

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**November 17, 2020**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS:**

**1. Call to Order and Attendance:** Mr. Don Morin-Chair, who joined the meeting via Zoom videoconferencing, called the meeting to order at 5:30 p.m. Other board members in attendance virtually (*via Zoom videoconference or teleconference*) included: Dr. Brenda McCartney-Vice Chair, Ms. Vianne Bell, Ms. Madeleine Collins, Ms. Linda Sherbin, and Mr. Duane Yoder. College administrators in attendance virtually included: Dr. Richard Midcap-President, Ms. Janis Bush, Ms. Cherie Krug, Ms. Kathy Meagher, Ms. Shelley Menear, Ms. Dallas Ouellette, Ms. Kelli Sisler, Ms. Julie Yoder and Dr. Qing Yuan. Mr. Robert Kerns was absent. Guests present virtually included: Ms. Christa Bowser and Mr. Stacy Miller-Faculty Senate Co-Chairs, Mr. Rodney Reckart-Staff Senate Chairperson Elect (VP), Ms. Madison Embleton-Student Government Association President, Mr. Daniel Porter-Director, The Rodeheaver Group, P.C. and Ms. Brianna Callis-Supervisor, The Rodeheaver Group, P.C.

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

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

**SGA:** Ms. Madison Embleton, SGA President, reported that SGA has been busy trying to engage students prior to going totally online after the Thanksgiving Break. They raffled off some “GC gear” and gave away other miscellaneous prizes and ice cream to students this week in the Laker Café. They have some other fun things planned that they hope to squeeze in next week.

**Staff Senate:** Mr. Rodney Reckart, Chairperson-Elect/Vice-President of Staff Senate, reported that he did not have any updates since Staff Senate has not met since the October Board Meeting. Their next meeting is scheduled for this Friday, November 20, 2020.

**Faculty Senate:** Ms. Christa Bowser, Co-Chair of Faculty Senate, did not have anything new to report. She noted that faculty have been very busy, especially with moving all online earlier than anticipated during the fall semester, but they are doing their best in these trying times.

**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).

**B. ACTION ITEMS:**

- 1. CONSENT AGENDA:** Trustee Collins noted a typo on page 3 of the Student Code of Conduct Document (Consent Agenda Item c.). On a motion by Trustee Sherbin, seconded by Trustee Collins, the board unanimously approved the Consent Agenda with the above noted correction and as listed below (Vote=6-0-0).
  - a. Approval of the minutes from the October 20, 2020 Regular Meeting
  - b. AY2021 Academic Calendar Update
  - c. Policy Review and Approval: *(See agenda item summary page for additional details)*
    - Student Code of Conduct-October 2020 Update
  
- 2. Garrett College Audited Financial Reports-June 30, 2020:** Dean Ouellette presented a brief overview of the financial reports to the Board regarding supplementary information, key financial highlights, and a summary of the Primary Reserve Ratio. She then introduced Mr. Daniel Porter and Ms. Brianna Callis from The Rodeheaver Group, P.C. Mr. Porter then provided a summary of the required communication, OPEB, financial statements, and compliance. He then answered related questions and noted that there were no significant difficulties performing the audit, which was a testament to the College personnel involved in the audit processes. Ms. Callis then summarized the Single Audit and noted that there were no deficiencies on internal control and the College qualified again this year as a low-risk auditee.

The Board then thanked The Rodeheaver Group, P.C. and all college personnel who were involved with another good audit this year. On a motion by Trustee Collins, seconded by Trustee Bell, the board unanimously accepted and approved the Garrett College Financial Report-June 30, 2020 and the Garrett College Federal Award Programs Single Audit Report-June 30, 2020 (Vote=6-0-0).
  
- 3. FY2021 Budget Amendment-November 2020:** The November 2020 budget amendment accounts for the Fall/Summer tuition reduction due to decrease in final enrollment hours. The decrease was \$138,128 as compared to the budget for the Fall/Summer semesters. The decrease in tuition is being covered by the contingency account set up in the original approved budget. (Note: The tuition decrease will eventually be covered by CARES funding, which will then allow the College to increase the contingency line of its budget.) Also, another adjustment was made for \$113,000 for a LED lighting changeout program led by Kathy Meagher. After an audit of the College's lighting, it was determined that this project would lead to \$62,500 annual savings in energy costs and an additional \$4,000 annual savings in maintenance material costs. The funding for this project is also being covered by the contingency account set up in the original approved budget.

On a motion by Trustee Sherbin, seconded by Trustee Bell, the board unanimously approved the amended budget of \$13,448,722 (Vote=6-0-0).

### **C. INFORMATION/DISCUSSION ITEMS:**

- 1. Facilities Master Plan & Capital Projects Timeline Update:** The Board discussed the updated Facilities Master Plan Timeline Memo. The memo included a recommendation that all projects after the CEPAC be delayed one year to provide the County with one year (FY2023) when the College would not be requesting any major local capital expenditures.

Discussion ensued regarding the turf field proposal that was presented earlier this year. Board members asked for clarifying information prior to making a final decision about the updated Facilities Master Plan timeline. This item will be discussed as an action item at the January 2021 board meeting.

- 2. Report of the Chair of the Board:** Chair Morin raised three items during his report:
  - He reminded Board Members that this is the last official meeting of calendar year 2020 as there is no scheduled December Board Meeting;
  - He commended President Midcap and the College management team for keeping the College open during this pandemic, noting it is important to function as normally as we can while we follow the appropriate health and safety protocols during this pandemic;
  - He observed that the Board has an opportunity to improve the College's financial situation by discussing the current retirement incentive benefit, asking that the Dean of Business and Finance and the Director of Human Resources conduct a study on the following:
    - Current balance for Garrett College, not the entire coalition;
    - An estimate on how long this benefit can be funded using the current balance; and
    - The value of this benefit to current employees hired prior to July 1, 2018.

Discussion ensued regarding the commitment that the College has made to retirees and current employees who are eligible for this benefit versus savings that would be achieved by phasing out this benefit.

- a. Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
- 3. Report of Board Members:** None at this time.
- 4. Report of the President of the College:** In addition to the previously distributed report on file, President Midcap provided updates on the

following: return to all-online academic platform as of November 16, 2020; the FY2021 Budget, including contingency funds; long-term fiscal sustainability, and the strategic plan.

## 5. College Administrative & Financial Reports

- a. **College Administrative Reports:** Chair Morin asked a clarifying question regarding a recent power failure and related IT service issues.
- b. **Garrett College Monthly Financial Reports:** Trustee Bell asked a clarifying question related to recent budget amendments and the monthly financial reports.

- D. **EXECUTIVE SESSION:** On a motion by Trustee Bell, seconded by Trustee Collins, 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=6-0-0): Unionization Update (1).
- E. **ADJOURNMENT:** The board did not reconvene the open session and the Executive Session adjourned at 6:35 p.m. on a motion by Trustee Bell, seconded by Trustee Collins (Vote=6-0-0).

### Summary of the November 17, 2020 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, November 17, 2020 via Zoom. The purpose of this session was to discuss confidential matters related to unionization.

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 of Garrett College was also present for this meeting.

Respectfully submitted by:

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

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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:** November 17, 2020 **Time:** 6:30 p.m.

**Location:** Garrett College, Bd. Rm #102 **Motion By:** Trustee Bell **Seconded By:** Trustee Collins

**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:**

Unionization update (1)		

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

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