

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
November 20, 2018
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

- 1. Call to Order and Attendance:** Mr. Don Morin, Board Chair called the meeting to order at 5:30 p.m. Other board members present included: Dr. Brenda McCartney-Vice-Chair, Ms. Vianne Bell, Ms. Madeleine Collins, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard Midcap, Mr. James Allen, and Mr. Randall Bittinger. Guests present included: Ms. Christa Bowser and Ms. Carolyn Deniker-Faculty Senate Co-Chairs and Mr. Cody Brill and Mr. Daniel Porter from The Rodeheaver Group P.C.
- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate, Staff Senate, and SGA Updates:** There was no representative present from Staff Senate or SGA. Faculty Senate Co-Chairs, Ms. Bowser and Ms. Deniker, reported that the faculty have been busy participating in the Self-Study process and team meetings, preparing for the end of the semester and finals, and working on class schedules for next year. They also noted that students are utilizing the new STEM building and available study spaces and are more engaged in the STEM classes than ever before.
- 4. Approval/Changes to the Agenda:** Chair Morin asked that Item B.1. Garrett College Financial Reports ending June 30, 2018/Audit Presentation/CC-4 be discussed first so that Mr. Brill and Mr. Porter can be excused from participating in the remainder of the meeting, unless they wish to stay. On a motion by Trustee Sherbin, seconded by Trustee Collins, the board unanimously approved the agenda with the above noted change (Vote=7-0-0).
- 5. CONSENT AGENDA:** On a motion by Trustee Rush, seconded by Trustee Collins, the board unanimously approved the consent agenda as listed below (Vote=7-0-0):
 - a. Approval of the minutes from the October 16, 2018 regular meeting
- 6. Report of the Chair of the Board:** Chair Morin noted that he did not have anything to report at this time.
 - a. **Upcoming Events:** A list of upcoming events can be found in the previously distributed board agenda packets or on the College website at www.garrettcollege.edu.

- b. Bylaw Committee Update:** The Board Bylaw Committee members included Trustee Bell, Trustee Sherbin, and Trustee Yoder. Trustee Bell served as the Chair of this committee and summarized the information that was previously distributed to board members to review prior to the meeting. Discussion ensued regarding specific terms used as well as board approval for the hiring or termination of certain positions other than the President (i.e. Full-time Faculty, Vice Presidents, Deans, and the Executive Assistant to the President) and also about tenure. The board will review and discuss additional updates to the bylaws at the January Board Meeting. Once all changes have been made to the bylaws, College legal counsel will review and compare to the updated employee contract language before final board approval.
- 7. Report of Board Members:** Trustee Bell updated the board about a college diversity project at Crellin and Yough Glades Elementary Schools. A Garrett College International Student, Mr. Yassine Berady, who is from Morocco, has been visiting the schools and has had good interactions with the students and school personnel. She hopes that this community outreach project will continue each semester.
- 8. Report of the President of the College:** President Midcap reported that the CEPAC Steering Committee and Design Committee are both meeting regularly and making good progress. One significant decision has been made at the design team level – based upon a cost and space analysis, the theater will be placed where the present Special Activities Center is located. Discussion ensued regarding the timeline for the MOU and RFP for construction. The board is asking to review and approve the MOU prior to sending out any bids for construction of the CEPAC.

President Midcap also updated board members on the Maryland Promise Scholarship that is being administered by the Maryland Higher Education Commission and related issues for counties who already have local Promise scholarship programs in place. Garrett College and Allegany College will meet jointly with District 1 Legislators to discuss concerns related to this scholarship and share other college updates prior to the start of the Maryland Legislative Session.

9. College Administrative Reports

- a. Garrett College Monthly Financial Reports:** Board Members asked some clarifying questions related to the previously submitted financial reports.
- b. College Administrative Reports:** Board members asked several clarifying questions related to the previously submitted board reports.

B. ACTION ITEMS:

- 1. Garrett College Financial Reports ending June 30, 2018/Audit Presentation/CC-4:** Mr. Porter read the required communication letter to the board and then summarized and discussed each section of the financial report as of June 30, 2018. He noted that the financial statements reflect all good news this evening and then answered clarifying questions. He also acknowledged the great cooperation from everyone at the College during the audit process.

Mr. Brill then summarized the June 30, 2018 Single Audit Report and CC-4 and answered related questions. He noted that the Jenzabar database software conversion went well and provided kudos to college staff for the timely reporting and cooperation during this process. He then reported that the College was determined to be a low-risk auditee again this year.

Mr. Porter and Mr. Brill than noted that it was a pleasure working with the college team and thanked the College on behalf of The Rodeheaver Group P.C. They then departed the meeting.

The Board thanked all Garrett College employees who assisted with this successful audit. On a motion by Trustee Bell, seconded by Trustee McCartney, the Board unanimously voted to accept the Garrett College Financial Report and Single Audit Report dated June 30, 2018 as presented (Vote=7-0-0).

President Midcap noted his appreciation and thanked Vice President Bittinger, Director Browning, Director VanSickle, Ms. Mayles, and the College IT team for all of their hard work as well as the efforts of each of their departments for another successful audit.

- 2. Assistant Professor of Computer Science/Information Technology:** Dr. Midcap summarized the background information related to this search process that was previously provided to board members in their November board agenda packets. He further noted that he also interviewed the successful candidate and agreed with the recommendation of the search committee to hire Ms. Kristi Smith for the position of Assistant Professor of Computer Science/Information Technology. On a motion by Trustee Bell, seconded by Trustee Sherbin, the board approved the 10-month faculty contract effective January 14, 2019 for Ms. Kristi Smith as the new Assistant Professor of Computer Science/Information Technology (Vote=7-0-0).

C. INFORMATION ITEMS:

1. **Policy Review:** The board will review the following new, updated, or mandated policies for approval during the January 2019 board meeting: Alcohol, Tobacco, Opioids, and Other Drugs, Privacy of Student Records-Family Educational Rights and Privacy Act (FERPA), Acceptable Use, Data Security, and Disaster Recovery.
2. **Self-Study Update:** Mr. Allen reported that the Self-Study Steering Committee and related workgroups have been meeting on a regular basis and making good progress toward completion of the self-study report per the pre-established timeline.

D. EXECUTIVE SESSION: On a motion by Trustee Sherbin, seconded by Trustee Bell, the board unanimously recessed the Open Session at 7:38 p.m. for the purpose of convening an executive session to discuss the following matters (*see also the attached Exclusionary Basis for Closing a Meeting Sheet*) and related exceptions covered under the Maryland Open Meetings Act (Vote=7-0-0).

Personnel (1)

E. ADJOURNMENT: The board did not reconvene the open session meeting and adjourned the executive session at 8:32 p.m. on a motion by Trustee Bell and seconded by Trustee Rush (Vote=7-0-0).

Summary of the November 20, 2018 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, November 20, 2018 in the College Board Room. The purpose of this session was to discuss confidential matters related to Personnel. Each board member voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). Seven board members were present for this closed session (see the “roll call” section of the minutes for details). Dr. Richard Midcap, President was also present for this session.

Respectfully submitted by:

Richard Midcap, Ed.D.
 President, Garrett College
 Secretary/Treasurer, GC Board of Trustees

Don Morin
 Chair
 Garrett College Board of Trustees