

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**January 15, 2019**  
**McHenry, Maryland 21541**

**A. COMMUNICATION ITEMS**

- 1. Call to Order and Attendance:** Mr. Don Morin, Board Chair called the meeting to order at 5:31 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 (via phone). College Administrative Staff Members present included: Dr. Richard Midcap, 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. Dennis Gibson-Director of Athletics, Mr. Eric Hallenbeck-Men's Assistant Athletic Director/Head Coach, Baseball, Ms. Kathy Meagher-Director of Campus Facilities, Ms. Shelley Menear-Director of Equity and Compliance, and Ms. Christa Bowser and Ms. Carolyn Deniker-Faculty Senate Co-Chairs.
- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate, Staff Senate, and SGA Updates:** There were no representatives present from Staff Senate or SGA. Ms. Christa Bowser and Ms. Carolyn Deniker, Faculty Senate Co-chairs, reported that the faculty just returned to campus yesterday after winter break and have been involved in faculty meetings and assessment meetings as they prepare for the spring semester.
- 4. Approval/Changes to the Agenda:** Chair Morin reported that an item was being added to the Executive Session to be held later this evening, Healthcare Coalition and the FERPA policy is being removed from the Consent Agenda. On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the open session agenda was approved as distributed (Vote=7-0-0).
- 5. CONSENT AGENDA:** Chair Morin pulled the FERPA policy from the consent agenda and tabled it until next month. On a motion by Trustee Bell, seconded by Trustee Sherbin, the remaining items on the consent agenda were approved as distributed/listed below (Vote=7-0-0):
  - a. Approval of the minutes from the November 20, 2018 Regular Meeting
  - b. January Budget Amendment
  - c. Policy Review & Approvals
    - Alcohol, Tobacco, Opioids, and Other Drugs Policy
    - Timely Warning Policy
    - Satisfactory Academic Progress (SAP) for Financial Aid Policy

- Acceptable Use of Technology Policy
  - Data Security Policy
  - Disaster Recovery Policy
- d. Board Resolutions Approval
- 2019-02-Execution of Contracts
  - 2019-03-Checks and Drafts
- 6. Report of the Chair of the Board:** Chair Morin reported that he recently attended the First Tech Challenge Qualifier at the College and noted that it went very well.
- a. **Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
  - b. **Board Evaluation Timeline Discussion:** The board will be on the same schedule for their yearly self-evaluations as the President. The online evaluations will be conducted in early May of each year with a follow-up review and discussion in June.
- 7. Report of Board Members:** Vice-Chair McCartney and Trustee Bell recently attended a meeting in Allegany County with Dr. Midcap, who did a very good job with his presentation and as a representative of Garrett College.
- 8. Report of the President of the College:** Dr. Midcap did not have any additional information to add to his report that was previously distributed.
- 9. College Administrative Reports**
- a. **Garrett College Monthly Financial Reports:** Board Members asked some clarifying questions related to the previously distributed financial reports.
  - b. **College Administrative Reports:** Board Members asked several clarifying questions to the previously distributed board reports.
- B. ACTION ITEMS:**
- 1. Board Bylaw Updates:** Board members reviewed updates to the board bylaws that were discussed during the November 2018 board meeting since there was no December Board Meeting held. Trustee Bell also passed out some additional updates to members. She then summarized all of the updates made to date. On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the board unanimously approved the updates to the board bylaws as discussed and distributed (Vote=7-0-0).

**2. President Evaluation Timeline and Goals Discussion:** Dr. Midcap previously distributed a memo to board members that discussed the mid-year review of the President's Goals and timeline for the presidential evaluation and follow-up discussions. One change was noted on the dates listed on the timeline (i.e. the Wednesday dates were changed to Tuesday). On a motion by Trustee Rush, seconded by Trustee Sherbin, the board unanimously approved this new Presidential evaluation timeline and goal review as discussed (Vote=7-0-0).

**C. INFORMATION ITEMS:**

- 1. Self-Study Update:** There were no questions or updates related to the previously submitted report.
- 2. Contract Presentation:** Ms. Janis Bush, Director of Human Resources, passed out a handout to board members that summarized employee contracts and payroll authorizations. She then summarized recent updates made to employee contracts, performance reviews, and performance improvement plans. Board members asked some clarifying questions and thanked her for the updated information.
- 3. CEPAC Design Presentation:** Ms. Kathy Meagher, Director of Campus Facilities, presented information on the design status of the Community Education and Performing Arts Center and provided recent steering committee meeting updates. Board members asked some clarifying questions and thanked her for the updated information.
- 4. Enrollment Management Presentation:** Mr. Robert "JR" Kerns, Interim Dean of Student Affairs, passed out materials to board members with detailed information on recent enrollment management efforts. He then presented additional detailed information to board members and answered clarifying questions. Board members thanked him for his in-depth presentation.
- 5. Turf Field Research Presentation:** Mr. Dennis Gibson, Director of Athletics, and Mr. Eric Hallenbeck, Men's Assistant Athletic Director/Head Coach, summarized background information and related research recently conducted on a turf field for current baseball and softball programs as well as a possible future soccer program at Garrett College. A draft calendar for potential county use of the field was also presented. Current and future challenges were then discussed. The College will update the Facilities Master Plan and provide additional information to board members as it becomes available.

**D. EXECUTIVE SESSION:** On a motion by Trustee Rush, seconded by Trustee Bell, the board unanimously recessed the Open Session at 7:42 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)
- Laker Hall Lease Update (2)
- Personnel (1)
- Compensation Study Update (1)
- President's Contract (1)
- Healthcare Coalition (2)

**E. ADJOURNMENT:** The board did not reconvene the open session meeting and adjourned the executive session at 9:20 p.m. via acclamation (Vote=7-0-0).

**Summary of the January 15, 2019 Board Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, January 15, 2019 in the College Board Room. The purpose of this session was to discuss confidential matters related to CEPAC MOU, Laker Hall Lease, Personnel, Compensation Study, Healthcare Coalition, and President's Contract. 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, Mr. Randall Bittinger-Vice-President of Administration and Finance, and Ms. Kathy Meagher, Director of Campus Facilities, were also present for a portion 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:** January 15, 2019 **Time:** 7:42 p.m.

**Location:** Garrett College, Bd. Rm #102 **Motion By:** Trustee Rush **Seconded By:** Trustee Bell

**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 §3-305(b) (formerly State Government Article, §10-5089A); MD Code; Title10-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.

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

CEPAC MOU (2)	Compensation Study Update (1)
Laker Hall Lease Update (2)	President's Contract (1)
Personnel (1)	

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

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