

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 15, 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, Mr. Jason Rush, Ms. Linda Sherbin (via phone) and Mr. Duane Yoder. 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: Mr. Brandon Jackson-Staff Senate Chair-Elect, Ms. Tierra Jones-Student Government Association, 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: Ms. Jones reported that students recently participated in the following events: Autumn Glory Parade, Mental Health Awareness Month activities, and National Coming-out Day. The SGA will sponsor healthy snacks and energy drinks for students during mid-term week and will also pass out candy on campus and in the residence halls for Halloween.

Staff Senate: Mr. Jackson reported on the recent Staff Senate Meeting held and noted that the Director of Campus Facilities, Ms. Kathy Meagher presented information on new campus recycling initiatives and also provided a CEPAC update.

Faculty Senate: Ms. Bowser reported that it has been a marathon mid-term grading week for faculty members. Also, spring semester advising begins in two weeks and faculty will attend an OER training soon.
- 4. Approval/Changes to the Agenda:** On a motion by Trustee Rush, seconded by Trustee Collins, the board unanimously approved the agenda as distributed (Vote=7-0-0).
- 5. CONSENT AGENDA:** On a motion by Vice-Chair McCartney, seconded by Chair Morin, the board unanimously approved the consent agenda as distributed (Vote=6-0-0): a. Approval of the minutes from the September 17, 2019 Regular Meeting; b. Policy Review and Approval- College Closing and Delay Policy and Debt Policy Update; c. September Budget Amendment.

6. Report of the Chair of the Board

a. Upcoming Events: Chair Morin reminded board members to review the list of upcoming events included in the October Board Agenda packets or search the Event Calendars on the College website for additional updates.

7. Report of Board Members: Trustee Bell reported on the Garrett College Cultural Diversity Initiative with the Garrett County Board of Education. Garrett College International Student Athletes have been visiting local elementary schools to discuss their culture and experiences. To date, these students have visited Crellin Elementary School and Grantsville Elementary School and are typically accompanied by Trustee Bell, Mr. Tim Watson with the Garrett County Public Schools, and Garrett College Admissions staff member. The next visit is scheduled at Grantsville Elementary School on Friday, October 18th with a student from Serbia.

8. Report of the President of the College: In addition to the previously submitted report on file, President Midcap reported that Garrett College was recently ranked second among the Best Community Colleges in Maryland by schools.com, which characterized itself as a “resource for accredited online and on-campus schools”. Each Maryland Community College was scored on a 10-point scale, using six data points from the National Center for Education Statistics. He further noted that only Harford Community College finished above GC in the rankings.

a. Monthly Board Training and Development: President Midcap passed out a handout titled “Board Development Topics by Month for 2019 and 2020”. He noted that a faculty presentation is planned for the November 2019 meeting and the schedule will be adjusted as needed.

9. College Administrative Reports:

a. Garrett College Monthly Financial Reports: Vice-President Bittinger summarized the previously distributed financial reports on file. Board Members then asked some clarifying questions related to the reports.

b. College Administrative Reports: Board Members asked some clarifying questions related to the monthly administrative reports that were previously distributed.

B. ACTION ITEMS:

1. Investment Policy: Vice-President Bittinger summarized updates to this policy which is required by law. The original policy was approved by the board on October 17, 1995. On a motion by Vice-Chair McCartney,

seconded by Chair Morin, the board unanimously approved the Investment Policy with a few typographical updates as discussed during the meeting (Vote=7-0-0).

2. **Retiree Health Plan Trust Policy:** On a motion by Vice-Chair McCartney, seconded by Chair Morin, the board unanimously approved the Investment Policy with a few typographical updates as discussed during the meeting (Vote=7-0-0).

C. INFORMATION/DISCUSSION ITEMS:

1. **Self-Study Update & Team Chair Visit:** Mr. Allen reported that the Steering Committee is working through some final updates to the Self-Study document as a result of the on-campus visit by the Team Chair. A draft copy will be emailed to board members to review around the first week in November 2019.
2. **Policies to Review in October for Action in Nov. 2019:** Board Members reviewed the policies listed below and suggested a few additions to the Political Activity Policy that will be updated prior to the November meeting.
 - Charitable Gifts and Donations Policy
 - Political Activity Policy
 - Signage Policy (Information Item Only – Title and Procedural Update)
3. **Community Education and Performing Arts Center (CEPAC) Update:** President Midcap passed out a set of handouts from Facilities Director Kathy Meagher since she was not able to attend the meeting this evening. Members reviewed, discussed, and asked several clarifying questions. Dr. Midcap stated that he needed to discuss some of the questions with Ms. Meagher and would get back to the board with answers soon. Ms. Meagher will also plan to attend the November Board Meeting and present additional information and updated design drawings at that time.

- D. EXECUTIVE SESSION:** On a motion by Trustee Collins, seconded by Trustee Bell, the Board unanimously recessed the Open Session at 6:44 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): Personnel (1).

- E. ADJOURNMENT:** The board did not reconvene the open session and adjourned the Executive Session at 7:45 p.m. on a motion by Trustee Bell, seconded by Trustee Rush (Vote=7-0-0).

Summary of the October 15, 2019 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, October 15, 2019 in the College Board Room. The purpose of this session was to discuss confidential matters related to Personnel. 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 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