

**GARRETT COLLEGE BOARD OF TRUSTEES
OPEN SESSION MEETING MINUTES
February 19, 2019
McHenry, Maryland**

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 (via phone), 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, Mr. Rick Campbell-Paypoint HR, Ms. Kathy Meagher-Director of Campus Facilities, Ms. Christa Bowser and Ms. Carolyn Deniker-Faculty Senate Co-Chairs, and Ms. Kendra Friend-President of the Garrett College Student Government Association.

2. Communication from the Public: None at this time.

3. Faculty Senate, Staff Senate, and SGA Updates:

Faculty Senate: Ms. Carolyn Deniker reported that Faculty are working on a plan to make up the recent snow days and a subcommittee is working on reviewing and updating the Faculty Senate Bylaws.

Staff Senate: No representative.

SGA: Mr. Robert Kerns, Interim Dean of Student Affairs, introduced Ms. Kendra Friend, President of the Garrett College Student Government Association (SGA). Kendra is an Elementary Education Major and a Volleyball Player in her second year at Garrett. She then summarized the recent and upcoming activities sponsored by SGA that included: The Deep Creek Dunk, Black History Month Guest Speakers, Movies in the Auditorium, and Student Advocacy Day in Annapolis, Maryland.

4. Approval/Changes to the Agenda: On a motion by Vice-Chair McCartney, seconded by Trustee Sherbin, the board unanimously approved the agenda as distributed (Vote=7-0-0).

5. CONSENT AGENDA: On a motion by Trustee Sherbin, seconded by Trustee Vice-Chair McCartney, the consent agenda was approved as distributed/listed below (Vote=7-0-0):

- a. Approval of the minutes from the January 15, 2019 Regular Meeting
- b. FERPA Policy

6. **Report of the Chair of the Board:** See below.
 - a. **Upcoming Events:** Chair Morin asked members to review the upcoming events section and/or the College website for updates.
 - b. **March Board Meeting Discussion:** The board decided to cancel the regularly scheduled March 19th board meeting since so many board members were unavailable. The next regularly scheduled meeting will be held on Tuesday, April 16, 2019.
 - c. **Board Committee for Outstanding Contributions to Garrett College:** Chair Morin appointed Trustee Bell, Trustee Collins and Vice-Chair McCartney to the 2019 Board Award Selection Committee.
7. **Report of Board Members:** Trustee Sherbin discussed some changes to the Open Meetings Act regarding the Statutory Authority to Close a Session, General Provisions Article, Title 3. She noted that a “15th” exclusion for closing was added titled “Cybersecurity”. Trustee Bell also commented on how great it was to see the International Student population increasing at the College.
8. **Report of the President of the College:** In addition to the previously distributed report on file, Dr. Midcap provided updates on the Mosser Road Trail, the mental health counselor that will be on campus one day each week, and the status of the document management system.
9. **College Administrative Reports:**
 - a. **Garrett College Monthly Financial Reports:** There were no updates or comments to the previously distributed financial reports.
 - b. **College Administrative Reports:** Board members asked some clarifying questions to the previously distributed board reports regarding the County Scholarship Program and the Maryland Promise Scholarship.

B. ACTION ITEMS:

1. **Tuition and Fee Increases:** Dr. Midcap reported that the proposed FY2020 Tuition rates and Combined Fee Rates were included in the previously distributed board agenda packets for review. On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the board unanimously approved the FY2020 tuition rates as \$109 for in-county (\$2/hour increase), \$256 for out-of-county (\$16/hour state-mandated increase), \$260 for border rate (\$15/hour increase), and \$314 for out-of-state (\$24/hour state-mandated increase). Note: The out-of-county and

out-of-state rates have been calculated to comply with the required formula for those rates (Vote=7-0-0).

2. **Dean of Student Affairs Recommendation:** Dr. Midcap stated that the board was previously provided details and related information regarding the Dean of Student Affairs Search. He is recommending that the board approve the appointment of Robert “JR” Kerns to the permanent position of Dean of Student Affairs. Mr. Kerns has been serving in the interim capacity for the past year. On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the board unanimously approved the President’s recommendation (Vote=7-0-0).
3. **FY2020 County Funding Request:** The board was previously provided detailed information regarding the following FY2020 local funding request to the Garrett County Commissioners:
County Operating: \$4,884,000
Garrett County Scholarship Program: \$585,000
CEPAC Capital Request: \$850,000
Capital Request: \$110,000

On a motion by Trustee Yoder, seconded by Trustee Bell, the board unanimously approved the FY2020 local funding request letter to the Garrett County Commissioners (Vote=7-0-0).

C. INFORMATION/DISCUSSION ITEMS:

1. **Self-Study Update:** There were no additional updates or questions to the previously distributed information.
2. **Compensation Study Presentation:** Dr. Midcap introduced Dr. Rick Campbell with Paypoint HR. Dr. Campbell and his colleagues conducted the recent compensation study for Garrett College. He then summarized the process and displayed a presentation that included the following information: project approach, employee outreach, benefits, existing salary scale, compensable factor score, external market, recommendations, staffing levels, and conclusion. Dr. Midcap noted that the board would discuss the proposed implementation for this study in the executive session later this evening. Next steps would then be shared at the April Board Meeting since many of the recommendations are still being considered and many are dependent upon the FY2020 budget.
3. **Facilities Master Plan Update:** Ms. Meagher presented information on the recent updates to the College Facilities Master Plan. The presentation was sent out to board members in advance of the meeting to review. She then answered clarifying questions.

4. Parking and Traffic Policy – Procedure Update: This is a procedural update only and provided to the board as an information only item.

D. EXECUTIVE SESSION: On a motion by Trustee Bell, seconded by Vice-Chair McCartney, the board unanimously recessed the Open Session at 6:45 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)

-Workforce Reduction Plan (1)

-Tenure (1)

-Compensation Study Implementation Proposal (1)

E. ADJOURNMENT: The board did not reconvene the open session meeting and unanimously adjourned the executive session at 8:28 p.m. on a motion by Trustee Sherbin, seconded by Trustee Bell (Vote=7-0-0).

Summary of the February 19, 2019 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, February 19, 2019 in the College Board Room. The purpose of this session was to discuss confidential matters related to CEPAC MOU, Workforce Reduction Plan, Tenure, and Compensation Study Implementation Proposal. 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, Ms. Janis Bush-Director of Human Resources, and Dr. Rick Campbell-Paypoint HR were also present for a portion of this meeting.

Respectfully submitted by:

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

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:** February 19, 2019 **Time:** 6:45 p.m.

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

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)	Dean of Student Affairs Recommendation (1)
Workforce Reduction Plan (1)	Compensation Study Implementation Proposal (1)
Tenure (1)	

This statement is made by Mr. Don Morin, Board Chair

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