

CECIL COLLEGE
BOARD OF TRUSTEES MEETING

Thursday, September 28, 2023
Regular Session: 4:00 p.m.

Agenda

Teams Information

[Click here to join the meeting](#)

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) a.) Approval of Minutes of August 31, 2023
b.) Approval of Retreat Minutes of August 31, 2023
- 4) Audit Update – Ms. Lisa A. Ritter and Mr. Shawn Strauss- Maher Duessel Certified Public Accountants
- Mr. Christopher Mills
- 5) Academic Senate Report – Dr. Jennifer Scott-Greenfield
- 6) Joint Administrative Professional Organization (APO) Report and Classified Staff Organization Report
– Mr. Wyatt Thompson
- 7) President’s Report – Dr. Mary Way Bolt
- * 8) Proposed Resolution: Personnel Items – September 2022 -Dr. Mary Way Bolt
- * 9) Proposed Resolution: Consent Agenda Policies– Mr. Christopher Mills
 - a) Surplus Property Disposal
 - b) Bid and Quotation Limits
 - c) Procurement by Competitive Sealed Proposal
 - d) Sole Source Procurement Contracts
- *10) Proposed Resolution: Consent Agenda Grants – Mr. Christopher Mills
 - a) Maryland Department of Health HIV Prevention Grant
 - b) Maryland DLLR Consolidated Adult Education and Literacy Services Grant
 - c) Maryland State Department of Education Child Care Career and Professional Development Grant
- *11) Proposed Resolution: Acceptance of Financial Statement FY 2023 – Mr. Christopher Mills
- *12) Proposed Resolution: Acceptance of Single Audit FY 2023 – Mr. Christopher Mills
- *13) Proposed Resolution: Annual Fund Balance Designations – Mr. Christopher Mills
- *14) Proposed Resolution: GBLA Information Security Program Policy – Ms. Kelly McVeigh
- *15) Proposed Resolution: ACCT Voting Delegate – Mr. Mark Mortenson
- *16) Proposed Resolution: 2023 State Performance Accountability Report – Dr. Christy Dryer
- 17) Financial Report – Mr. Christopher Mills

18) Old Business

- a. Trustee Goals
- b. Trustee Self-Assessment
- c. Master Plan, Strategic Plan, and Dashboards
- d. Trustee Board/Foundation Board Holiday Party – December 7th – Milburn Stone Theatre

19) New Business

- *a. Next Meeting, Wednesday, October 25, 2023 at 4:00 p.m. – Cecil College – A-338
President’s Board Room
- *b. Joint Meeting with Cecil County Public Schools – 5:00 p.m. – TC208

* 20) Adjournment

*Requires Board Action

Events

- September 28 – 4pm – Board of Trustee Meeting – EMB 213
- September 30 – Girls in STEM
- October 5 – 4:30 – 6:30 p.m. – Building Connections - TC208 & Campus Tours
- October 6-November 15 – Elemental Forces by Craig McDowall – Elkton Station Gallery
- October 6 – 6pm – First Friday Performances- Elkton Station
- October 6- 5-8pm – Reception for Elemental Forces by Craig McDowall
- October 18 – 6:30 pm – PTA Advisory Meeting – G213
- October 20, 2023 – January 26, 2024 – Alumni Spotlight: Memory Garden, extended by Jessi Cooke- Elkton Station
- 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 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 Party – Cecil Board of Trustees and Foundation Board- Milburn Stone Theatre
- December 8 – 3-5pm – STEM Poster Presentation
- December 20 – 12-2pm – Cecil College Holiday Party
- December 22 – College closes at 5pm
- December 25-January 1 – College Closed for Winter Break

Cecil College
Board of Trustees
Minutes
September 28, 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, Sarah W. Colenda, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

Via Teams: Dr. Cydney T. Teal

Absent: Dr. Ozden Coksaygan

Also present were Dr. Christy Dryer, Vice President of Academics, Dr. Kimberly Joyce, Vice President of Student Services and Enrollment Management, Christopher Mills, Vice President of Finance, Kelly McVeigh, Chief Information Officer, and Brandon Brice, Vice President, College Advancement and Community Relations.

