

GARRETT COLLEGE BOARD OF TRUSTEES
MEETING MINUTES
February 18, 2020
McHenry, Maryland 21541

A. COMMUNICATION ITEMS:

1. **Call to Order and Attendance:** Mr. Don Morin-Chair, called the regular board 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 phone), Mr. Jason Rush, Ms. Linda Sherbin and Mr. Duane Yoder (via phone). College administrators present included: Dr. Richard Midcap-President, Mr. James Allen, Ms. Janis Bush, Mr. Robert Kerns, Ms. Kathy Meagher, Ms. Dallas Ouellette, and Dr. Qing Yuan. Also in attendance were Faculty Senate Co-Chairs, Ms. Christa Bowser and Ms. Carolyn Deniker.

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

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

Faculty Senate: Ms. Bowser and Ms. Deniker reported that Faculty have been very busy working with students and are preparing for the MSCHE Team Visit to campus.

Staff Senate: No updates.

SGA: No updates.

4. **Approval/Changes to the Agenda:** Chair Morin moved an agenda item listed under the Information/Discussion Items - C.3. CEPAC Update to the Action Items section as item B.4. On a motion by Vice-Chair McCartney, seconded by Trustee Sherbin, the board unanimously approved the agenda with the above noted changes (Vote=7-0-0).

B. ACTION ITEMS:

1. **CONSENT AGENDA:** On a motion by Trustee Bell, seconded by Vice-Chair McCartney, the board unanimously approved the consent agenda as distributed (Vote=7-0-0):

- a. Approval of the minutes from the January 21, 2020 Regular Meeting
- b. Policy Review and Approval: Privacy and Protection of Personally Identifiable Information Procedure Update
- c. AY2021 Academic Calendar and FY2021 Holiday Schedule

2. **FY2021 Tuition and Fees:** Board members reviewed a proposal brought forth by the College Enrollment Management Committee that would reduce in-county tuition and fee costs that supports short- and long-

term College goals. The committee recommended reducing the in-county tuition rate by \$10 to \$99 per credit hour. This change would not negatively impact revenue from students accessing Garrett County Scholarship Program (GCSP) funding. The rate has been calibrated to cover tuition and fees for all GCSP-eligible students rather than generate an overrun that the College would ultimately fund (as has happened in four straight years).

A detailed explanation was previously distributed to board members. On a motion by Trustee Rush, seconded by Trustee Collins, the board unanimously approved the reduction to in-county tuition and fee costs to support both short- and long-term College goals as presented (Vote 7-0-0).

- 3. **FY2021 County Funding:** The College Administration drafted a letter to the Board of Garrett County Commissioners that included justifications for the following FY2021 budget figures:

County Operating:	\$4,934,000
Garrett County Scholarship Program:	\$ 550,000
CEPAC Capital Request:	\$2,250,000
Capital Request:	\$ 55,000
CEPAC Operating	\$ 100,000

On a motion by Trustee Sherbin, seconded by Vice-Chair McCartney, the board unanimously approved the FY2021 Budget Request to the Board of County Commissioners (Vote=7-0-0).

- 4. **CEPAC Update:** President Midcap reported on the on-going work for the CEPAC project including value-engineering and investigation of additional funding strategies. Ms. Meagher then summarized the current budget and bid analysis value engineering by discipline. Discussion ensued. The board voted via acclamation for President Midcap to move forward with budget discussions at the State-level to attempt to split the funding across two fiscal years, FY2021 and FY2022 (Vote=7-0-0).

C. INFORMATION/DISCUSSION ITEMS:

- 1. **Self-Study Update:** Discussion was deferred until agenda item c.6.a.i.- Presentation Middle States: The Board’s Role.
- 2. **Academic Program Review: Teacher Education Program:** Board Members received copies of this formal Academic Program Review in their February 2020 Board Agenda packets. In Summary, the Teacher Education Academic Program Review is a comprehensive program review, including analysis of student outcomes in both General Education and program courses, as well as enrollment and retention trend data. Based

upon the review, 10 recommendations were made for strengthening the program, including implementation of PRAXIS I study sessions to improve PRAXIS scores, expanded training for advisors in program requirements, and maintenance of the recently developed field experienced evaluation system. The College is on a five-year assessment cycle for established academic programs and a three-year cycle for new programs.

