

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 17, 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, Mr. Jason Rush, and Ms. Linda Sherbin. Board Member absent included: Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard Midcap-President, Mr. James Allen, Mr. Randall Bittinger, Ms. Julie Yoder and Dr. Qing Yuan. Administrative Staff Members absent included: Mr. Robert "JR" Kerns. Guests present included: Ms. Shelley Menear, Director of Equity and Compliance, Ms. Kathy Meagher, Director of Campus Facilities, 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: No representative was present/no updates.

Faculty Senate: Ms. Bowser reported that faculty members have many overloads this semester due to the shortage of adjunct instructors that are available during the daytime. The increase in dual-enrolled students has also contributed to this issue.
- 4. Approval/Changes to the Agenda:** On a motion by Trustee Bell, seconded by Trustee Collins, the board unanimously approved the agenda as distributed (Vote=6-0-0).
- 5. CONSENT AGENDA:** On a motion by Trustee Bell, seconded by Trustee Rush, the board unanimously approved the consent agenda as listed below (Vote=6-0-0):

 - a. Approval of the minutes from the July 16, 2019 regular meeting
 - b. Policy Review and Approval:
 - Summary Sheet: Updates/progress to Old GC BD Policy Handbook
 - Spreadsheet Summary of Policies to Rescind/Delete, Policies in Progress, and Policies to Review/Revise/Update as needed
 - Student Code of Conduct Update-July 2019 and Summary Sheet w/changes
 - c. MHEC Performance Accountability Report

6. Report of the Chair of the Board

- a. Upcoming Events:** Chair Morin summarized the chart of upcoming events that was previously distributed in the board agenda packets. He also noted that the baseball team has been able to play many scrimmages lately because of the beautiful weather that we are having this time of the year.
 - b. Board Stipend Authorization Forms:** Chair Morin asked members to complete their Board Stipend Authorization Forms and turn in to Ms. Knepp before leaving this evening.
- 7. Report of Board Members:** Trustee Bell reported on the local Diversity Project with Garrett County Board of Education and Garrett College in which Garrett College International Students are guest speakers at a local elementary school each month. Dr. Midcap was able to attend the session at Crellin Elementary School this week. A news release will be in the local paper soon that explains the program in detail.

Trustee Sherbin noted that she enjoyed reading the faculty testimonial in the Academic Affairs Monthly Board Report about Ms. Carolyn Deniker. Ms. Deniker explained that she thankfully receives appreciative notes from students on a regular basis to help keep her motivated.

- 8. Report of the President of the College:** Dr. Midcap provided an update on enrollment, West Virginia Reciprocity, and the budget. He noted that based on current budget figures and spring enrollment estimates, we are predicting a budget deficit of approximately \$175,000 for FY20. The college administrative team is actively working to reduce this amount.

9. College Administrative Reports

a. Garrett College Monthly Financial Reports: Vice President Bittinger summarized the previously distributed financial reports on file. Board Members 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. CEPAC (Community Education and Performing Arts Center):** Board Members previously reviewed and discussed in detail the following documents:
 - Memo to Board-RE: CEPAC Agreements and Recommendation
 - PAC MOU between Garrett College and Garrett County Government

- PAC MOU Codicil between Garrett College and GC Board of Education
- PAC MOU Codicil between Garrett College and GLAF

President Midcap reported that the Garrett County Commissioners ratified the PAC MOU this afternoon at their monthly meeting. This approval comes on the heels of GLAF and the Board of Education ratifying the related codicils, and the Garrett County Arts Council approving in principle its codicil, with formal approval in progress.

He further noted that when he arrived at Garrett College, he was a skeptic as to whether we could, or should, build this facility. He wasn't convinced that the College could operate this facility without negatively impacting the operating budget. Now, he strongly believes that the agreements that we have in place – after nearly a year of negotiations – will ensure the long-time sustainability of the CEPAC without draining the college of critical resources. President Midcap recommended that the Board ratify the MOU.

Board Members shared concerns regarding the challenges associated with this facility being constructed on the college campus, but they also identified the benefits of a performing arts center to the community that the College continually serves. Board Members expressed their appreciation for the time and effort that everyone has put into this project to ratify the MOU's and related codicil documents. They also expressed their appreciation to the State of Maryland, County Commissioners, Senator Edwards, and Delegate Beitzel for the state and local funding for this project.

On a motion by Chair Morin, seconded by Vice-Chair McCartney, the Garrett College Board of Trustees unanimously approved the PAC MOU's and related codicil agreements to move forward to the RFP stage of the CEPAC Building Project (Vote=6-0-0). Board Members also approved President Midcap to finalize the codicil agreement with the Garrett County Arts Council once receiving Steering Committee Approval.

C. INFORMATION/DISCUSSION ITEMS:

- 1. Self-Study Update:** Dr. Midcap reported that Dr. Michael McDonough, chair of next spring's MSCHE visiting team, received the Draft Garrett College Self-Study Report last Friday. Dr. McDonough will visit campus to discuss the draft report with the Self-Study Steering Committee Members and President Midcap on Monday, September 30, 2019. Additional information will be provided to the Board after that visit, but the draft report is an accurate assessment of GC at this point in time. It highlights the strides we've made in student learning assessment, institutional effectiveness, implementation of data-driven budget processes, and a huge emphasis on reviewing and updating of college policies. It also freely acknowledges that we're in the early stages of developing longitudinal data in many of these areas.

2. Strategic Planning and Taskstream Update

- **FY19 Update:** The Board of Trustees recently received a three-part FY2019 Strategic Plan Update. The information included three levels of detail for those members who may want to dig into the material a little deeper than others. President Midcap is currently working with his direct reports on the initiatives that the College needs to complete in FY20 in order to close the loop on this particular strategic plan.
- **FY21-25:** Dr. Midcap reported that Dean Yoder and Dean Kerns are the co-chairs of the 2021-25 Strategic Plan Steering Committee. Dean Yoder then reported that a timeline has already been established and the five workgroups are currently in the process of developing objectives for this plan. We will update the Board each month on progress.

3. Policies to Review in September for Action Item in October 2019:

Board Members were provided information on the following policies to review in September for approval during the October 2019 Board Meeting: College Closing and Delay Policy, Investment Policy, and Retiree Health Plan Trust Policy.

D. EXECUTIVE SESSION: The Board did not convene an Executive Session Meeting.

E. ADJOURNMENT: On a motion by Vice-Chair McCartney, seconded by Trustee Bell, the board unanimously adjourned the meeting at 6:26 p.m. (Vote=6-0-0).

Respectfully submitted by:

Richard Midcap, Ed.D.
President, Garrett College
Secretary/Treasurer, GC Board of Trustees

Don Morin
Chair
Garrett College Board of Trustees