were in favor.

Members present: Mark Mortenson, Dr. Cydney T. Teal, Raymond Hamm, Sarah W. Colenda, Kathleen Kunda, Donna Horgan, Michael J. Scibinico, and Dr. Mary Way Bolt,

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President of Cecil College and Executive Assistant, Sherry D. Hartman.

Absent: Michael J. Scibinico and Sarah W. Colenda

The meeting is closed under the provision or provisions, all from General Provisions Article § 3-305(b) (1), only:

Reason for closed-session: (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

A motion to close the meeting was made by Donna Horgan and seconded by Kathleen Kunda and approved by all attendees. The closed session meeting was adjourned at 5:57 p.m.