

**GARRETT COLLEGE BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**April 16, 2019**  
**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-President, Mr. James Allen, Mr. Randall Bittinger, Mr. Robert Kerns, Ms. Julie Yoder, and Dr. Qing Yuan. Guests present included: Ms. Janis Bush-Director of Human Resources, Ms. Keela Pfaff-Student Records Specialist, Ms. Kathy Meagher-Director of Campus Facilities, Ms. Shelley Menear, Director of Equity and Compliance, Ms. Dallas Ouellette-Director of Business & Finance, Ms. Christa Bowser-Faculty Senate Co-Chair, and Ms. Tierra Jones-Garrett College Student Government Association Freshman Representative.
- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate, Staff Senate, and SGA Updates:**

**SGA:** Dean Kerns introduced Freshman Representative, Ms. Tierra Jones. Ms. Jones then reported that the SGA members have recently been involved in the following activities: distributing Gatorade at softball and baseball games, planting flowers for Earth Day, planning activities for Spring Break Week, holding officer elections, and are planning to provide coffee, energy drinks, and granola to students during finals week.

**Staff Senate:** Ms. Keela Pfaff and Ms. Dallas Ouellette were introduced as staff members who were present for the board meeting. No Staff Senate Officer Representatives were present.

**Faculty Senate:** Ms. Christa Bowser reported that they have been working with staff and students on the self-registration process.
- 4. Approval/Changes to the Agenda:** Chair Morin asked to move the Board Award for Outstanding Contributions agenda item to the Executive Session. Also, Vice-Chair McCartney will discuss the Board Self-Evaluation and President Evaluation under the Report of Board Members section of the agenda. On a motion by Vice-Chair McCartney, seconded by Trustee Bell, the board unanimously approved the agenda with the above noted change (Vote=7-0-0).

5. **CONSENT AGENDA:** On a motion by Trustee Sherbin, seconded by Trustee Rush, the board unanimously approved the consent agenda as listed below (Vote=7-0-0):
  - a. Approval of the minutes from the February 19, 2019 Regular Meeting
  - b. Fiscal Year Audit 2019
  - c. Privacy and Protection of Personally Identifiable Information Policy
  - d. Conferral of Degrees/Certificates for May 2019 Commencement
  
6. **Report of the Chair of the Board:** Chair Morin summarized the upcoming events and commented that the recent FY20 budget presentation to the Commissioners was very well done and succinct.
  
7. **Report of Board Members:** Vice-Chair McCartney and Trustee Bell both attended the recent President's Circle event in the GIEC Building. The event was very nice and highlighted the talents of a music student and an art student.
  - a. **Board Award for Outstanding Contributions to Garrett College:**  
This item was moved to the Executive Session.
  
  - b. **Board Self-Evaluations and President Evaluations:** Vice-Chair McCartney reported that Ms. Knepp will send out the evaluation survey links to board members tomorrow. The results will then be discussed during the May Executive Session Meeting.
  
8. **Report of the President of the College:** In addition to the previously submitted report on file, Dr. Midcap reported that due to budgetary constraints, we will not be holding a reception after the commencement ceremony.
  
9. **College Administrative Reports**
  - a. **Garrett College Monthly Financial Reports:** Board members asked several clarifying questions to the previously distributed financial reports.
  
  - b. **College Administrative Reports:** Board members asked some clarifying questions regarding new sport programs, student deficiency and conduct statistics, Mosser Road Trail, and food service.
  
  - c. **AY2020 Academic Calendar:** There were no questions or updates to the previously distributed AY2020 Academic Calendar.

**B. ACTION ITEMS:**

- 1. Tenure:** Dr. Midcap explained that Garrett College's administrative staff, non-exempt staff and full-time faculty all currently have the potential, under college policy, to earn tenured status. Garrett College's *Human Resources Manual* outlines a version of tenure that is unique to this particular institution: "Tenure at Garrett College is not a guarantee of long-term employment but rather a requirement of a one (1) or two (2) years' notice for non-renewal (p. 29)." This version of tenure dramatically impacts the college's ability to address fiscal challenges with strategies that limit the impact on meeting the college's mission. The College Council has endorsed the policy deletion outlined below.

The board is being asked to vote on the elimination of the current version of tenure at Garrett College by approving the following policy deletions from the *Human Resources Manual*:

Under *Part Two: Employment* eliminate Section I., Subsection d. "Tenure Track and Non-Tenure Track Employees" (p. 27)

Under *Part Two: Employment* eliminate Section II., Subsection b. "Tenure" (pp. 29-31)

Dr. Midcap further noted that the Faculty Senate is in the process of developing a more traditional tenure proposal for review.

On a motion by Trustee Bell, seconded by Trustee Collins, the board unanimously voted to eliminate the current version of tenure at Garrett College as outlined above (Vote=7-0-0).