3. **CEPAC UPDATE:** This agenda item was moved up under the “action items” section (see approval of board agenda section).

4. **Report of the Chair of the Board**

- a. **Upcoming Events:** Chair Morin reminded board members that the Middle States Accreditation Evaluation Team visit is scheduled for Sunday, March 8th through Wednesday, March 11th. Board members will receive a detailed schedule soon but should be present at the Sunday evening dinner and closing report summary on Wednesday morning. There will be another time set-up for Board Members to meet with the team via conference call or in person on either Monday or Tuesday during the team visit. Once the College hears back from the evaluation team on the specific meeting schedule, the information will be sent to board members to update their calendars.

- b. **March Board Meeting:** Chair Morin reminded members that the March Board Meeting has been cancelled.

5. **Report of Board Members:** Trustee Bell reported that the Garrett College-Garrett County Public Schools diversity program initiative continues. Recently, GC freshman Reyhan (Rey) Lebon and sophomore Nathan (Nate) Payet, visited students attending Grantsville Elementary School. She reminded members that this partnership strives to provide GCPS elementary school students with exposure to different cultures.

She further noted that Rey and Nate gave a presentation to every class – pre-K through 5th grade. The children were warm, welcoming and extremely interested, asking lots of questions of them both. The presentations and talks were not only educational for the children, they were educational for all of us.

While studying at Garrett, both Lebon and Payet play for the Garrett Lakers men’s basketball team and are from Reunion, an island located off the coast of Madagascar.

The GC-GCPS diversity program is coordinated by School Counselor Tim Watson.

6. **Report of the President of the College:** In addition to the previously submitted report on file, President Midcap updated board members on the

following: State budget and Cade Funding, a recent recognition for Garrett College student success, a union bill that could be submitted in the legislature soon, and an enrollment update.

a. Monthly Board Training and Development Update

- i. Presentation-Middle States Visit: The Board's Role:** Board members were provided hard-copies of the presentation to review after the meeting and in preparation for the upcoming MSCHE evaluation team visit to campus.

The presentation included a review of the following:

- The seven MSCHE Governance Standards, specifically Standard VII: Governance, Leadership & Administration.
- Purpose of the MSCHE Evaluation Team Visit
- Intended outcomes of the Self-study process
- Compliance
- MSCHE Expectations of Garrett College
- Potential Team Recommendations

- ii.** The board training and development topic for April 2020 is: Staff Senate Role and Responsibilities

7. College Administrative Reports:

- a. Garrett College Monthly Financial Reports:** Board members did not have any questions related to the previously distributed reports on file.
- b. College Administrative Reports:** There were no updates to the previously distributed reports on file. Board members asked a few clarifying questions related to these reports.

D. EXECUTIVE SESSION: On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the Board unanimously recessed the Open Session at 6:36 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): Healthcare Insurance Coalition Update (2), Personnel (1), President's Goals Mid-Year Report (1), EEOC Complaint (1), and Board Award (2).

E. ADJOURNMENT: The board did not reconvene the open session and adjourned the Executive Session at 7:26 p.m. on a motion by Trustee Bell, seconded by Trustee Sherbin (Vote=7-0-0).

Summary of the February 18, 2020 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, February 18, 2020 in the College Board Room. The purpose of this session was to discuss confidential matters related to the Health Insurance Coalition Contract, Personnel, EEOC Complaint, Board Award and the President’s Goals Mid-Year Report. 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

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:** February 18, 2020 **Time:** 6:26 p.m.

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

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:

Healthcare Coalition Update (2)	President’s Goals-Mid-Year Report (1)	Board Award (2)
Personnel (1)	EEOC Complaint (2)	

This statement is made by Chair, Mr. Don Morin

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