

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 18, 2019
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

1. **Call to Order and Attendance:** Mr. Don Morin-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, and Mr. Duane Yoder. Board Members absent included: Mr. Jason Rush, and Ms. Linda Sherbin. College Administrative Staff Members present included: Dr. Richard Midcap-President, Mr. Randall Bittinger, Mr. James Allen, and Ms. Julie Yoder. Administrative Staff Members absent included: Mr. Robert Kerns and Dr. Qing Yuan. Guests present included: Ms. Janis Bush-Director of Human Resources, Ms. Kathy Meagher-Director of Campus Facilities, 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.

Faculty Senate: Ms. Carolyn Deniker reported that most faculty are off-contract for the summer, but a few are teaching summer courses. A faculty senate meeting will be held at the end of August. Faculty return to campus on Monday, August 19th and a Faculty Meeting is scheduled for Tuesday, August 20th.

Staff Senate: Dr. Midcap introduced Kim Harsch, Staff Senate Vice-President and Women's Assistant Athletic Director/Athletic Trainer/Head-Coach Women's Volleyball for Garrett College. Ms. Harsch reported that officer elections were recently held and Mr. Brandon Jackson will begin serving as the Staff Senate President in August. She will continue to serve as Vice-President and Ms. Donna Bittinger will continue to serve as Secretary. The officers are looking forward to leading solution-based meetings instead of problem-based meetings. Their next meeting will be held in July.

4. **Approval/Changes to the Agenda:** Chair Morin added Items C.4. County Scholarship Program and C.5. CEPAC to the agenda. On a motion by Trustee Bell, seconded by Trustee Collins, the agenda was approved as amended (Vote=5-0-0).

5. **CONSENT AGENDA:** Trustee Bell noted a correction to the June 2019 Budget Amendment. She noted that the June 12, 2019 version of the budget amendment was the corrected version. The copy that was distributed in the June Board Agenda packets dated May 29, 2019 had a mistake on it. On a motion by Trustee Bell, seconded by Vice-Chair McCartney, the board unanimously approved the consent agenda as listed below (Vote=5-0-0):
 - a. Approval of the minutes from the May 21, 2019 regular meeting
 - b. Policy Review and Approval: Relationships of Power or Influence, Employee Code of Conduct Policy, and Employee Records Policy.
 - c. June 12, 2019 Budget Amendment Spreadsheet
6. **Report of the Chair of the Board:** None
 - a. **Upcoming Events:** There were no updates to this section that was previously distributed as part of the June Board Agenda packets.
7. **Report of Board Members:** None
8. **Report of the President of the College:** In addition to his previously submitted report, President Midcap provided an enrollment update and noted that numbers were slightly up for summer and fall enrollment to date. He then asked Dean Yoder to provide an update on the Verso Resource and Success Fair that will be held on campus on June 25. Dean Yoder then summarized the event and passed out a resource guide and event schedule to board members to review.
9. **College Administrative Reports:** Board Members asked some clarifying questions related to the monthly financial and administrative reports that were previously distributed in the June Board Agenda packets.

B. ACTION ITEMS:

1. **FY2020 Budget with Adjustments since May:** Vice-President Bittinger distributed an updated version of budget changes since the draft budget discussions during the May Board Meeting. Board Members then asked several clarifying questions. On a motion by Trustee Bell, seconded by Vice-Chair McCartney, the FY2020 Budget was unanimously approved (Vote=5-0-0). Board Members will receive bound budget booklets at the July Board Meeting.
2. **Variable Hour Employee Update to the HR Manual:** Ms. Bush explained that this additional employment category (Variable Hour Employee) and wording that follows is being added to Page 27 of the Garrett College Human Resources Manual and has been reviewed by College Legal Counsel.

v. Variable Hour Employees: Variable hour employees are hired on an as-needed basis to fill hourly positions that do not have a consistent hourly schedule. The employees work less than 30 hours per week. Employees hired in this category are at-will employees and are not subject to the due process that is detailed in the Human Resources Manual. Employees in this category are eligible for sick and safe leave.

On a motion by Trustee Bell, seconded by Vice-Chair McCartney, the board unanimously approved the Variable Hour Employee Update to the Garrett College Human Resources Manual as noted above (Vote=5-0-0).

3. Mandated Policies and Related Procedural Documents: On a motion by Vice-Chair McCartney, seconded by Trustee Collins, the board unanimously approved the following policies as distributed (Vote=5-0-0): Student Concerns about Athletic Programs and Activities Policy, Equity Grievance Policy and Procedure Update, and the Sexual Harassment and Misconduct Procedure Document that accompanies the Equity Grievance Document per mandate.

C. INFORMATION/DISCUSSION ITEMS:

- 1. Self-Study Update:** In addition to his previously distributed report on file, Dean Allen reported that the College is in the second phase of this process now. The Self-Study Report will be drafted this summer.
- 2. MHEC Cultural Diversity Report:** This report was previously emailed to board members to review and was also provided to board members in the June Board Agenda Packets. Board members will review the report and prepare to approve during the July Board Meeting for submission on September 1, 2019.
- 3. Policy Review for June and approval during July Meeting:** Board Members were provided the following draft policies to review in preparation to approve during the July Board Meeting: Academic Freedom Policy, Copyright Policy, Intellectual Property Rights Policy, Rescind-Administrative Email Quota Policy, Public Information Policy, Video Surveillance Policy, and Whistleblower Policy.
- 4. County Scholarship Program:** President Midcap reported that he met with Commissioner Edwards, Commissioner Hinebaugh, Jim Allen, and Kelli Sisler, last week regarding proposed changes to the Garrett County Scholarship Program based on budget figures. The Commissioners requested that the College develop necessary processes and procedures for new GPA requirements for the GCSP. Dean Kerns will work with the Director of Financial Aid to convene an internal meeting with staff from academics, registration, and enrollment management to develop these

processes and procedures. The Commissioners will review once a draft is complete. A short timeline will be in place for this process since everything must be updated and in place prior to the fall semester.

5. Community Education and Performing Arts Center Update (CEPAC):

Ms. Meagher provided a detailed update on Design Team progress during the CEPAC Steering Committee Meeting held this week. The update included options for the defined systems (heating plant, electrical supply, water supply, and sewer), along with the energy modeling for utility estimates. The team is also defining other operating costs, including contracted services, inspections, rentals and supplies. An estimate on PAC costs, which will feed into the College's requested county appropriation operating request, should be ready for the July Steering Committee meeting. The steering committee is also working to finalize the MOU (including annual budgets) along with the Codicils with GLAF and the BOE. The target approval date for the College is September 2019.

- D. EXECUTIVE SESSION:** On a motion by Trustee Bell, seconded by Trustee Collins, the Board unanimously recessed the Open Session at 6:56 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=5-0-0): PAC MOU (2), Personnel (1), President's FY20 Goals (1), and President's Contract (1).
- E. ADJOURNMENT:** The board reconvened the open session at 8:22 p.m. to vote on the President's Contract. On a motion by Trustee Bell, seconded by Trustee Collins, the board voted to extend Dr. Richard Midcap's contract to June 30, 2025 (Vote= 5-0-0). The board unanimously adjourned the open session at 8:24 p.m. via acclamation.

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, June 18, 2019 in the College Board Room. The purpose of this session was to discuss confidential matters related to PAC MOU, Personnel, President's FY20 Goals, and President's Contract. Each board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. Five 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