

CECIL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, March 28, 2024
Regular Session: 4:00 p.m.
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A G E N D A

- 1) Roll Call
- * 2) Approval of Agenda
- * 3) Approval of February 29, 2024 Meeting Minutes
- 4) Academic Senate Report – Dr. Jennifer Scott-Greenfield
- 5) Administrative Professional Organization Report – Mr. Daniel Combs
- 6) Classified Staff Organization Report – Mr. Wyatt Thompson
- 7) President’s Report - Dr. Mary Way Bolt
- * 8) Proposed Resolution: Personnel Items – Dr. Mary Way Bolt
- * 9) Proposed Resolution: Cecil College Naming Policy – Dr. Mary Way Bolt
- *10) Proposed Resolution: May 2024 Graduation Candidates – Dr. Christy Dryer
- *11) Proposed Resolution: Academic Programs- Approval of Modification to AA in Social Work – Dr. Christy Dryer
- *12) Proposed Resolution: Academic Programs Record Retention Policy – Dr. Christy Dryer
- *13) Proposed Resolution: Tuition Waiver for Employees and Dependents – Ms. Lauren Fleck
- *14) Proposed Resolution: Safe and Sick Leave for Part-time Employees Policy – Ms. Lauren Fleck
- *15) Proposed Resolution: Use of College Credits Cards Policy – Mr. Christopher Mills
- *16) Proposed Resolution: Tuition Scholarship Program for High School Students – Mr. Christopher Mills
- 17) Financial Report – Mr. Christopher Mills
- 18) Spring Enrollment- Dr. Kimberly Joyce
- 19) Old Business/New Business
- *a. Regular Session: Thursday, April 25, 2024 at 4:00 p.m. In person and TEAMS.
- 20) Adjournment

Upcoming Events

- April 11 – 9:30 am – 12:30 pm – College for a Day- Milburn Stone Theatre
- April 19, 20, 21, 26, 27, 28 - Cinderella – Milburn Stone Theatre
- April 25 – Board of Trustee Meeting – President’s Boardroom (A338)

* Requires Board Action

- April 26 – STEM Poster Night – 3pm – 5pm
- April 27 – Scholar’s summit –9am – 3pm – TC208
- April 29 – Creative Writing event – 5pm – Milburn Stone Theatre
- May 3 – First Friday – Student Art and music performance – 5pm – 8pm – Elkton Station
- May 8 – VCP Show – 5pm – 7pm - Technology Building
- May 11 & 12– The Laramie Project – Milburn Stone Theatre
- May 16 – PTA Ceremony – 6pm – TC106
- May 17 – Nursing Pinning – 6pm – Milburn Stone Theatre
- May 19 – 3:00 p.m. - Graduation
- May 27 – College Closed for Memorial Day
- May 30 – Board of Trustee Meeting – President’s Boardroom (A338)
- June 7 – 7am – 2pm – Cecil College Athletics Golf Tournament
- June 14, 15, 16, 22, 23 – Urinetown – Milburn Stone Theatre
- June 19 – College Closed for Juneteenth
- June 27 – Board of Trustee Meeting – President’s Boardroom (A338)
- June 28 – 5pm – College Closes for summer break
- July 1 – 5 – College Closed for summer break
- August 21 – All College Day
- August 29 – Board of Trustee Retreat and meeting
- September 2 – College closed for Labor Day

Cecil College
Board of Trustees
Minutes
March 28, 2024

- 1) Chairman Mark G. Mortenson called the regular session to order at 4:01 p.m.

Roll Call- In Person– Mark G. Mortenson, Donna Horgan, Raymond W. Hamm, Dr. Ozden Coksaygan and Dr. Mary Way Bolt, President of Cecil College

Via Teams: Trustees: Sarah W. Colenda, Dr. Cydney T. Teal, and Kathleen Kunda

Absent: None

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, Lauren Fleck, Human Resources Director, Brandon Brice, Vice President, College Advancement, and, Sherry D. Hartman, Executive Assistant to the President.

- 2) Approval of Agenda –On motion of Donna Horgan, seconded by Raymond W. Hamm, the agenda was approved.
- 3) Approval of February 29, 2024 Board Meeting Minutes – On the motion of Donna Horgan and seconded by Raymond W. Hamm, the minutes of February 29, 2024, were approved as presented.
- 4) Academic Senate Report – Dr. Jennifer Scott-Greenfield

Academic Senate met on March 6, 2024

Senate reviewed and approved the Credit by Examination/Portfolio Assessment Procedure
Academic Affairs Committee approved the revision of thirteen courses and two revised programs.

