

**GARRETT COLLEGE**  
**SPECIAL BOARD OF TRUSTEES MEETING MINUES**  
*(Held via conference call)*  
**March 20, 2020**  
**McHenry, MD 21541**

**I. ROLL CALL:** Chair Morin called the meeting to order at 2:00 p.m. Other board members present on the conference call included: Ms. Brenda McCartney-Vice-Chair, Mr. Jason Rush, and Mr. Duane Yoder. College administrative staff members present included: Dr. Richard Midcap-President and Ms. Shelley Menear-Director of Equity and Compliance.

**II. COVID 19 (Coronavirus Pandemic):** Members reviewed the following Emergency Action Items that were previously emailed.

**1. Emergency Actions Due to Coronavirus Pandemic:**

- Due to the rapidly changing pace of conditions related to the COVID-19 epidemic outbreak, that is facing our nation at this time, the Garrett College Board of Trustees is being asked to implement the following emergency authorizations:
- Expand the number of days an employee may be absent without a doctor's note from 3 to 5.
- Formally approve the administrative advancement of up to 80 hours of Sick and Safe Leave (implemented recently by administrative directive) to employees after all other Paid Time Off is exhausted.
- Authorize telework, as directed by the president.
- Authorize the president to declare a college closure, if he deems it necessary after consultation with president's staff.
- Expect any employee who can work remotely during a forced closure to work. And, require employees to take sick, personal, vacation and or comp-time if they cannot work for any reason.
- Require employees on telework to be accessible, responsive, reliable, and available by phone, email and chat, where appropriate. Require employees to provide your supervisor with a summary of your daily work activities while telecommuting. Leave requests will still be required for absences during telework on regularly scheduled work days and hours that employees are unavailable for any reason.
- Pay all permanent, benefited employees and work-study students (within applicable Federal Work-Study regulations) during a complete closure up to a month, even if they cannot work remotely.

- Temporarily authorize the president to make emergency decisions that contradict established Board policies as outlined in College Policy and the Human Resources Manual, if he deems it necessary for continuity of operations or for the safety of students and employees during the term of the State of Emergency declaration by either the Governor of Maryland or President of the United States.

Board Members asked some clarifying questions related to Unemployment and the Family First reimbursement opportunities.

On a motion by Trustee Rush, seconded by Chair Morin, the board unanimously approved the Garrett College Emergency Actions due to the Coronavirus Pandemic as listed above (Vote=4-0-0).

- 2. Emergency Physical Locations Action:** Garrett College expects any employee who can work remotely (“telework”) while the physical location is closed to do so. Employees unable to work from home for any reason while the physical location is closed, who are not deemed necessary to be on campus to ensure the safe and secure operation of the campus, will be required to take sick, personal, vacation and or comp-time if they cannot work from home for any reason.

Employees whose presence on campus is deemed necessary during a physical location closure to ensure safe and secure operation of the college and delivery of academic coursework, while remaining staff telework, will report to campus as directed. They will be paid their regular rate since the College is not closed – all others are on telework or taking leave. Employees required to be on campus who cannot fulfill that responsibility must take leave for that day.

If the Governor of Maryland or President of the United States declares “shelter in place”, the essential personnel necessary to be on campus for the safe and secure operation of the campus will be recommended by the appropriate dean and approved by the College President.

Should the College completely close (including ceasing the delivery of academic coursework and all but the most essential operations to preserve the safety and security of people and facilities), employees whose presence on campus is still deemed essential will be paid the 2 ½ times salary the College pays when it is closed for business and employees are paid.

The College will pay all permanent, benefited employees and work-study students (within applicable Federal Work-Study regulations)

during a complete closure (cease all but the most essential operations) up to a month (two pay periods), to be reviewed by the Board of Trustees on a monthly basis.

On a motion by Vice-Chair McCartney, seconded by Chair Morin, the board unanimously approved the Garrett College Emergency Physical Locations Action due to the Coronavirus Pandemic as listed above (Vote=4-0-0).

**III. SCHEDULE OF NEXT MEETING:** The next regular meeting of the Garrett College Board of Trustees is scheduled for Tuesday, April 21, 2020 at 5:30 p.m. in the Board Room (GIEC Building #102).

**VI. ADJOURNMENT:** The board unanimously adjourned the special meeting via acclamation at 2:20 p.m.

**Respectfully Submitted By:**

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