- 2) Approval of Agenda –On motion of Sarah W. Colenda, seconded by Kathleen Kunda, the agenda was approved.
- 3) a. Approval of August 31, 2023 Board Meeting Minutes – On the motion of Raymond W. Hamm and seconded by Kathleen Kunda, the minutes of August 31, 2023, were approved as presented.

b. Approval of Retreat Minutes August 31, 2023 - On the motion of Sarah W. Colenda and seconded by Kathleen Kunda, the minutes from the retreat on August 31, 2023 were approved as presented.
- 4) Audit Update – Ms. Lisa Ritter and Mr. Shawn Strauss presented on behalf of Maher Duessel Certified Public Accountants
- 5) Academic Senate Report – Dr. Jennifer Scott Greenfield
Academic Senate met on Wednesday, September 6, 2023 and welcomed new and returning Senators.

Election of members to the Faculty Affairs Committee (FAC) include the following members: Jennifer Casper (Human Sciences), John Climent (Mathematics and Engineering), Jennifer Levi (English and Humanities), Ebony Roper (Science and Technology), Deanna Smith (Physical Therapy Assistant), Candace Vogelsong (Business).

The next Senate meeting will be held on Wednesday, October 4, 2023.

- 6) Administrative Professional Organization Report (APO) – Mr. Wyatt Thompson
APO last met on September 21, 2023. Along with the full member meetings each month, APO officers will begin meeting with CSO officers on a regular basis to ensure the groups are working in conjunction with each other with scheduling and fundraising.

September 28, 2023

A Cecil College Logo Apparel Fundraiser is being planned for end of October and early November and the store will be open for two weeks.

A decision on the date for the annual spring Chipotle Fundraiser will be discussed at the next meeting.

APO has sent out a poll to members about participating in the MRDC Early Head Start Holiday Wish List event this year that will also include CSO and Academic Senate. Also a poll will be sent to members on whether to host a December APO holiday gathering.

The next APO meeting is scheduled for October 19, 2023 at 9am.

6) Classified Staff Organization Report (CSO) – Mr. Wyatt Thompson

CSO held their meeting on September 14, 2023 in ES210 and via Teams.

The Constitution and By-Laws and the CSO Handbook have been submitted to our Attorney for review. Comments were received and suggested corrections will be updated.

CSO has formed its fundraising committee:

- Chair: Sondra McKeever
- Members: Laurie Raphael, Brooke Cave, Tammy Howell, Cayla Kerr and Shannon Peters
 - A poinsettia sale will be held in December
 - CSO will host the apparel fundraising in spring

Wyatt Thompson, president of CSO, met with Kelly McVeigh regarding MyCecil and document storage usage moving forward.

A survey to determine best times and dates to meet will be sent to CSO members. Opportunities to volunteer at the Maryland 5-Star were discussed with the group.

The next CSO meeting will take place on October 12, 2023 at 11:00 a.m. via Teams and in person at EMB213.

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

Community colleges have a strong interest in the 2023 Farm Bill and have identified opportunities to better support students and key programs. New Support for Community Colleges Community colleges seek enactment of the bipartisan, bicameral Community College Agriculture Advancement Act (H.R. 3425/S. 1740). A letter was sent to Congressman Harris to provide Cecil College's support of the legislation. The Farm Bill reauthorization should expand and simplify Supplemental Nutritional Assistance Program (SNAP) eligibility for college students in need.

Dr. Bolt provided congratulations to the marketing department as they won 9 regional National Council for Marketing and Public Relations (NCMPR) awards. This is the highest number of awards for Cecil College, the previous high was 7 NCMPR awards.

September 28, 2023

Dr. Bolt attended the Economic Development Commission meeting and Cecil County Council affirmed her reappointment to the commission and Dr. Bolt participated in the Local Management Board meeting, Susquehanna Workforce Network Blueprint meeting.

Dr. Bolt participated in the ACEN and Maryland Board of Nursing accreditation visit for the nursing programs. The College will know final accreditation status late this spring.

Dr. Bolt participated in the 2023 State of Nonprofits: The Next Generation of Governance webinar.

Dr. Bolt attended and provided greetings during the Foundation's Scholarship breakfast. This event was well attended with donors and scholarship recipients having the opportunity to have conversations.