Faculty Affairs Committee is reviewing the Faculty Performance Evaluation Policy, Adjunct Faculty Performance Policy, and the Granting of Professor Emeritus Policy.

Instructional Technology Committee is reviewing the Learning Management System Policy and the Online Course Policy; reminder that all courses will transition to Canvas at the end of the semester.

Full-time faculty shared the results of a positives and recommendations survey with Dr. Bolt. Dr. Bolt will address the faculty at the April 17th division meeting.

Academic Senate President has standing meetings with Dr. Dryer twice a month and Dr. Bolt once a month.

Next Senate meeting is Wednesday, April 3, 2024.

5) Administrative Professional Organization Report (APO)– Mr. Wyatt Thompson

APO last met on March 21, 2024

The Cecil College Logo Apparel Sale opened the online store on Wednesday March 20, and will be open through Sunday, April 7. Once the store closes, the items will be processed and will take about three weeks to complete. Dann Combs will reach out to everyone who purchased items to schedule a time for pick up or to drop the items off to them.

The BJ's Wholesale Membership Fundraiser is running now through April 30, 2024. Save on a new membership or renewal, and up to \$10 of the cost will go to the PO Scholarship Fund. Email with information was sent out to the college community, and Sherry Hartman will forward the email to the board. The email includes the information on how to enroll/renew through this program.

The next meeting is scheduled for April 18, 2024 at 9:00am

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

CSO held their meeting on March 14, 2024 via Teams.

The CSO Constitution and By-Laws and Handbook are currently being distributed.

The Fundraising Committee is solidifying the spring fundraiser at the next CSO meeting.

The next meeting will take place on April 11, 2024 at 11:00 a.m. via Teams.

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

Dr. Bolt participated in the Economic Development Commission meeting, Local Management Board meeting, Maryland Association of Community College Legislative Committee, Maryland Council of Community College Presidents meeting, Northern Maryland Technical Council meeting, and the Susquehanna Workforce Board meeting.

Dr. Bolt attended the Army Alliance Annual Luncheon Meeting where updates were provided by members of the Aberdeen Proving Community.

Dr. Bolt participated in the Cecil Leadership Institute presentation hosted on the North East campus. A student panel provided responses to an interactive question and answer session. Participants were provided a tour of the campus.

Dr. Bolt participated as a panelist for the Best Practices Conference of the Maryland Community Colleges Chief Student Affairs Officers hosted at Frederick Community College.

Dr. Bolt attended the Iota Alpha Lambda Donald J. Walden Scholarship Banquet and provided a greeting on behalf of Cecil College. One Cecil College student received a scholarship from the organization.

Dr. Bolt attended the Elkton Community Center’s visit by Governor Wes Moore and invited him to the North East campus for a visit.

Dr. Bolt attended the Cecil College Hall of Fame Induction ceremony and wished congratulations to all of the inductees.

Dr. Bolt attended the virtual Middle States Commission on Higher Education presentation on Outsourcing to Third-Party Providers: What Should I Know?

Dr. Bolt attended the College of Southern Maryland, Dr. Yolanda Wilson’s Inauguration on March 28, 2024.

- 8) Proposed Resolution: Personnel Items – Moved by Donna Horgan and seconded by Sarah W. Colenda, the Personnel Items were approved as presented.

RESOLUTION NO: 24- 009
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: Sarah Coudon
Position: Foundation Office Manager/Administrative Assistant
Salary Grade: 109
Division: Community Relations and College Advancement
Category: Non-Exempt
Effective: March 18, 2024

Promotions

Name: Trevor Douglas
Position: Custodian
Salary Grade: 105
Division: Finance and Administration
Category: Non-Exempt
Effective: January 1, 2024

Name: Deborah Winfree
Position: Assistant Director of Record and Registration
Salary Grade: 116
Division: Student Services
Category: Exempt
Effective: March 1, 2024

Name: Sarah Snyder
Position: Application Analyst
Salary Grade: 115
Division: Information Technology
Category: Exempt
Effective: March 11, 2024

SEPARATIONS/RESIGNATIONS

Name: Kimberly Pfau
Position: Payroll Compliance Coordinator
Salary Grade: 114
Division: Finance and Administration
Category: Exempt
Effective: March 11, 2024

Retirement

Name: Enrique Hernandez
Position: Web Developer
Salary Grade: 114
Division: Information Technology
Category: Exempt
Effective: March 1, 2024

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

- 9) Proposed Resolution: Cecil College Naming Policy - Moved to be **TABELED** by Raymond W. Hamm and seconded by Donna Horgan, the approval of the Cecil College Naming Policy was **TABELED** until the next Board of Trustee Meeting that will take place on April 25, 2024 due to further discussion and revisions of the policy.

