

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**October 20, 2020**  
**President's Office and Zoom**

**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 5:35 p.m. (once some attendees' technical difficulties were resolved). Other board members in attendance virtually (*via Zoom videoconference*) included: Dr. Brenda McCartney-Vice Chair, Ms. Vianne Bell, Ms. Madeleine Collins, Mr. Jason Rush, and Mr. Duane Yoder. Ms. Linda Sherbin was absent. College administrators in attendance virtually included: Dr. Richard Midcap-President, Ms. Janis Bush, Mr. Robert Kerns, Ms. Cherie Krug, Ms. Kathy Meagher, Ms. Shelley Menear, Ms. Dallas Ouellette, Ms. Kelli Sisler, and Ms. Julie Yoder. Dr. Qing Yuan was absent. Ms. Christa Bowser and Mr. Stacy Miller-Faculty Senate Co-Chairs, Mr. Rodney Reckart-Staff Senate Chairperson Elect (VP), and Ms. Madison Embleton-Student Government Association President also joined the meeting via Zoom videoconference.

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

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

**SGA:** Dean Kerns introduced Ms. Madison Embleton, SGA President. Ms. Embleton then reported that the first fall SGA Meeting was held virtually on October 9<sup>th</sup>. She noted that SGA is hoping to host some events for students at the end of October, but they are waiting on approval to move forward. She further noted that she is looking forward to being the "voice for the students" this year. Chair Morin thanked her for attending and noted that the board is looking forward to her participation in the monthly meetings.

**Staff Senate:** Chair Morin welcomed Mr. Reckart to the board meeting. Mr. Reckart noted that he was filling in for Chairperson Vought, who was not able to attend this evening. He then reported that Dr. Midcap provided a budget update at the last Staff Senate Meeting and members welcomed the following new employees: Patty Slaubaugh-Custodial Tech, Autumn Hackett-Custodial Tech, and Britta Lais-Assistant Athletic Trainer/Athletics Assistant. There were no further updates at this time.

**Faculty Senate:** Chair Morin welcomed Ms. Bowser and Mr. Miller to the board meeting. Ms. Bowser reported that mid-term is this week and the Faculty are simply trying to catch-up. There were no other updates at this time.

4. **Approval/Changes to the Agenda:** The following agenda Item B.2.- Designation of an Acting President, was added to the agenda. On a motion by Trustee Collins, seconded by Trustee Bell, the agenda was approved with the above-noted addition (Vote=6-0-0).

## B. ACTION ITEMS:

1. **CONSENT AGENDA:** On a motion by Trustee Bell, seconded by Chair Morin, the board unanimously approved the Consent Agenda as listed below (Vote=6-0-0).
  - a. Approval of the minutes from the September 15, 2020 Regular Meeting
2. **Designation of an Acting President:** President Midcap reported that he had previously provided three drafts of a memo that the Board could approve to outline presidential succession in an emergency situation. This would also address a short-term, temporary situation when the president can't fulfill his or her duties – for example, an extended vacation where there is no dependable cell reception, or a medical situation where the president might be ill and recuperating. He noted that while these situations are rare, there should be an up-to-date plan in place should such a situation arise.

Discussion ensued. The board then agreed upon the following:

**Designation of Administrative Succession When an Acting President is Required** - The Garrett College Board of Trustees, on the recommendation of the President, designates the following line of succession among college administrators to act as president in the event the President is temporarily unavailable or unable for any reason to discharge his/her duties in an emergency situation or an extended planned absence (*vacation, injury or illness, etc.*).

1. Dean of Student Affairs
2. Dean of Continuing Education and Workforce Development
3. Dean of Academic Affairs
4. Dean of Business & Finance

Should one of the above positions be vacant, the responsibility to act as president would move to the next dean on the above list. Should none of these individuals be available, the Board (*by majority vote*) may select at its discretion another college administrator or other individual to act as president.

The President, if (s)he is able to do so, may implement this authorization by informing the Chair of the Garrett College Board of Trustees that (s)he is doing so.

If the President is unable to implement this authorization, the Chair of the Garrett College Board of Trustees (*or the Vice Chair, if the Chair is unavailable*) may implement this authorization by informing the other members of the Board of Trustees that (s)he is doing so.

