

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 15, 2020
President's Office and Via 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 5:30 p.m. Other board members in attendance virtually (*either 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 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, Ms. Julie Yoder, and Dr. Qing Yuan. Ms. Christa Bowser and Mr. Stacy Miller-Faculty Senate Co-Chairs and Mr. John Vought-Staff Senate Chairperson Elect (VP) also joined the meeting via Zoom videoconference.

2. Communication from the Public: None.

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

SGA: No updates.

Staff Senate: Chair Morin welcomed Mr. Vought to his first board meeting. Mr. Vought noted that Staff Senate has been reviewing the draft Staff Promotion Policy but due to the recent leadership change, there were no other updates at this time.

Faculty Senate: Chair Morin welcomed Ms. Bowser and Mr. Miller to the board meeting. Ms. Bowser reported that Faculty Senate recently elected her and Stacy Miller to serve as co-chairs for this academic year. She further noted that around 70% of Faculty are on overload contracts this semester and Faculty members recently purchased packs of disposable masks (via anonymous donations) to have available for students and/or adjunct instructors in case students forget to bring one to class. President Midcap noted that the College is also ordering additional masks that will be available through the office of Equity and Compliance. Ms. Bowser further noted that overall, the faculty and students continue to adjust to the new class formats and are adhering to the new COVID protocols with minimal issues at this time.

4. Approval/Changes to the Agenda: On a motion by Trustee Collins, seconded by Trustee Bell, the Board unanimously approved the agenda as distributed (Vote=7-0-0).

B. ACTION ITEMS:

1. **CONSENT AGENDA:** Trustee Bell noted a typographical error on the title of a spreadsheet for Item B.1.c. MHEC Performance Accountability Report. On a motion by Trustee Rush, seconded by Trustee Sherbin, the board unanimously approved the Consent Agenda with the above noted correction and as listed below (Vote=7-0-0).
 - a. Approval of the minutes from the July 21, 2020 Regular Meeting
 - b. Garrett College FY2017-2020 Strategic Plan-2020 Closeout Report
 - c. MHEC Performance Accountability Report

2. **FY2021 Budget**
 - a. **FY21 Budget Amendment #2:** Dean of Business & Finance Dallas Ouellette reported that this budget amendment accounts for adjustments made as a result of implemented Tier 1 cost-saving measures and other adjustments to revenue and expenses that netted an approximate increase of \$27,000 to the FY21 contingency. She then summarized details and answered related questions. On a motion by Trustee Sherbin, seconded by Trustee Rush, the board unanimously approved the budget amendment as distributed and discussed (Vote=7-0-0).

 - b. **Updates:** Dean Ouellette provided additional updates regarding current revenue, revenue comparisons to last year, and the 10% cut in the College's state budget appropriation. She further noted that the College is in good financial shape considering the current pandemic restrictions and related issues.

C. INFORMATION/DISCUSSION ITEMS:

1. **Return to Campus Update:** Director of Equity and Compliance Shelley Menear reported that the fall semester has gotten off to a good start so far with only minor issues related to the new COVID protocols. She further noted that we recently made changes to our daily health assessment form based on feedback from the CDC and local health departments (Allegany and Garrett counties). Also, the COVID leadership team is currently working through exposure procedures and related updates to the fall "Return to Campus Plan". Around 75% of the students and most of the faculty and staff have completed their required COVID-19 training. She continues to send out regular communications to students and will work with individual departments (i.e. athletics, residence life) regarding the training requirements.

- 2. Enrollment Report:** Student Affairs Dean Robert “JR” Kerns reported that current credit hours are at 6509 compared to 7257 last fall and current headcount is at 623 compared to 657 last fall. He noted that we anticipated the drop in headcount because of the COVID-19 restrictions on our residence hall occupancy right now. He further noted that considering all that we have been dealing with this year, we are doing well.
- 3. FY21-25 Strategic Plan Update:** CEWD Dean Julie Yoder reported that the new strategic planning process continues to move forward. The individuals who have been tasked with overseeing the four goals have been working with employees who have lead responsibility to develop timelines and outcomes for their respective strategies. The oversight group will be meeting to review that information and to identify any gaps, areas of overlap, or inconsistencies with timing. Ms. Kelli Sisler is managing the process of getting the Strategic Plan, as well as the Institutional Effectiveness Plans of the four main divisions of the College (which support the Strategic Plan) into Taskstream (the College’s data collection platform). Also, Graphic Designer Chad Yoder is developing a marketing piece to distribute to the College community and stakeholders which highlights the major components of the plan, a message from President Midcap, as well as detailing those involved in the process. Board members should receive a copy of this publication at the October Board Meeting.
- 4. Report of the Chair of the Board**

 - a. Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
 - b. Board Stipend Authorization Reminder:** Chair Morin reminded Board Members to return the previously emailed Board Stipend Authorization forms to the President’s Office at their earliest convenience. He then thanked Ms. Marcia Knepp, Executive Assistant to the President, for updating the forms so that members could electronically fill in their information and sign with ease.
- 5. Report of Board Members:** Vice-Chair McCartney reported that she and Trustee Collins recently attended the CEPAC Groundbreaking ceremony. She thanked President Midcap, Marcia Knepp, Kathy Meagher and the facilities crew, the IT Staff, and everyone else who had a hand in organizing and assisting with this successful ceremony. She said that everyone felt very safe (after moving the ceremony indoors due to inclement weather) with all of the extra precautionary measures for COVID-19 that were taken to make this special ceremony happen.

- 6. Report of the President of the College:** In addition to the previously distributed report on file, President Midcap recognized the Garrett College Information Technology (GCIT) team – Andy Durst, Matt Bernard, Dee Durst, John Vought, and Kevin Bass – along with the leadership provided by Dallas Ouellette. The GCIT team did incredible work engineering and then implementing the new, high-tech class set-ups that we needed for our reimagined instructional plan. Only 30% of our classes this fall are in the traditional face-to-face format, a dramatic shift that would not have been possible without GCIT’s ingenuity and tireless work. The GCIT team also fulfilled a request by the Garrett County Public Schools for laptop loaners and created a computer lab for commuter students who needed that resource.

President Midcap also thanked the faculty, who have worked hard to learn the new technology and, in many cases, to teach in a dramatically different way from how they had previously taught. He also recognized Fred Stemple, for his coordination of Blackboard, our learning management system, which has become even more important given the adjustments to instructional modalities.

He also thanked Shelley Menear for her tremendous job drafting and coordinating the recent GC Return to Campus Plan and COVID-19 team efforts since March.

7. 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 Bell, seconded by Trustee Collins, the Board unanimously recessed the Open Session at 6:00 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): Personnel (1).
- E. ADJOURNMENT:** The board did not reconvene the open session and the Executive Session adjourned at 6:08 p.m. on a motion by Trustee Sherbin, seconded by Trustee Bell (Vote=7-0-0).

Summary of the September 15, 2020 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, September 15, 2020 via Zoom. The purpose of this session was to discuss confidential matters related to Personnel.

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