- 10) Proposed Resolution – May 2024 Graduation Candidates – Moved by Kathleen Kunda and Dr. Cydney T. Teal, the May 2024 Graduation Candidates are approved as presented.

RESOLUTION NO: 24- 010 APPROVAL OF MAY 2024 GRADUATION CANDIDATES

The Board of Trustees has been authorized by the Maryland Higher Education Commission to award degrees and certificates. Each of the candidates on the attached list expects to complete all coursework in accordance with his/her prescribed curriculum and the Registrar has verified that the academic record of each candidate is accurate and that each candidate is eligible to receive their certificate or degree pending final review after the current semesters' grades have been recorded.

The Vice President for Academic Programs has certified that each is an eligible candidate who expects to fully meet the requirements of his/her specific curriculum.

The President is satisfied that these candidates are in fact eligible for graduation pending a final review once the current semesters grades are recorded; therefore, be it

RESOLVED, that these candidates be approved for graduation on May 19, 2024

- 11) Proposed Resolution – Academic Program Approval for Associate of Arts in Social Work – Moved by Raymond W. Hamm and Sarah W. Colenda approved the Academic Program Approval for Associate of Arts in Social Work as presented.

RESOLUTION NO: 24- 011

APPROVAL OF ACADEMIC PROGRAM FOR ASSOCIATE OF ARTS IN SOCIAL WORK

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:

- Associate of Arts in Social Work

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.

- 12) Proposed Resolution – Academic Programs Record Retention Policy– Moved by Raymond W. Hamm and seconded by Dr. Cydney T. Teal, the Academic Programs Record Retention Policy was approved as presented.

RESOLUTION NO: 24- 012

APPROVAL OF ACADEMIC PROGRAMS RECORD RETENTION POLICY

Cecil College recognizes that accurate and effective record keeping related to academic functions is vital to the continued operation of the College and is critical in meeting legal obligations. The office of Academic Programs maintains documentation related to activities

associated with offering educational programs, such as grant applications, advisory boards, program annual reports, program reviews, student appeals and complaints, and Maryland Higher Education Commission (MHEC) approvals. Specific course grade information and final course grades are maintained by the faculty who teach each course. A Records Management Process has been established for Academic Programs to support:

- providing evidence of compliance with Federal, State and/or Local government regulations,
- protecting the College, students, personnel, and trustees during litigation, government investigation and/or audit,
- ensuring the academic integrity of the College, and
- preserving the academic history of the College.

RESOLVED, that the Cecil College Board of Trustees approves of the Academic Programs Record Retention Policy as presented.

- 13) Proposed Resolution – Tuition Waiver for Employees and Dependents– Moved by Donna Horgan and seconded by Raymond W. Hamm, Jr., the Tuition Waiver for Employees and Dependents was approved as presented.

RESOLUTION NO: 24-013

APPROVAL OF TUITION WAIVER FOR EMPLOYEES AND DEPENDENTS

Full-time faculty, administrators, classified staff, and their dependents may attend classes at the College tuition-free subject to eligibility requirements and course limitations. Part-time employees who have a minimum of one year of service and have worked a minimum of 600 hours are also eligible for tuition waiver.

RESOLVED, that the Cecil College Board of Trustees approves of the Tuition Waiver for Employees and Dependents Policy as presented.

- 14) Proposed Resolution – Safe and Sick Leave for Part-time Employees Policy – Moved by Kathleen Kunda and seconded by Sarah W. Colenda, the Safe and Sick Leave for Part-time Employees Policy is approved as presented.

RESOLUTION NO: 24-014

APPROVAL OF SAFE AND SICK LEAVE FOR PART-TIME EMPLOYEES POLICY

It is the policy of Cecil College to provide paid "earned sick and safe" leave for part-time employees, including hourly part-time employees, adjunct faculty, coaches, student workers, temporary, and seasonal employees. Employees who are younger than 18 before the beginning of the calendar year (each calendar year) are not eligible for paid earned sick and safe leave. Special rules apply to work-study situations, which are explained below.

