

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
January 21, 2020
McHenry, Maryland 21541

STRATEGIC PLANNING SESSION: The following board members participated in a Strategic Planning Session at 4:00 p.m.: Mr. Don Morin-Chair, Dr. Brenda McCartney-Vice Chair, Ms. Vianne Bell, Ms. Madeleine Collins (via phone), Mr. Jason Rush, and Mr. Duane Yoder (via phone). Ms. Linda Sherbin was unable to attend. The session was facilitated by Garrett College Administrators Dean Robert “JR” Kerns, Dean Julie Yoder, and Coordinator Kelli Sisler. Other attendees included: Dr. Richard Midcap-President and Ms. Marcia Knepp-Executive Assistant to the President.

The board reviewed three draft goals that have been developed through the college’s strategic planning process. They then ranked related objectives and strategies in order of importance as they considered college resources and ability to accomplish the goals. Monthly updates will be provided to the board regarding this college-wide strategic planning process.

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), and Mr. Jason Rush. Board Members absent included: Ms. Linda Sherbin and Mr. Duane Yoder. College administrators present included: Dr. Richard Midcap-President, Mr. Randall Bittinger, Ms. Janis Bush, Mr. Robert Kerns, Ms. Kathy Meagher, Ms. Shelley Menear, Ms. Dallas Ouellette, Ms. Julie Yoder, and Dr. Qing Yuan. Also in attendance were Faculty Senate Co-Chairs, Ms. Christa Bowser and Ms. Carolyn Deniker, and Staff Senate Chairperson and SGA Advisor, Mr. Brandon Jackson.

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

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

Faculty Senate: Ms. Bowser reported that the extended winter session just ended and faculty are preparing for the spring 2020 semester that begins tomorrow. They have also been working on assessments and recently welcomed a new developmental math faculty member, Ms. Cassandra Frandsen, to campus.

Staff Senate: Mr. Jackson reported that Staff Senate has been drafting a Staff Promotion policy with the assistance of HR Director Bush and have also been working on updates to the college phone directory.

SGA: Mr. Jackson reported that SGA Members acquired some funding through the Foundation's Naylor Travel Grant and would be travelling to Student Advocacy Day in Annapolis, Maryland on February 3rd and 4th. Dr. Midcap will join the group for a meeting with Senator Edwards and Delegate Beitzel on the evening of February 3rd. The students will also visit the Naval Academy during this trip.

On-campus activities being planned are: National Hot Chocolate Day, Smoothie Thursdays, and volleyball and softball games with students versus employees. The students are also preparing for the upcoming census day on April 1, 2020.

4. **Approval/Changes to the Agenda:** On a motion by Vice-Chair McCartney, seconded by Trustee Bell, the board unanimously approved the agenda as distributed (Vote=5-0-0).

B. ACTION ITEMS:

1. **Human Resource Manual Update:** President Midcap reported that as part of a comprehensive review of all College policies and procedures in advance of the Middle States visit, Janis Bush, Shelley Menear (compliance) and Marcia Knepp (policy management) led an initiative to review the Human Resources Manual. Changes required to go through the Governance Process did so, most often originating in the Human Resources Committee. The manual is ready for Board approval. As with other college policies, we plan to have the HR Manual reviewed on a regular basis now since it has undergone a comprehensive review.

The board thoroughly reviewed the manual and previously sent some updates via email to President Midcap to incorporate in the draft manual. On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the board approved the revised Garrett College HR Manual with board updates as of January 21, 2020 (Vote=-5-0-0).

2. **Facilities Master Plan-Project Update:** President Midcap reported that the annual update to the Facilities Master Plan is typically presented to the Board of Trustees each January for endorsement. He explained that the two main changes being proposed are: swapping out the order of the Building 400 and Building 600 renovations, and eliminating parking lot expansion from the list of projects. Ms. Meagher presented additional details to the board and answered related questions. On a motion by Trustee Bell, seconded by Trustee Rush, the board approved the Annual Garrett College Facilities Master Plan List of Projects as distributed and discussed (Vote=3-2-0).

