

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING Minutes
June 16, 2020
Garrett College Board Room #102
McHenry, Maryland 21541

A. COMMUNICATION ITEMS:

1. **Call to Order and Attendance:** Mr. Don Morin-Chair, called the meeting to order at 5:35 p.m. Other board members present via Zoom videoconference or teleconference included: Dr. Brenda McCartney-Vice Chair, Ms. Vianne Bell, Ms. Madeleine Collins, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. College administrators present included: Dr. Richard Midcap-President and Ms. Dallas Ouellette. College administrators joining the meeting via Zoom videoconference included: Mr. James Allen, Ms. Janis Bush, Ms. Kathy Meagher, Ms. Shelley Menear, Ms. Kelli Sisler, Ms. Julie Yoder, and Dr. Qing Yuan. College administrators absent included: Mr. Robert Kerns. Guests who also joined the meeting via Zoom included: Ms. Christa Bowser-Faculty Senate Co-Chair and Mr. Brandon Jackson-Staff Senate Chairperson.

At this time, Chair Morin honored Mr. James Allen for his nearly 31 years of leadership and service to Garrett College by reading a board resolution that listed his many accomplishments and contributions. All Board Members then thanked Mr. Allen and wished him well in his retirement.

2. **Communication from the Public:** None.
3. **Faculty Senate, Staff Senate, and SGA Updates:**

SGA: No Updates.

Staff Senate: Mr. Jackson reported that the Staff Senate continue to work on the draft of the Staff Promotion Policy. A survey monkey with questions that were related to this policy was sent out to staff to respond by June 26th. They are also working to fill a staff vacancy on the Human Resources Committee.

Faculty Senate: Ms. Bowser reported that a joint meeting with Staff Senate and President Midcap was recently held. There were no other updates at this time.

4. **Approval/Changes to the Agenda:** Chair Morin added the following item to the agenda: Item C.4. CEPAC Groundbreaking. On a motion by Trustee Rush, seconded by Trustee Sherbin, the agenda was then approved with the above noted addition (Vote=7-0-0).

B. ACTION ITEMS:

1. **CONSENT AGENDA:** On a motion by Trustee Bell, seconded by Trustee Sherbin, the board unanimously approved the consent agenda as distributed/listed below (Vote=7-0-0):
 - a. Approval of the minutes from the May 19, 2020 regular meeting
 - b. Involuntary Separation of Employment Policy – Update
 - c. Garrett College Governance Charter – Update
 - d. Garrett College Student Code of Conduct – Procedural update to page 10
2. **FY2021 Budget:** President Midcap reported that the board was provided detailed documents that highlighted changes made to the budget since presenting the initial draft in April. He noted that it has been a challenging process given the revenue uncertainty as a result of the coronavirus. Dean Ouellette then summarized the updates for the Board. On a motion by Trustee Bell, seconded by Trustee Collins, the board unanimously approved the updates to the FY2021 Budget as distributed (Vote=7-0-0).

The Board reconvened the open session meeting at 7:13 p.m. to vote on the Voluntary Retirement Incentive portion of the FY2021 Budget as discussed during the Executive Session Meeting. On a motion by Trustee Sherbin, seconded by Trustee Rush, the board unanimously approved this incentive package for distribution to employees on July 1, 2020 who meet the pre-determined guidelines (Vote=6-0-0).

3. **FY2021-2025 Strategic Plan:** The draft plan was distributed to the board in the June board agenda packets. The plan, which centers around four goals as noted in the previously distributed board agenda materials, was reviewed by the Faculty Senate and Staff Senate, endorsed by the College Council, and the first draft was presented to the Board of Trustees in May. Dean Yoder and Dean Kerns then summarized the goals and objectives and explained that the tactics and actions that will promote plan implementation will evolve as needed at the departmental level. Progress updates will also be provided to board members twice each year.

On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the board unanimously approved the FY2021-2025 Strategic Plan as distributed (Vote=7-0-0).