Dr. Bolt attended the Foundation's Little Black Dress event which raised over \$11,000, a 30% increase over last year's event.

Dr. Bolt attended the Army Alliance Dinner meeting where an update was provided regarding initiatives inside and outside the gate at Aberdeen Proving Ground.

Dr. Bolt will provide welcoming remarks to the Cecil County Public Schools and Cecil College Girls in STEM event hosted on the North East campus. Students in the 6th through 8th grade may register to attend the event.

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

RESOLUTION NO: 23- 0
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:	Quinton Waddell
Position:	Public Safety Officer (Non-Sworn)
Salary Grade:	108
Division:	Finance and Administration
Category:	Non-Exempt
Effective:	September 11, 2023

New Hires

Name:	Mitchell Brown
Position:	Maintenance Technician
Salary Grade:	107
Division:	Finance and Administration
Category:	Non-Exempt
Effective:	September 18, 2023

Name: Jennifer Bacon
Position: Director of Enterprise Application Services
Salary Grade: 118
Division: Information Technology
Category: Exempt
Effective: September 25, 2023

SEPARATIONS/RESIGNATIONS

Name: Michael Moore
Position: Director of IT Client Services
Salary Grade: 119
Division: Information Technology
Category: Exempt
Effective: September 22, 2023

Name: Michelle Williams
Position: Executive Director of Human Resources
Salary Grade: 128
Division: Executive Staff
Category: Exempt
Effective: September 1, 2023

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

- 9) Proposed Resolution: Consent Agenda of Four Policies - Moved by Raymond W. Hamm and seconded by Sarah W. Colenda, the approval of the Consent Agenda of Four Policies was approved as presented.

The Board of Trustees has the responsibility for approving policies of the College. The following four (4) policies below are for consideration:

- a) Surplus Property Disposal
- b) Bid and Quotation Limits
- c) Procurement by Competitive Sealed Proposal
- d) Sole Source Procurement Contracts

The proposed four policies in the Consent Agenda have been reviewed by the College Management Team, and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the Consent Agenda of the above four policies to become effective September 28, 2023.

a. RESOLUTION NO: 23- 0
APPROVAL OF THE SURPLUS PROPERTY DISPOSAL POLICY

b. RESOLUTION NO: 23-0

APPROVAL OF THE BID AND QUOTATION LIMITS POLICY

**c. RESOLUTION NO: 23-0
APPROVAL OF THE PROCUREMENT BY COMPETITIVE SEALED PROPOSAL**

**d. RESOLUTION NO: 23-0
APPROVAL OF THE SOLE SOURCE PROCUREMENT CONTRACTS POLICY**

- 10) Proposed Resolution – Approval of the Consent Agenda for Three (3) Grants – Moved by Kathleen Kunda and Donna Horgan, the Consent Agenda for Three (3) Grants was approved as presented.

**RESOLUTION NO: 23-0 -A
APPROVAL OF THE GRANT AGREEMENT – MARYLAND DEPARTMENT
OF HEALTH HIV PREVENTION**

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 a grant to provide support for HIV Prevention. The Maryland Department of Health Prevention and Health Promotion Administration awarded \$82,968 to support the program. The College was awarded \$82,968 for this program in fiscal 2023.

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 Maryland Department of Health Prevention and Health Promotion Administration agreement in the amount of \$82,968 and directs that these funds be used to provide support for HIV Prevention for the period July 1, 2023 through June 30, 2024.

**RESOLUTION NO: 23-0 -B
APPROVAL OF THE GRANT AGREEMENT – MARYLAND DEPARTMENT
OF LABOR, LICENSING AND REGULATION CONSOLIDATED ADULT
EDUCATION AND LITERACY SERVICES**

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 Consolidated Adult Education and Literacy Services. The Maryland Department of Labor, Licensing and Regulation awarded \$204,401 to support the program. The College was awarded \$190,146 for this program in fiscal 2023.

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 Department of Labor, Licensing and Regulation agreement in the amount of \$204,401 and directs that these funds be used to provide support for the Consolidated Adult Education and Literacy Services for the period July 1, 2023 through June 30, 2024.

