

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
May 19, 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, and Mr. Duane Yoder. Member absent: Ms. Linda Sherbin. College administrators present included: Dr. Richard Midcap-President, Ms. Kathy Meagher, Ms. Dallas Ouellette and Ms. Julie Yoder. College administrators joining the meeting via Zoom videoconference included: Mr. Robert Kerns and Ms. Kelli Sisler. Guest included: Ms. Christa Bowser-Faculty Senate Co-Chair and Mr. Brandon Jackson-Staff Senate Chairperson.

2. **Communication from the Public:** None.

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

Staff Senate: Mr. Jackson reported that Staff Senate recently reviewed the Separation of Employment Policy and are currently working on a draft of the Staff Promotion Policy.

SGA: Mr. Jackson noted that students have not been on campus since before spring break and a few SGA officers graduated.

Faculty Senate: Ms. Bowser noted that a faculty meeting was held this morning and the faculty are working with Ms. Sisler this week on finalizing spring semester class assessments. She also reported that the change-over to all online classes after spring break was very stressful and faculty now have to plan for various class scenarios for the fall semester.

4. **Approval/Changes to the Agenda:** Chair Morin removed agenda item C.3. from the agenda since it will be discussed in the Executive Session Meeting. On a motion by Trustee Collins, seconded by Trustee Bell, the board unanimously approved the agenda with the above noted update (Vote=6-0-0).

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/listed below (Vote=6-0-0):
 - a. Approval of the minutes from the April 21, 2020 regular meeting

C. INFORMATION/DISCUSSION ITEMS:

1. **MSCHE:** President Midcap reported that Board Members were sent copies of the Draft MSCHE Evaluation Team Report (the report does not become official until the commission acts on the report during their meeting in June 2020) as well as a table listing collegial advice and recommendations (which the College has to address, but not necessarily adopt). The report contained no requirements (which would have compelled College implementation). The table is being used to build a “to do” list with a goal of completion by next spring.
2. **Policy Review-approval during June Board Meeting:** Board members were provided drafts of the updated Involuntary Separation of Employment Policy and the Garrett College Governance Charter. Discussion ensued regarding clarification of wording in the Involuntary Separation of Employment Policy. College Council will review these documents again during the June meeting before they come back to the Board for a final vote later in June.
3. **Draft FY2021 Budget:** Removed from Open Session Agenda and added to Executive Session Agenda.
4. **FY2021-FY2025 Strategic Plan:** President Midcap reported that the College recently completed a comprehensive, college-wide process to develop a draft strategic plan for Board of Trustees review. He thanked Dean Yoder and Dean Kerns for leading this process, supported by Ms. Kelli Sisler’s data and assessment input. The Board received the draft plan in their previously distributed agenda packets and will vote on the plan at the June meeting.

Dean Yoder then summarized updates to the goals since the planning session with Board Members in January 2020. Dean Kerns noted that in order to ensure that the plan is properly implemented, a small strategic planning oversight committee is being formed to track progress in the Taskstream program. Ms. Sisler added that once the plan is approved, she will meet with the individuals responsible for implementation of the plan to come up with key measurables to ensure appropriate tracking and success.

5. **CEPAC:** President Midcap reported that since the construction of the facility is now fully funded, his personal attention has been spent on the CEPAC Business Plan and Fundraising Plan that are currently in development. The Fundraising Plan will be presented to the Board during the July Meeting and the Business Plan will be presented at the August Meeting. Director Meagher reported that Fiore signed the construction

contract and the project approval package was sent to the State for final approval. Plans are to begin construction in June. Details for a groundbreaking have not been finalized due to restrictions with the coronavirus pandemic.

6. Report of the Chair of the Board

- a. Upcoming Events:** There were no updates to the previously distributed list of upcoming events that were provided in the board agenda packets.
- b. Board Nominating Committee-Election of Officers (July 2020):** Chair Morin asked for volunteers to serve on the 2020 Board Nominating Committee for the election of board officers during the July 2020 meeting. The committee will consist of the following board members: Trustee Yoder-Chair, Trustee Bell, and Trustee Collins.
- c. August Board Meeting:** Chair Morin reminded board members that there will be an August Board Meeting this year that will be held on Tuesday, August 18th. Members are to update their calendars accordingly.

7. Report of Board Members: None at this time.

8. Report of the President of the College: In addition to the previously submitted report on file, President Midcap noted that the College as a whole has done an incredible job addressing the coronavirus challenges. He knows that it is taking a toll on many and wanted to publicly thank and acknowledge the work everyone has done. Unfortunately, every college is dealing with relatively the same challenges moving forward.

9. College Administrative Reports

- a. Garrett College Monthly Financial Reports:** Members asked some clarifying questions related to the CARES funding and the previously distributed reports that President Midcap and Dean Ouellette addressed.
- b. College Administrative Reports:** There were no updates to the previously distributed reports on file.

D. EXECUTIVE SESSION: On a motion by Trustee Rush, seconded by Trustee Bell, the Board unanimously recessed the Open Session at 6:18 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):

FY2021 Budget Draft (1); EEOC Complaint (1); Personnel (1), and Legal Counsel Contract Update (2).

- E. ADJOURNMENT:** The board did not reconvene the open session and adjourned the Executive Session at 7:35 p.m. on a motion by Trustee Bell, seconded by Trustee Rush (Vote=6-0-0).

Summary of the May 19, 2020 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, May 19, 2020 in the College Board Room. The purpose of this session was to discuss confidential matters related to the FY2021 Draft Budget, Personnel, EEOC Complaint, and Legal Counsel Contract Update. 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. Dallas Ouellette-Dean of Business & Finance were 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