

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
November 15, 2016
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

1. **Call to Order and Attendance:** Chair Bell called the meeting to order at 5:29 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair, Dr. Brenda McCartney, Ms. Linda Sherbin, and Mr. Duane Yoder. Board Members absent included: Ms. Madeleine Collins and Mr. Jason Rush. College Administrative Staff Members present included: Mr. Albert Coviello – Acting President, Mr. James Allen, Ms. Linda Fike, Mr. Randall Bittinger, Ms. Cherie Krug, Ms. Julie Yoder, and Dr. Qing Yuan (Note: Dr. Sarah Garrett was absent). Guests present included: Mr. Larry Suter, Mr. Harold Resh, Ms. Michelle Lieberman, Ms. Christine Upole, Ms. Stacy Holler, Mr. Andrew Harvey, Ms. Cissy VanSickle, Ms. Pamela Warnick, Ms. Kym Newmann, Mr. Mike Logsdon, Mr. Mike Colaw, Ms. Jennifer Butler, Ms. Lois Anderson, Ms. Tracie Ellis, and Ms. Shauna McQuade.
2. **Communication from the Public:** None at this time.
3. **Approval/Changes to the Agenda:** On a motion by Vice-Chair Morin, seconded by Trustee McCartney, the Board unanimously approved the agenda as distributed (Vote=5-0-0).
4. **CONSENT AGENDA:** On a motion by Vice-Chair Morin, seconded by Trustee McCartney, the Board unanimously approved the consent agenda items as previously distributed and shown below (Vote=5-0-0).
 - a. Approval of the minutes from the September 20th, Oct. 17th, Oct. 21st, Oct. 26th, and November 7th meetings
 - b. Garrett College Financial Reports for September and October 2016
 - c. FY2018 Budget Planning Cycle/Timeline
5. **Report of the Chair of the Board:** Chair Bell announced that she had learned of the passing of Dr. Sarah Garrett's mother. She added that Ms. Marcia Knepp was doing well after her surgery and that both Sarah and Marcia would be back on campus after Thanksgiving. Dr. Brenda McCartney was welcomed and introduced as a new Board member. Ms. Shauna McQuade was introduced as the new Director of Enrollment Management and Ms. Jennifer Butler was introduced as the new Director of the Library/Learning Commons.
 - a. **Upcoming Events:** Chair Bell reminded Board Members that a special meeting was scheduled for December 1st to review the audit and that the annual College Christmas party was scheduled for Friday, December 2nd at Ace's Run.

6. Report of Board Members

- a. FY2017 Board Stipend Forms:** Chair Bell reminded Board Members who have not turned in their stipend forms to do so soon.

- 7. Report of the Acting President of the College:** Acting President Coviello reported that the search for the Dean of Student Services had been suspended, adding that with the new president's background in student services the College would be better served to have Dr. Midcap hire someone he feels comfortable working with. He thanked the search committee members and recognized Ms. Kym Newmann for picking up the role of committee chair in the middle of the process and carrying it through. Acting President Coviello then reported that the FY2018 budget process had officially started with meetings being conducted with budget managers.

- a. College Administrative Reports:** Board members asked some clarifying questions related to the previously submitted administrative monthly reports.

B. DISCUSSION ITEMS/ACTION ITEMS:

- 1. Presidential Search – Selection of the Next President:** Chair Bell reported that the Board met in executive session and had extended an offer to Dr. Richard Midcap. Dr. Midcap accepted the offer but a contract had not been signed as the Board would be meeting that evening in executive session to review the contract. Chair Bell noted that the Board thoroughly reviewed all of the faculty and staff surveys from the Presidential Search process and stated that they really appreciated all of the feedback. She added that she and Dr. McCartney visited the Chesapeake campus and were told how much Dr. Midcap was loved and would be missed by everyone at Chesapeake.
- 2. Dean of Student Services Search:** This agenda item was discussed under Agenda Item A7-Report of the Acting President of the College.
- 3. Compensation Adjustment:** Acting President Coviello reviewed a proposal for each full-time employee (as of December 1st) to receive a \$1,000 payment to be added to their December 15th paycheck. This amount would be prorated for part-time employees. Additionally, adjunct faculty would receive a \$50 per credit hour payment with their December 15th paycheck. On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the Board unanimously voted to the proposed one-time payment for employees and to a \$50 per credit hour increase in compensation for adjunct faculty (Vote=5-0-0). President Coviello went on to explain that he was also proposing for the future that the top step

be removed and one added to the bottom and a 1.8% increase be given to all.

4. **Governance Charter/Flow-chart Updates:** Acting President Coviello summarized the proposed changes to the Governance Charter, Flow-Chart, and committees that were vetted through the current governance process and previously distributed in the Board Agenda packets. He noted how important it was for the committees to meet, review, and revise all policies. On a motion by Vice-Chair Morin, seconded by Trustee McCartney, the Board unanimously approved the updates to the Governance Charter, Flow-Chart and Committees (Vote=5-0-0).
5. **Information Technology Policy Updates:** Acting President Coviello explained the updates to the following IT policies. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously approved the following IT policies as distributed (Vote=5-0-0).
 - a. Policy #2023 - Remote Access Policy (Currently part of HR Manual)
 - b. Removable Media User Policy (Currently part of HR Manual)
 - c. #2006-Mobile Communication Device (MCD) Policy & related procedure
 - d. #2009-Administrative Email Content Policy & related procedures
 - e. #2020-Local Administrative Rights Policy & related procedures
6. **Policy #4005-Involuntary Student Withdraw Policy:** Discussion ensued regarding related procedures for Policy #4005. This item was tabled until such procedures are provided for Board Members to review and better understand the need for this policy.
7. **Policy #4006–GC Personal Electronic Account Privacy Protection Policy:** The State of Maryland has passed a law requiring all higher education institutions to have a policy protecting the privacy of students' personal electronic media accounts. The requirements of the law dictate what must be included in the policy. This draft policy that was included in the previously distributed board agenda packets was reviewed by the appropriate committees and councils internally before bringing to the Board for final approval. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously approved Policy #4006 as distributed (Vote-5-0-0).
8. **Strategic Plan/Operational Plan Update:** Board Members originally approved the FY2017-FY2019 Strategic Plan in June 2016. After careful review by Acting President Coviello and Executive Council Members, the plans goals and objectives were strengthened to properly address the critical issues that face the College. The revised plan was previously distributed to the Board in the agenda packets. On a motion by Vice-Chair Morin, seconded by Trustee Yoder, the Board unanimously

approved the revisions to the FY2017-FY2019 Strategic Plan (Vote=5-0-0).

- C. EXECUTIVE SESSION:** On a motion by Vice-Chair Morin, seconded by Trustee McCartney, the Board unanimously recessed the open session meeting at 7:01 p.m. for the purpose of convening an executive session to discuss the following matter and related exception covered under the Maryland Open Meetings Act (Vote=5-0-0).

TOPICS TO BE DISCUSSED	REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i>
Personnel	1

- D. ADJOURNMENT:** The Board did not reconvene the Open Session Meeting and adjourned the Executive Session Meeting at 9:15 p.m. via acclamation.

Respectfully submitted by:

Mr. Albert A. Coviello
Acting President, Garrett College
Secretary/Treasurer, GC Bd. of Trustees

Ms. Vianne Bell
Chair
Garrett College Board of Trustees