RESOLUTION NO: 23-0 C
APPROVAL OF GRANT AGREEMENT – MARYLAND STATE DEPARTMENT OF EDUCATION CHILD CARE CAREER AND PROFESSIONAL DEVELOPMENT

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

The College applied to the Maryland State Department of Education for a grant to provide support for Child Care Career and Professional Development. The Maryland State Department of Education Division of Early Childhood awarded \$50,514 to support the program. The College was awarded \$51,257 for this program in fiscal 2023.

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 Maryland State Department of Education Division of Early Childhood agreement in the amount of \$50,514 and directs that these funds be used for the Child Care Career and Professional Development for the period July 1, 2023 through June 30, 2024.

- 11) Proposed Resolution: Acceptance of Financial Statement FY 2023 – Moved by Kathleen Kunda and seconded by Raymond W. Hamm and was approved as presented.

RESOLUTION: 23- 0
APPROVAL OF THE FINANCIAL STATEMENT FY 2023

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 operation methods and procedures in accordance with guidelines prescribed by the Maryland Higher Education Commission.”

The College’s auditors, Maher Duessel, Certified Public Accountants, have concluded their examination of the accounts of the College entitled Independent Auditor’s Report Component Unit Financial Statements and Supplemental Information, June 30, 2023, which they feel fairly presents the financial position of Cecil College at the end of the 2022-2023 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, 2023 as the official financial report of the College for Fiscal Year 2022-2023.

- 12) Proposed Resolution: Acceptance of Single Audit FY 2023 – Moved by Sarah W. Colenda and seconded by Kathleen Kunda, the Single Audit FY 2023 was approved as presented.

RESOLUTION NO: 23 – 0
APPROVAL OF THE SINGLE AUDIT FY 2023

Federal regulations require that an external audit (single audit) be conducted of funds received under Federal financial assistance programs. The firm of Maher Duessel, Certified Public Accountants, was engaged to conduct the single audit according to Office of Management and Budget Circular A-133 for the year ended June 30, 2023.

The audit confirms the College’s practices and procedures for the use of Federal funds and contains no findings related to internal compliance controls. Therefore, be it:

RESOLVED, that the Board of Trustees accepts the Annual Financial Report (single audit) of Federal financial assistance programs for the year ending June 30, 2023.

- 13) Proposed Resolution: Annual Fund Balance Designations – Moved by Donna Horgan and approved by Sarah W. Colenda, the Annual Fund Balance Designations was approved as presented.

RESOLUTION NO: 23 -0
APPROVAL OF THE ANNUAL FUND BALANCE DESIGNATIONS

The Board of Trustees, pursuant to Md. EDUCATION Code Ann. §16-103 shall exercise general control over the community college, keep separate records and minutes, and adopt reasonable rules, regulations, or bylaws. Pursuant to Md. EDUCATION Code Ann. §16-104, the President of Cecil College is responsible for the conduct of the community college and for the administration and supervision of its departments.

In accordance with the College’s Fund Balance Policy, as a part of the year-end financial closing, the Vice-President of Finance or designee will provide the recommended fund categories and amounts to the Board of Trustees.

Fund Balance Allocations	Actual FY23	Requested FY24
Unassigned	\$ 987,994	\$ 990,000
Reserved for Encumbrances	\$ 265,261	\$ 548,784
Reserved for Capital and Programs	\$ 2,500,000	\$ 2,826,617
Reserved for Tuition/Budget Stabilization	\$ 3,689,936	\$ 3,700,000
Reserved for Self Insurance	\$ 700,000	\$ 700,000
Reserved for Campus Safety	\$ 200,000	\$ 200,000
Reserved for Physical Plant/Grounds	\$ 3,719,275	\$ 3,725,000
Physical Education Building	\$ 249,983	\$ 249,983
Engineering & Math Building	\$ 297,703	\$ 297,703
Total Reserve Balance	\$ 11,622,158	\$ 12,248,087
Total Fund Balance	\$ 12,610,152	\$ 13,238,087

The Vice President of Finance and the President have reviewed the recommended fund

categories and amounts and concur, therefore be it

RESOLVED, that the Board of Trustees approves the Fund Balance Designations effective September 28, 2023.

