

**GARRETT COLLEGE BOARD OF TRUSTEES  
MEETING MINUTES  
April 21, 2020  
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, Ms. Kathy Meagher, and Ms. Dallas Ouellette. College administrators joining the meeting via Zoom videoconference included: Mr. James Allen, Ms. Janis Bush, and Ms. Shelley Menear.
2. **Communication from the Public:** None at this time.
3. **Faculty Senate, Staff Senate, and SGA Updates:**

**Faculty Senate:** No updates.

**Staff Senate:** There were no updates to the previously submitted report that was distributed with the April board agenda packets.

**SGA:** No updates.
4. **Approval/Changes to the Agenda:** On a motion by Trustee Sherbin, seconded by Trustee Rush, the board unanimously approved the agenda as distributed (Vote=7-0-0).

**B. ACTION ITEMS:**

1. **CONSENT AGENDA:** On a motion by Trustee Bell, seconded by Trustee Collins, the board unanimously approved the consent agenda as distributed (Vote=7-0-0):
  - a. Approval of the minutes from the February 18, 2020 Regular Meeting and the March 20, 2020 Special Board Meeting held via conference call
  - b. Policy Review and Approval: *(see agenda item summary page for additional details)*
    - Late Registration Policy – *Information updates only (see attached).*
    - Minors on Campus Policy-*Updates mandated by insurance company. New title is Protection of Minors on Campus Policy (see attached).*
  - c. Conferral of Degrees/Certificates for May 2020 Graduates
2. **CEPAC:** Board Members were provided the following updated information related to the Community Education and Performing Arts Center

(CEPAC) building renovation project: CEPAC funding summary, bid analysis-value engineering, revised construction timeline, and a board resolution regarding authorization to sign CEPAC Construction Contract with Leonard S. Fiore, Incorporated. On a motion by Trustee Collins, seconded by Vice-Chair McCartney, the board approved the Board Resolution #2020-03 which authorizes College Administrative Staff to sign a construction contract with Leonard S. Fiore, Incorporated for the Garrett College 800 Building renovation and addition (also known as the Community Education and Performing Arts Center) in an amount not to exceed \$18,424,122. The Board of Trustees also authorized College Administrative Staff to submit the contract for approval from the State of Maryland (Vote=6-1-0).

3. **Board Award:** The board received several nominations for consideration for the 2020 Board Award for Outstanding Contributions to Garrett College. After much consideration, the board voted to approve the Garrett College Faculty and Staff as the 2020 recipient of the board award. The board cited the resiliency of the Faculty and Staff in transitioning to a full-online classroom and work environment in order to serve students and the community during these difficult times as we all deal with the COVID-19 outbreak. On a motion by Trustee Collins, seconded by Vice-Chair McCartney, the board unanimously approved the Garrett College Faculty and Staff as the recipients of the 2020 Board Award for Outstanding Contributions to Garrett College.

A Board Resolution has been drafted and will be presented to the Faculty and Staff at a later date since the May 16, 2020 commencement ceremony has been cancelled.

## C. INFORMATION/DISCUSSION ITEMS:

1. **Self-Study Update:** In addition to the previously distributed summary of the March 8-11 Middle States Evaluation Team Visit, Mr. Allen reported that he received the final team report yesterday. The team made 11 non-binding suggestions for improvement, five recommendations to which GC must respond (though not necessarily adopt), and zero requirements (which would have indicated non-compliance with a Middle States accreditation standard).

The College also is not required to provide either a monitoring report or a progress report, but will need to respond to the recommendations as part of the Annual Institutional Update (AIU) that all institutions are required to submit each spring. The evaluation team report will become official when accepted by the MSCHE Commissioners at their June meeting.

Chair Morin thanked Mr. Allen for all of his hard work and leadership during this self-study process.

2. **COVID-19 Update:** President Midcap reported that College staff members continue to update the COVID-19 page on the College's website as needed and the COVID-19 Team continues to meet twice each week right now. He noted that tremendous challenges remain as we move forward.
3. **Draft FY2021 Budget:** President Midcap summarized the FY2021 budget process and related challenges. Dean Ouellette then presented in-depth budget information for board members that included: College Council established spending priorities, budget timeline, fund balance, capital projects, approximate revenues, approximate expenditures, and health insurance costs. Discussion ensued regarding additional costs associated with COVID-19 and future budgeting scenarios that must be considered. The board will be provided updates as needed via email and will discuss the draft FY2021 budget again during the May 2020 meeting.
4. **Strategic Plan Progress Report:** President Midcap reported that Dean Kerns and Dean Yoder have continued to work with the Strategic Planning workgroups over the last few months to develop a draft of the FY2021-FY2025 strategic plan. The board will receive a draft to discuss during the May 2020 board meeting for possible approval in June 2020. Once approved, the new plan would begin July 1, 2020.
5. **Report of the Chair of the Board:** No updates.
  - a. **Upcoming Events:** There were no updates to the previously distributed list of upcoming events that were provided in the board agenda packets.
6. **Report of Board Members:** No updates.
7. **Report of the President of the College:** In addition to the previously submitted report on file, President Midcap reported that the College would continue to pay all regular-benefited employees through June 30, 2020.
8. **College Administrative Reports:**
  - a. **Garrett College Monthly Financial Reports:** Board members did not have any questions related to the previously distributed reports on file.
  - b. **College Administrative Reports:** There were no updates to the previously distributed reports on file. Board members did ask a few clarifying questions related to these reports.

- D. EXECUTIVE SESSION:** On a motion by Trustee Bell, seconded by Vice-Chair McCartney, the Board unanimously recessed the Open Session at 6:37 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): Healthcare Insurance Coalition Update (2), Personnel (1), and EEOC Complaint (1).
- E. ADJOURNMENT:** The board did not reconvene the open session and adjourned the Executive Session at 6:45 p.m. on a motion by Trustee Sherbin, seconded by Trustee Bell (Vote=7-0-0).

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

A closed session of the Garrett College Board of Trustees was held on Tuesday, April 21, 2020 in the College Board Room. The purpose of this session was to discuss confidential matters related to the Health Insurance Coalition Contract, Personnel, and EEOC Complaint. CEPAC was originally on this agenda to discuss, but this topic was finalized during the Open Session Meeting. 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, Ms. Janis Bush-Director of Human Resources, and Ms. Shelley Menear-Director of Equity and Compliance 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:** April 21, 2020 **Time:** 6:37 pm

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

**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:**

EEOC Complaint (2)	Healthcare Coalition MOU (2)	
Personnel (1)		

This statement is made by Chair, Mr. Don Morin

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