- 2. Thread Discussion – Residence Halls 2019-2020:** Dr. Midcap reported that Thread is a Baltimore-based organization committed to improving the academic, career and social situations of urban youth. This organization is interested in supporting a small cohort of Fall 2019 participants in attending Garrett College. Their model includes both mentoring and financial support with the goal of students graduating with zero college debt. The organization is requesting the College offer a housing rate reduction for a cohort of a half-dozen students. The College is recommending a 25% reduction (\$895 for the year) for Garrett Hall residency for the cohort members. On a motion by Trustee Sherbin, seconded by Trustee Bell, the board unanimously approved the above request but is restricting the discount to only six students (Vote=7-0-0).
- 3. Paramedic Studies AAS Proposal:** Dean Yoder summarized that the Paramedic Associate of Applied Science (AAS) degree proposal grew out of cross-divisional work on educational pathways, which is a priority within

the College's Strategic Plan. Students who complete the noncredit Paramedic program are eligible to receive thirty (30) credits for their Paramedic certification and would then need to complete just thirty (30) General Education Requirement (GER) credits to earn the AAS. In developing the proposal, EMS Coordinator Doug Beitzel and Associate Dean Lucy Manley placed an emphasis on identifying GER credits that could be completed online to accommodate the varying schedules of working Paramedics. On a motion by Trustee Rush, seconded by Trustee Sherbin, the board unanimously approved this proposal as presented (Vote=7-0-0).

### C. INFORMATION/DISCUSSION ITEMS:

1. **Self-Study Update:** There were no updates to the previously distributed report on file.
2. **FY2020 Draft Budget:** Dr. Midcap provided an overview of the previously distributed FY2020 budget materials. Vice-President Bittinger displayed a detailed budget presentation and answered related questions. Updates to the FY2020 proposed budget will be distributed to board members prior to the May board meeting.
3. **Compensation Study:** Director Bush summarized the following information regarding the recent compensation study as it pertains to the FY2020 budget discussion. The Paypoint study included six implementation recommendations, at a total cost of \$577,812, not including FICA, unemployment, etc. The recommended four-year implementation plan will encompass all six recommendations, but with a different strategy on how to implement them.

The implementation plan will be fiscally responsible, inclusive, and easy to understand. Each employee will receive a personalized form with **1.)** grade on both the old and new scales; **2.)** applicable PayPoint recommendation category; and **3.)** annual salary increase for each year of the implementation plan if the plan is fully implemented.

There were also several non-salary recommendations that will be implemented each year. Additional details will be discussed during the May Board Meeting.

4. **Strategic Plan Progress Report:** Dr. Midcap reported that a Strategic Plan update was previously distributed to board members with the April board agenda materials. The College's Executive Council is beginning the process of developing the FY2021-2025 Strategic Plan.

- 5. Policy Review for April and Approval for May Meeting:** Board Members were provided the following policy and procedures to review prior to the May board meeting: Emotional Support Animals, Late Registration Policy and Procedures, Posthumous Awards for Students Policy, and Sex Offender.
- D. EXECUTIVE SESSION:** On a motion by Vice-Chair McCartney, seconded by Trustee Collins, the Board unanimously recessed the Open Session at 6:52 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):
- CEPAC MOU (2)
  - Personnel (1)
  - Cell Phone Stipend (1)
  - Board Award (2)
- E. ADJOURNMENT:** The board did not reconvene the open session meeting and unanimously adjourned the executive session at 8:35 p.m. on a motion by Chair Morin, seconded by Trustee Bell (Vote=7-0-0).

**Summary of the April 16, 2019 Board Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, April 16, 2019 in the College Board Room. The purpose of this session was to discuss confidential matters related to CEPAC MOU, Personnel, Cell Phone Stipend, and Board Award. Each board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. Seven board members were present for this closed session (see the “roll call” section of the minutes for details). Dr. Richard Midcap-President was present for this meeting and Mr. Robert Kerns, Dean of Student Affairs and Ms. Janis Bush, Director of Human Resources were present for the Personnel agenda item discussion of this meeting.

Respectfully submitted by:

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

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Don Morin  
Chair  
Garrett College Board of Trustees

**EXCLUSIONARY BASIS FOR CLOSING A MEETING:** The Board of Trustees of Garrett College adheres to the Open Meetings Act of the State of Maryland. The topics discussed and the exclusions permitting the Board to meet in closed session are stated below: **Date:** April 16, 2019 **Time:** 6:52 p.m.

**Location:** Garrett College, Bd. Rm #102 **Motion By:** Vice-Chair McCartney **Seconded By:** Trustee Collins

**Vote to Close Session:**

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT	TOTALS
Mr. Don Morin, Chair	√				
Dr. Brenda McCartney, Vice-Chair	√				
Ms. Vianne Bell	√				
Ms. Madeleine Collins	√				
Mr. Jason Rush	√				
Ms. Linda Sherbin	√				
Mr. Duane Yoder	√				

**STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, Title 3-Open Meetings Act –**

**CHECK ALL THAT APPLY:**

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds.
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.
- (15) Cybersecurity

**FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:**

CEPAC MOU (2)	Cell Phone Stipend (1)
Personnel (1)	Board Award (2)

This statement is made by Mr. Don Morin, Chair

Signature of Presiding Officer: (Signature on file in President’s Office)