The Board may revise this order of succession, or select another individual to act as president outside of this list of administrators, at any time by a majority vote of the Board.

**As noted above, this authorization only addresses the order of individuals to act as president during an emergency or when the President is temporarily unavailable or unable to discharge his/her duties.** If the presidency is vacant, or the President has notified the Board in writing of his/her intention to vacate the presidency, the Board of Trustees will meet (in-person or virtually) as soon as practical to designate an Interim President to serve while the Board of Trustees organizes and conducts a search for a permanent President.

On a motion by Trustee Collins, seconded by Chair Morin, the board unanimously approved the above “Designation of Administrative Succession When an Acting President is Required” (Vote=6-0-0). A memo outlining this designation of administrative succession will be sent out to employees soon.

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

- 1. FY21-25 Strategic Plan Update:** President Midcap reported that the Board of Trustees received in their Board Packets a copy of the public version (which includes the goal, strategy, and objective levels) of the FY2021-2025 Strategic Plan that the Board approved in June. This version will also be sent out soon to the college community online and to our many stakeholders – the Commissioners, our legislators, and many of our local business and civic leaders and government agency heads.

The College community, led by Strategic Plan Steering Committee Co-Chairs Julie Yoder and JR Kerns, has worked hard on the more detailed levels of the plan – actions, timelines, measures to be used to assess progress, and targets for those measures – that is primarily used internally. Dean Yoder and Dean Kerns then provided a more in-depth view of the Strategic Plan via a PowerPoint presentation. The presentation will be emailed to board members after the meeting.

- 2. Report of the Chair of the Board:** None at this time.

- 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 updated board members on the College's current COVID situation. He noted that our most recent known positive has finished the isolation period. We have 16 currently known close contacts, two of which are quarantining in the residence halls and the rest quarantining off campus. We are awaiting testing results of the most recent close contacts for whom we facilitated testing, which took place yesterday. Based upon our most recent information received, none of the quarantining students were on campus after their suspected exposure.

Director Menear, Dean Kerns, and the President have been trying to achieve the delicate balance of providing the campus with the appropriate level of information while still respecting students' privacy rights. They are working closely with the Garrett County Health Department, which is the lead agency for contact tracing. The decisions that have been made – and those that will be made moving forward – have all been in conjunction with Health Department advice.

President Midcap further emphasized the tireless work that Ms. Menear as our compliance director and Mr. Kerns as the Dean of Student Affairs have done in navigating what are pretty much uncharted waters for higher education. He also acknowledged appreciation for the work of all of the people on the front lines, from faculty to student affairs staff to IT to the Business Office, who are serving students in a challenging situation.

Finally, President Midcap commended our students, who – with a very few exceptions – have been following the protocols developed to give the College the best shot of completing the fall semester with opportunities for both in-person learning and on-campus residential experiences.

He then reminded board members that they can also reference the COVID dashboard (updated weekly) on the College's COVID Resource Page on the website at any time.

## 5. **College Administrative & Financial Reports**

- a. **College Administrative Reports:** Board members asked several clarifying questions regarding the previously distributed reports on file.
- b. **Garrett College Monthly Financial Reports:** There were no updates to the previously distributed reports on file.

- D. EXECUTIVE SESSION:** On a motion by Trustee Rush, seconded by Trustee Collins, the Board unanimously recessed the Open Session at 6:22 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): Healthcare Coalition MOU (1), CEPAC Capital Campaign (2), and Personnel (1).
- E. ADJOURNMENT:** The board did not reconvene the open session and the Executive Session adjourned at 7:26 p.m. on a motion by Trustee Collins, seconded by Trustee Rush (Vote=6-0-0).

**Summary of the October 20, 2020 Board Executive/Closed Session Meeting:**

A closed session of the Garrett College Board of Trustees was held on Tuesday, October 20, 2020 via Zoom. The purpose of this session was to discuss confidential matters related to the Healthcare Coalition MOU, CEPAC Capital Campaign, and Personnel.

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 and Ms. Janis Bush, Director of Human Resources at Garrett College were also present for this meeting. Guests present from CBIZ included: Mr. Michael Marchini; Ms. Elizabeth Logsdon, and Ms. Beckie Lewis.

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