

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
May 21, 2019
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

- 1. Call to Order and Attendance:** Dr. Brenda McCartney, Board Vice-Chair called the meeting to order at 5:32 p.m. Other board members present included: Ms. Vianne Bell, Ms. Madeleine Collins, and Mr. Duane Yoder (via telephone). Board Members absent included: Mr. Don Morin, Board Chair, Mr. Jason Rush, and Ms. Linda Sherbin. College Administrative Staff Members present included: Dr. Richard Midcap-President, Mr. James Allen, Mr. Robert Kerns, Ms. Julie Yoder, and Dr. Qing Yuan. Administrative Staff Member absent included: Mr. Randall Bittinger. 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. 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:** There were no representatives present from Staff Senate or SGA.

Faculty Senate: Ms. Carolyn Deniker reported that the faculty have been busy finishing up the end of the spring semester and preparing for and attending graduation. She also noted that officer elections were recently held and she and Christa Bowser were elected to serve as co-chairs for another year. Many faculty members also recently participated in an OER Summit held on campus in which five faculty and staff members presented. Six people will also be travelling to Baltimore soon for training for an OER mini-grant that the College received in the amount of \$2500 to further OER development. Finally, policies that were recently reviewed by faculty included: copyright, academic freedom, and intellectual property. These policies will now move forward to College Council for further review. Faculty also spent two days this week with Mr. Allen and Ms. Sisler in assessment workshops.

- 4. Approval/Changes to the Agenda:** Vice-Chair McCartney added item B.1. College Application for Health Manpower Shortage Program Designation (AAS in Paramedic Studies and AAS in Addictions Counseling) and item 5.h. The May Budget Amendment was moved from the Consent Agenda to item B.2 under action items. On a motion by Trustee Bell, seconded by Trustee Collins, the board unanimously approved the agenda with the above noted changes (Vote=4-0-0).

5. **CONSENT AGENDA:** Per the approval of the agenda above, item 5.h. May Budget Amendment was moved to Item B.2. under action items. On a motion by Trustee Bell, seconded by Trustee Collins, the board unanimously approved the consent agenda (see items listed below) with the above noted change (Vote=4-0-0).
 - a. Approval of the minutes from the April 16, 2019 Regular Meeting
 - b. Mobile Communication Device Policy Update
 - c. Notification of Non-renewal of Employment Policy
 - d. Emotional Support Animals
 - e. Late Registration Policy and Procedures
 - f. Posthumous Awards for Students Policy
 - g. Sex Offender

6. **Report of the Chair of the Board**
 - a. **Upcoming Events:** The College Employee Recognition Luncheon is tomorrow at 11:30 a.m. in GIEC Room #111. Vice-Chair McCartney and Trustee Bell are planning to attend.

 - b. **Board Committee – Election of Officers:** Vice-Chair McCartney appointed Trustee Bell, Trustee Collins, and Trustee Yoder to the Board Officer Nominating Committee. Elections will be held at the Annual Board Dinner Meeting in July.

7. **Report of Board Members:** Several board members attended the recent STEM Building Naming Ceremony, the Foundation Scholarship Fundraising Gala, and the Athletic Banquet. All were very nice events. Vice-Chair McCartney also provided an update on Professional Development funds available in the draft FY2020 budget for faculty and staff as well as the funds that are available through the Foundation and emphasized the importance of professional development.

8. **Report of the President of the College:** In addition to the previously distributed report on file, President Midcap updated board members on significant progress that has been made in student affairs this past year; especially in student conduct and deficiencies. He also reported that five students applied for Regent Scholarships through the University of Maryland System and he happily wrote recommendation letters for each student.

President Midcap also reported that the College has been involved in assisting Verso employees during their recent business closure and that Dean Yoder is the College contact for this effort. Dean Yoder then provided an update on recent events the College has been involved in and an event that the College is hosting on June 25th to assist the displaced employees.

9. College Administrative Reports:

- a. Garrett College Monthly Financial Reports:** There were no additions to or questions asked about the previously distributed reports on file.
- b. College Administrative Reports:** Vice-Chair McCartney thanked the facilities department for the recent work on the CARC pool leak that saved the College significant expenses. Dr. Yuan provided an update on the recent Research Symposium held on campus that was planned by Dr. Terry Kasecamp and Dr. Jeff Reitz. She also passed out a few handouts to board members to review regarding this symposium. Board Members asked to be informed in advance about the date for the next symposium so that they can attend.

B. ACTION ITEMS:

- 1. College Application for Health Manpower Shortage Program Designation (AAS in Paramedic Studies and AAS in Addictions Counseling):** Dr. Midcap explained that this is a request to allow students from outside of the area to attend Garrett College for these designated programs with in-county tuition rates. On a motion by Trustee Bell, seconded by Trustee Collins, the board unanimously approved this designation for both paramedic studies and addictions counseling (Vote=4-0-0).
- 2. May 2019 Budget Amendment:** Trustee Bell noted that the last line under the Amended Budget column does not add up correctly. No action was taken on this amendment at this time. The spreadsheet will be updated and added to the June Board Agenda for approval.

C. INFORMATION/DISCUSSION ITEMS:

- 1. Self-Study Update:** Mr. Allen reported that the Self-Study process is on schedule and that the last two workgroup reports will be submitted this week. The next few months will be spend pulling all workgroup reports together into the College Self-Study report that is due to be submitted by September. He also reported that the Self-Study Team Chair will be visiting our campus at the end of September.
- 2. Compensation Study Implementation Plan:** President Midcap summarized the previously distributed Compensation Study Memo on file and noted that he wished the College could do more right now than proposed, but we are limited due to budgetary constraints. Director Bush then passed out Job Classification and Compensation Study booklets from Paypoint and a list of new employee grade levels for current positions. Board members will vote on the total amount

proposed for year one as part of the FY2020 budget during the June meeting.

- 3. FY2020 Draft Budget:** President Midcap reported that the draft FY2020 budget process has been very challenging. The County Budget is still a work in progress and we may not hear about their level of support prior to the June board meeting. We are continuing to make draft budget adjustments and reviewing any open positions.

He then passed out a handout that outlined the three proposed new sports that included start-up costs, expenses, and projected revenue figures. He also noted that we had 107 student athletes this academic year.

Discussion ensued regarding board association membership dues and potential budget savings for FY2020.

- 4. Policy Review for May and approval during June Meeting:** Board Members were provided the following draft policies to review in preparation to approve during the June Board Meeting: Relationships of Power or Influence, Employee Code of Conduct Policy, and Employee Records Policy. Board Members noted an error on the Employee Records Policy Table of Contents page that will be updated prior to the June meeting.

- D. EXECUTIVE SESSION:** On a motion by Trustee Bell, seconded by Trustee Collins, the Board unanimously recessed the Open Session at 6:35 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=4-0-0):

- PAC MOU (2)
- Personnel (1)
- President Evaluation (1)
- Board Self-Evaluation (1)
- Legal Services Contract (2)
- Student Title IX (2)

- E. ADJOURNMENT:** The board did not reconvene the open session meeting and unanimously adjourned the executive session at 8:20 p.m. via acclamation.

Summary of the May 21, 2019 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, May 21, 2019 in the College Board Room. The purpose of this session was to discuss confidential matters related to PAC MOU, Personnel, President Evaluation, Board Self-Evaluation, Legal Services Contract, and Student Title IX. Each board member voted to close the session pursuant to the Maryland State General Provisions Article,

Title 3-Open Meetings Act. Four 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

Brenda McCartney, Ed.D.
Vice-Chair
Garrett College Board of Trustees