- 14) Proposed Resolution: Gramm-Leach Bliley Information Security Program Policy (GBLA) – Moved by Kathleen Kunda, and seconded by Donna Horgan, the GBLA Policy was approved as presented.

RESOLUTION NO: 23-0

APPROVAL OF THE GRAMM-LEACH BLILEY INFORMATION SECURITY PROGRAM POLICY (GBLA)

The Board of Trustees has the responsibility for approving policies of the College. The proposed policy describes Cecil College’s (hereafter referred to as College) information program policy mandated by the Federal Trade Commission’s Safeguard Rule (16 CFR 314) and the Financial Services Modernization Act of 1999, also known as the Gramm-Leach-Bliley Act (hereafter referred to collectively as the “GLBA”). This mandate requires institutions of higher education to develop, implement and maintain safeguards to protect the security, confidentiality, and integrity of customer financial records and related non-public personal information. Certain GLBA designated non- public personal financial information is protected under other federal or state laws which also require the securing and safeguarding of data. Accordingly, this information security program incorporates and is in addition to institutional policies and procedures required by other federal and state laws and regulations, including, without limitation, the Family Educational Rights and Privacy Act (“FERPA”).

RESOLVED, that the Cecil College Board of Trustees approves of the Gramm-Leach Bliley Information Security Program Policy as presented.

- 15) Proposed Resolution: ACCT Voting Delegate – Moved by Raymond W. Hamm and seconded by Kathleen Kunda, the ACCT Voting Delegate was approved as presented.

RESOLUTION NO: 23 -0

APPROVAL OF THE ACCT VOTING DELEGATE

The Association of Community College Trustees (ACCT) Annual Leadership Conference takes place from October 9, 2023 through October 12, 2023 and will include the opportunity to vote on behalf of Cecil College. There is one person designated from each college for that purpose. It is recommended that Mrs. Donna Horgan carry this responsibility.

Therefore, be it

RESOLVED, that the Board of Trustees of Cecil College approves Mrs. Donna Horgan as the Voting Delegate for the 2023 ACCT Annual Leadership Conference in Las Vegas, Nevada.

- 16) Proposed Resolution: 2023 State Performance Accountability Report (PAR) – Moved by Donna Horgan and seconded by Kathleen Kunda, the 2023 State Performance Accountability Report (PAR) was approved as presented.

RESOLUTION NO: 23- 0

APPROVAL OF THE 2023 STATE PERFORMANCE ACCOUNTABILITY REPORT (PAR)

In accordance with Maryland State law, the Board of Trustees has the authority and responsibility to establish institutional accountability. In April 1996, the Maryland Higher Education Commission created an accountability system for institutions of higher education that includes specific indicators and benchmarks that must be reported annually.

The Office of Institutional Research, in collaboration with appropriate College staff, has prepared the Performance Accountability Report for 2023. The President has reviewed and approved the document and recommends its approval by the Board of Trustees. Therefore, be it

RESOLVED, that the Board of Trustees approves the Performance Accountability Report for 2023 to be submitted to the Maryland Higher Education Commission.

17) Financial Report for August 31, 2023– Mr. Christopher Mills

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

18) Old Business/New Business

Old Business

- a. Trustee Goals
- b. Trustee Self-Assessment
- c. Master Plan, Strategic Plan, and Dashboards
- d. Trustee Board/Foundation Board – Holiday Gathering – December 7th – Milburn Stone Theatre

19) New Business

- a. Next Regular Session will be held on Wednesday, October 25, 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 Kathleen Kunda and seconded by Donna Horgan for the next regular session meeting and was approved
- b. Joint Meeting with Cecil County Public Schools (CCPS) - The joint meeting with CCPS will be held on Wednesday, October 25, 2023 and will begin with dinner at 5:00 p.m. and the joint meeting to begin at 6:00 p.m. A motion was made by Kathleen Kunda and seconded by Raymond W. Hamm for the joint meeting and was approved.

20) Close Regular Session - Adjournment

The regular meeting adjourned at 6:33 p.m. A motion was made by Donna Horgan and seconded by Kathleen Kunda to adjourn the meeting.