

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, January 25, 2024
Regular Session: 4:00 p.m.

A G E N D A

President's Board Room A-338

or

TEAMS

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- 1) Roll Call
 - * 2) Approval of Agenda
 - * 3) Approval of December 7, 2023 Meeting Minutes
 - 4) Academic Senate Report – Dr. Jennifer Scott-Greenfield
 - 5) Administrative Professional Organization – Mr. Daniel Combs
 - 6) Classified Staff Organization Report – Mr. Wyatt Thompson
 - 7) President's Update – Dr. Mary Way Bolt
 - *8) Proposed Resolution: Personnel Actions – Dr. Mary Way Bolt
 - *9) Proposed Resolution: Policy: Employee Grievance Policy – Ms. Lauren Fleck
 - *10) Proposed Resolution: Asset Disposal – Mr. Christopher Mills
 - 11) November 2023 and December 2023 Financials – Mr. Christopher Mills
 - 12) Old Business/New Business
 - *a. Next Meeting, February 29, 2024 at 4:00 p.m., in person President's Board Room and via Teams
 - 13) Adjournment
- * Requires Board Action

Cecil College
Board of Trustees
Minutes
January 25, 2024

- 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, Sarah W. Colenda, Donna Horgan, Kathleen Kunda, Dr. Ozden Coksaygan, Dr. Mary Way Bolt, President of Cecil College, and Sherry Hartman, Executive Assistant to the President.

Via Teams: Dr. Cydney T. Teal

Absent:

Also present were Dr. Christy Dryer, Vice President of Academics, Vice President of Student Services and Enrollment Management, Dr. Kimberly Joyce, Vice President of Student Service, Christopher Mills, Vice President of Finance, Kelly McVeigh, Chief Information Officer, Lauren Fleck, Human Resources Director 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) Approval of December 7, 2023 Board Meeting Minutes – On the motion of Donna Horgan and seconded by Raymond W. Hamm, the minutes of December 7, 2023, were approved as presented.
- 4) Academic Senate Report – Dr. Jennifer Scott-Greenfield

Academic Senate did not meet in January. The next Senate meeting is Wednesday, February 7, 2024.

- 5) Administrative Professional Organization Report (APO)– Mr. Daniel Combs

APO met on January 17, 2024

APO held a pre-order breakfast sale through Chick Fil A for All College Day. Twenty-two orders were received and thirty-one items were ordered. There was minimal mark-up on the items, so APO made \$10 for Student Scholarships.

The Cecil College Logo Apparel Sale sub-committee met on Tuesday, January 23, 2024 and reviewed a list of items to sell. CSO members would like to make the Logo Apparel sale a collaborative effort.

The next meeting will be held on February 15, 2024.

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

CSO held their meeting on December 14, 2023 in person in EMB 213 and via Teams.

CSO held fundraisers and raised the following money in support of student scholarships:

- CSO All College Day Fundraiser; 50/50 Raffle, CSO/APO Parking Spot and lunch sale totaled: \$581.78
- Poinsettia Sale: \$601.53
- Total raised to date: \$1,183.31

The next CSO meeting will take place on February 8, 2024 in person and via Teams.

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

Dr. Bolt presented an overview of ALICE (Asset Limited, Income Constrained, Employed) and information provided by the Federal Reserve Bank of Richmond specific to Cecil County.

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

RESOLUTION NO: 24-001
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

New Hires

Name: Jason Ludd
Position: Director of Facilities and Projects
Salary Grade: 122
Division: Finance & Administration
Category: Exempt
Effective: January 2, 2024

Promotions

Name: Tricia Selby
Position: Director of Institutional Research
Salary Grade: 121
Division: Information Technology
Category: Exempt
Effective: January 1, 2024

Name: Mitchell Allen
Position: Endpoint Management Coordinator
Salary Grade: 113
Division: Information Technology
Category: Non-Exempt

January 25, 2024

Effective: January 15, 2024

Name: Rebecca LuAnn Williams
Position: Foundation Office Manager
Salary Grade: 111
Division: Community Relations and College Advancement
Category: Non-Exempt
Effective: December 18, 2023

SEPARATIONS/RESIGNATIONS

Name: Zane Romberger
Position: IT Systems Administrator
Salary Grade: 115
Division: Information Technology
Category: Non-Exempt
Effective: January 12, 2024

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

- 9) Proposed Resolution: Employee Grievance Policy - Moved by Raymond W. Hamm and seconded by Sarah W. Colenda, the approval of the Employee Grievance Policy was approved as presented.

RESOLUTION NO: 24-002

APPROVAL OF THE EMPLOYEE GRIEVANCE POLICY

The Board of Trustees has the responsibility for establishing the policies of the College.

Full-time staff and full-time faculty who have successfully completed their probationary period and are not temporary employees as outlined in an offer letter by Human Resources, may use the grievance procedure outlined in this policy to file a complaint with the College regarding: (1) the employee's own working conditions, or (2) disciplinary action taken against the employee. Other complaints are not subject to this procedure. For complaints related to discrimination, harassment or retaliation, see the College's Nondiscrimination and Harassment Policy for reporting procedures.

The proposed Grievance Policy has been reviewed by the College Management Team and the Vice Presidents and recommended to the President. Now, therefore, be it

RESOLVED, that the Board of Trustees adopts the attached Grievance Policy to become effective January 25, 2024.

- 10) Proposed Resolution – Asset Disposal – Moved by Raymond W. Hamm and Kathleen Kunda, the Asset Disposal is approved as presented.

RESOLUTION NO: 24-003
APPROVAL OF ASSET DISPOSAL

The Annotated Code of Maryland, Education Article, Title 16, specifies that the Board of Trustees may sell, lease, or otherwise dispose of community college assets or property. The Board of Trustees adopted a policy for the disposal of surplus property on January 23, 1980 and updated this policy on September 1, 2005. The policy, as adopted, requires the approval of the Board of Trustees for the disposal of any asset or property when the original asset value exceeds \$25,000 (\$50,000 for assets purchased as of 10/1/17, \$100,000 as of 10/1/23).

The College purchased a 2008 Ford F-350 XL Super Duty Truck in 2007 in the amount of \$28,400 for the Facilities Department. The truck is no longer safe to drive and a replacement truck has been ordered. It is recommended that the asset be removed from the asset inventory.

The Vice-President of Finance and Administration and the President concur with the recommendation, therefore, be it

RESOLVED, that the Board of Trustees concurs with the disposal of the 2008 Ford F-350 XL Super Duty Truck and directs the staff of the College to adjust the asset inventory and values accordingly.

- 11) Financial Report for November 30, 2023 and December 31, 2023– Mr. Christopher Mills

Mr. Mills reviewed financial information for November 30, 2023 and December 31, 2023. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

- 14) Old Business/New Business

Old Business:

New Business

- a. Next Regular Session will be held on Thursday, February 29, 2024. 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 by Kathleen Kunda for the next regular session meeting and was approved

- 15) Close Regular Session - Adjournment

The regular meeting adjourned at 5:18 p.m. A motion was made by Sarah W. Colenda and seconded by Donna Horgan to adjourn the meeting.