3. **CEPAC Funding Update:** President Midcap and Director Meagher updated the board on the CEPAC project bids, available funding, value engineering work with the architects and low bidder, additional fundraising efforts, and a letter of intent drafted to be provided to the low bidder.

Board members then asked several clarifying questions and discussed in detail the cost projections to date.

On a motion by Vice-Chair McCartney, second by Trustee Rush, the board approved a letter of intent to Leonard S. Fiore, Inc. for construction of the CEPAC project contingent upon: a) the College securing sufficient funding to construct the project as modified through the Value Engineering process; b) approval of our mutual contract by the Garrett College Board of Trustees and state; and c) the College will not seek additional local (county government) funding for this project (Vote=4-1-0).

4. **CONSENT AGENDA:** On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the board unanimously approved the consent agenda as distributed (Vote=5-0-0):
 - a. Approval of the minutes from the November 19, 2019 regular Meeting
 - b. Policy Review and Approval:
 - Involuntary Separation of Employment Policy
 - Presidential Evaluation Policy – Procedure Update
 - Faculty Promotion Policy
 - c. Professional Technical Studies AAS Degree

C. INFORMATION/DISCUSSION ITEMS:

1. **Self-Study Update:** President Midcap reported that all documents have been uploaded to the online MSCHE evidence inventory site and the self-study report should be submitted tomorrow. Hard copies will be distributed to the board, steering committee members, executive council, and other pertinent college personnel. The report will also be posted to the college Intranet site for all employees to review.

Details regarding the upcoming All-College Forum were included in the President's Report that was previously distributed. Also, schedule updates regarding the MSCHE team visit will be sent to the board once finalized.

2. Report of the Chair of the Board

- a. **Upcoming Events:** Board Members reviewed the list of upcoming events that was previously distributed in the board agenda packet.

b. March Board Meeting: Chair Morin reported that since several board members were not available to attend the March Board Meeting along with the timing of the MSCHE team visit, the March 2020 Board Meeting has been cancelled.

3. Report of Board Members: Vice-Chair McCartney reported that she recently attended an excellent presentation on birds by the Director of the Natural Resources and Wildlife Technology program at Garrett College, Mr. Kevin Dodge. The event was sponsored by an external civic organization and was very well attended on the Garrett College campus.

4. Report of the President of the College: In addition to the previously distributed report on file, President Midcap updated the board on the FY2021 budget process, Cade funding proposed changes, and projected insurance costs.

a. Monthly Board Training and Development Update

i. Faculty Presentation: Ms. Bowser and Ms. Deniker presented information on “Getting to Know the Faculty at Garrett College”. They discussed the differences between professors, assistant professors, and associate professors; passed out a copy of a faculty job description and faculty contract; and discussed their teaching workloads and daily one-on-one contacts with their students. A time will be arranged in the future for an informal meet-and-greet with the faculty and the board.

ii. February 2020 Board Development: President Midcap reported that the February 2020 Board Training would be a presentation on the MSCHE team visit and the board’s role in the process.

5. College Administrative Reports:

a. Garrett College Monthly Financial Reports: In addition to the previously distributed reports on file, Vice-President Bittinger reported that the spring tuition will be posted by the end of the month.

b. College Administrative Reports: There were no updates to the previously distributed reports on file.

D. EXECUTIVE SESSION: On a motion by Vice-Chair McCartney, seconded by Trustee Bell, the Board unanimously recessed the Open Session at 7:15 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): Healthcare Insurance Coalition (2), Long-term Fiscal Sustainability (1), and President’s Goals Mid-Year Report (1).

E. ADJOURNMENT: The board did not reconvene the open session and adjourned the Executive Session at 9:07 p.m. on a motion by Trustee Bell, seconded by Chair Morin (Vote=5-0-0).

Summary of the January 21, 2020 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, January 21, 2020 in the College Board Room. The purpose of this session was to discuss confidential matters related to the Health Insurance Coalition Contract, Long-term Fiscal Sustainability, and 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. 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

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:** January 21, 2020 **Time:** 7:15 p.m.

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

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)
Long-Term Fiscal Sustainability (1)	

This statement is made by Mr. Don Morin, Board Chair

Signature of Presiding Officer: (On file in President’s Office at Garrett College)