

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
July 16, 2019
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

1. Call to Order and Attendance: Mr. Don Morin-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 telephone), Ms. Linda Sherbin, and Mr. Duane Yoder. Board Member absent included: Mr. Jason Rush. College Administrative Staff Members present included: Dr. Richard Midcap-President, Mr. James Allen, Mr. Randall Bittinger, Mr. Robert “JR” Kerns, Ms. Julie Yoder and Dr. Qing Yuan. Guests present included: Ms. Cherie Krug, Executive Director of the Garrett College Foundation/GC Director of Development, Ms. Shelley Menear, Director of Equity and Compliance, Ms. Kim Harsch-Staff Senate Vice-President, Ms. Christa Bowser-Faculty Senate Co-Chair, and Ms. Carolyn Deniker-Faculty Senate Co-Chair.

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

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

SGA: No representative was present/no updates.

Staff Senate: Ms. Harsch reported that the next Staff Senate Meeting is scheduled for this Friday, July 19, 2019. Staff are busy assisting with New Student Advising Days this summer and preparing for the fall semester.

Faculty Senate: No updates at this time since faculty members will not be back on campus until Monday, August 19, 2019.

4. Approval/Changes to the Agenda: On a motion by Trustee Sherbin, seconded by Trustee Bell, the board unanimously approved the agenda as distributed (Vote=6-0-0).

5. CONSENT AGENDA: On a motion by Trustee Bell, seconded by Vice-Chair McCartney, the board unanimously approved the consent agenda as listed below (Vote=6-0-0):

a. Approval of the minutes from the June 18, 2019 regular meeting

b. Policy Review and Approval

- Academic Freedom Policy
- Copyright Policy
- Intellectual Property Rights Policy
- Rescind – Administrative Email Quota Policy

- Public Information Policy
- Video Surveillance Policy
- Whistleblower Policy

6. Report of the Chair of the Board

- a. **Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
- b. **Board Election of Officers:** Members of the Board Officer Nominating Committing included: Trustee Yoder-Chair, Trustee Bell and Trustee Collins. The committee nominated Mr. Don Morin to continue serving as Chair and Dr. Brenda McCartney to continue serving as Vice-Chair for FY20. On a motion by Trustee Bell, seconded by Trustee Collins, the board unanimously voted to approve the nominations (Vote=6-0-0).

7. Report of Board Members: None at this time.

8. Report of the President of the College: In addition to the previously distributed report on file, President Midcap provided updated information regarding the implementation of the recent compensation study results. He thanked VP Bittinger's staff, Payroll staff, and HR staff for applying the results to the first pay period of the new fiscal year. A summary of the results will soon be distributed campus-wide and posted on the HR Intranet page.

He also updated the board on recent draft updates to the County Scholarship Program document. A copy will be distributed to the board to review soon.

9. College Administrative Reports

- a. **Garrett College Monthly Financial Reports:** VP Bittinger summarized the previously distributed financial reports on file.
- b. **College Administrative Reports:** Board Members asked several clarifying questions regarding the previously distributed administrative reports on file. Dean Yoder then provided an update on the recent Verso Resource Fair held on campus and Dean Kerns provided an update on International Students and the related difficulties they are having with acquiring student visas.

B. ACTION ITEMS:

1. **MHEC Cultural Diversity Report:** This report was previously distributed to Board Members via email and in the July Board Agenda packets for review. President Midcap thanked Ms. Sisler, Ms. Menear, and Dean Allen for all of the work that went into this report since this year's report is an entirely new draft. Also, this 2019 report includes the steps already taken to address many of the recommendations provided by the Prince George's Community College team that conducted multiple campus visits last fall. On a motion by Trustee Bell, seconded by Vice-Chair McCartney, the board unanimously approved the report as written (Vote=6-0-0).

C. INFORMATION/DISCUSSION ITEMS:

1. **Self-Study Update:** The dates for the spring on-site MSCHE team visit were recently finalized. A full team will be on campus from Sunday, March 8th through Wednesday, March 11th. The team chair will also visit campus this fall on September 28-29th.

Dean Allen is currently working on a draft of the report. The goal is to complete a rough draft by the beginning of September to provide the team chair, Dr. Michael McDonough, at least two weeks to review the draft prior to his visit.

2. **MHEC CC5 Report:** The MHEC CC-5 Report is essentially the College Budget in an Annual Budget Report Format as required by the Maryland Higher Education Commission (MHEC).

This information is for Board review only as the FY2020 Budget was approved during the June 2019 Board Meeting.

3. **Foundation Presentation:** Ms. Cherie Krug, Executive Director of the Garrett College Foundation and Director of Development at Garrett College, presented an update to the board regarding the following: Strategic goals, dollars raised, scholarship awards, special funds, employee campaign, and grants operation. Discussion then ensued regarding planning for the CEPAC Building.

- D. **EXECUTIVE SESSION:** On a motion by Vice-Chair McCartney, seconded by Trustee Bell, the Board unanimously recessed the Open Session at 6:26 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=6-0-0): PAC MOU (2) and Personnel (1).

- E. ADJOURNMENT:** The board did not reconvene the open session and adjourned the Executive Session at 7:41 p.m. on a motion by Trustee Bell, seconded by Chair Morin (Vote=6-0-0).

Summary of the June 18, 2019 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, July 16, 2019 in the College Board Room. The purpose of this session was to discuss confidential matters related to PAC MOU and Personnel. Each board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. Six 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 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:** July 16, 2019 **Time:** 6:26 p.m.

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

PAC MOU (2)		
Personnel (1)		

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

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