C. INFORMATION/DISCUSSION ITEMS:

1. **MSCHE:** Mr. Allen summarized the previously distributed MSCHE work plan and memo from President Midcap that addresses all of the collegial advice and recommendations that were provided by the visiting team. As previously reported, there were no requirements attached to the team's

recommendation that the College's accreditation be reaffirmed through 2028. President Midcap then reported that the College will be notified no earlier than June 29th of the final MSCHE commission action based on the MSCHE committee's recommendation.

- 2. Return to Campus Operations Plan:** This plan was provided to board members to review prior to the meeting. President Midcap noted that given all the state executive orders, this plan involved much more than just bringing back our workforce and opening for business. He observed that Ms. Shelley Menear, Director of Equity & Compliance, did an incredible job coordinating this effort.
- 3. Fall 2020 Residence Halls Strategy:** President Midcap reported that Ms. Menear also played a key role in developing this strategy along with Dean Kerns and Director of Student Life Rich Schofield. At the present time, the College plans to reopen the residence halls with one student per bedroom, which gives us about 71 percent occupancy (122 beds). We continue to work with the county health department on local quarantine options.
- 4. CEPAC Groundbreaking:** President Midcap reported that a representative from Governor Hogan's office contacted him recently regarding the CEPAC Groundbreaking and the possibility of coordinating the date with Frostburg State and Allegany College of Maryland since they also have similar events coming up this summer. Board Members then discussed a few dates for this event. President Midcap will work with President Nowaczyk of FSU and President Bambara of ACM to finalize the event date soon.
- 5. Report of the Chair of the Board**
 - a. Upcoming Events:** No Updates
 - b. Board Nominating Committee:** Trustee Yoder reported that committee members nominated Mr. Don Morin to continue as the Board Chair and Dr. Brenda McCartney to continue as the Board Vice-Chair for FY2021. Chair Morin and Vice-Chair McCartney agreed to continue. A formal vote of the board will be taken in July at the annual meeting. Chair Morin thanked committee members.
- 6. Report of Board Members:** None.
- 7. Report of the President of the College:** There were no questions or updates to the previously distributed report on file.

8. College Administrative Reports

a. Garrett College Monthly Financial Reports: There were no questions or updates to the previously distributed reports on file.

b. College Administrative Reports: Board members asked a few clarifying questions about the previously distributed reports on file.

D. EXECUTIVE SESSION: On a motion by Trustee Rush, seconded by Trustee Sherbin, the Board unanimously recessed the Open Session at 6:30 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): FY2021 Budget Draft (1); EEOC Complaint (1); Personnel (1), Foundation Update (2); President's Evaluation (1); Board Self-Evaluation (1).

E. ADJOURNMENT: The board reconvened the open session at 7:13 p.m. to discuss the Voluntary Retirement Incentive portion of the FY2021 Budget Updates (see agenda item B.2 for details). Once a vote was taken, the board then adjourned the Open Session at 7:15 p.m. on a motion by Trustee Rush, seconded by Trustee Bell (Vote=6-0-0).

Summary of the June 16, 2020 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, June 16, 2020 in the College Board Room. The purpose of this session was to discuss confidential matters related to the FY2021 Draft Budget, Personnel, EEOC Complaint, Foundation Update, President's Evaluation, and Board Self-Evaluation. Each board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. Six board members were present for this closed session (see the "roll call" section of the minutes for details). Dr. Richard Midcap-President, Ms. Dallas Ouellette-Dean of Business & Finance, and Ms. Janis Bush-Director of Human Resources, were 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:** June 16, 2020 **Time:** 6:30 p.m.

Location: Garrett College, Bd. Rm #102 **Motion By:** Trustee Rush **Seconded By:** Trustee Sherbin

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:

FY2021 Budget Draft (1)	EEOC Complaint (2)	President’s Evaluation (1)
Personnel (1)	Foundation Update (2)	Board Self-Evaluation (1)

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

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