In accordance with the Maryland Flexible Leave Act, employees may use "leave with pay" for an illness in the employee's immediate family - a child, spouse or parent. Employees may

use “leave with pay” on the death of a member of the employee’s immediate family. For

purposes of illness, child includes an adopted, biological, foster child, a stepchild, or a legal ward who is under the age of 18 or at least 18 years old and incapable of self-care due to a mental or physical disability. For purposes of bereavement leave, child includes a child (adopted, biological, foster, step, or legal ward)

RESOLVED, that the Cecil College Board of Trustees approves of the Sick and Safe Leave for Part-Time Employees Policy as presented.

- 15) Proposed Resolution – Use of College Credit Cards Policy – Moved by Raymond W. Hamm and seconded by Donna Horgan, the Use of College Credit Cards Policy is approved as presented.

RESOLUTION NO: 24-015

APPROVAL OF USE OF COLLEGE CREDIT CARDS POLICY

It is the policy of Cecil College to restrict the issuance of College credit cards (both major credit cards and store credit cards) to full-time College employees. The use of credit cards is restricted to expenses legitimately incurred for business travel or for special circumstances or events and other College related expenses. College credit cards are the responsibility of the individual to whom the card is issued or the individual who is an authorized user on a store account. Use by an unauthorized individual is the financial responsibility of the authorized signer (the person whose name is on the credit card) or the authorized user on the store account. Expenses and purchases incurred by credit card are subject to budget head and/or approval of the President. Credit cards are not to be used to circumvent College procurement policies. Unauthorized or inappropriate use of the College Credit Card may result in disciplinary action for the cardholder as provided for in the College’s Performance Management Policy. In addition, cardholders will be held personally liable for all unauthorized purchases.

RESOLVED, that the Cecil College Board of Trustees approves of the Use of College Credit Cards Policy as presented.

- 16) Proposed Resolution – Tuition Scholarship Program for High School Students – Moved by Raymond W. Hamm and seconded by Donna Horgan, the Tuition Scholarship Program for High School Students is approved as presented.

RESOLUTION NO: 24-016

APPROVAL OF TUITION SCHOLARSHIP PROGRAM FOR HIGH SCHOOL STUDENTS

It is the policy of Cecil College to provide scholarships to high school students who attend Cecil College. Cecil County Public High School (CCPS) students, who enroll in Cecil College credit courses are granted a Dual Enrollment Scholarship equal to 25% of the in-county tuition rate. Cecil College will invoice CCPS who is responsible for the remaining 75% of the tuition and 100% of the cost of textbooks and appropriate fees.

All other designated high school students who enroll in Cecil College credit courses are granted a College Bound Scholarship equal to 25% of the in-county tuition rate. CCPS students will use the Dual Enrollment Scholarship Eligibility Form, for Fall and Spring Terms. If a CCPS student

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enrolls in Summer Term or for courses not on the approved dual enrollment list, they will complete the College Bound Scholarship Form and receive 25% off the in-county tuition rate. All other High School students will use the College Bound Scholarship Form.

RESOLVED, that the Cecil College Board of Trustees approves of the Tuition Scholarship Program for High School Students.

17) Financial Report for February 29, 2024– Mr. Chris Mills

Mr. Mills reviewed financial information for February 29, 2024. He provided actual and projections versus budget operating revenue and expenses as well as working capital.

18) Spring Enrollment – Dr. Kimberly Joyce reviewed enrollment for the spring semester.

Dr. Joyce spoke about student food insecurity and how Student Services has partnered with the Food Bank of Maryland to provide food for students who are in need.

19) Old Business/New Business

Old Business:

- a. The Collegium de Vinum Gala will take place on April 13, 2024. Ticket sales will end April 1, 2024

New Business

- a. A Groundbreaking Ceremony for the Facilities Management Building and Mary Maloney Boulevard will be held on Monday, April 29, 2024 beginning at 10 a.m. Invitations will be emailed to Trustees.
- b. Next Regular Session will be held on Thursday, April 25, 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 Donna Horgan and seconded by Sarah W. Colenda for the next regular session meeting and was approved

20) Close Regular Session - Adjournment

The regular meeting adjourned at 5:36 p.m. A motion was made by Donna Horgan and seconded by Kathleen Kunda to adjourn the meeting.