

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 20, 2021
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 5:31 p.m. Other board members in attendance virtually (*via Zoom videoconference or teleconference*) included: Dr. Brenda McCartney-Vice Chair, Ms. Vianne Bell, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. Board Member absent: Ms. Madeleine Collins. 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. Guests present virtually included: Ms. Christa Bowser and Mr. Stacy Miller-Faculty Senate Co-Chairs, Mr. Rodney Reckart, Vice-President/Chairperson-Elect for Staff Senate, and Ms. Madison Embleton, President of the Student Government Association (SGA).

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

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

SGA: President Madison Embleton reported that students are preparing for final exams and SGA members are busy planning some fun, safe Spring Fling activities for students over the next few weeks. She also noted that SGA officer elections will not be held until fall since they did not receive any applications this spring.

Staff Senate: Rodney Reckart, Vice-President of Staff Senate, reported that the staff have been spending a large amount of time reviewing the draft Telework Policy and related legislative concerns. They are also voting on some open staff positions on governance committees and will be following up with CBIZ during the insurance open-enrollment sessions to discuss issues related to current prescription services.

Faculty Senate: Ms. Christa Bowser, Co-Chair of Faculty Senate, stated that Faculty are also preparing for finals, reviewing the draft Telework Policy, and will hold a full Faculty Senate meeting this coming Friday. She also reported that the student commencement awards were recently finalized.

4. **Approval/Changes to the Agenda:** On a motion by Trustee Rush, seconded by Chair Morin, the board unanimously approved the agenda as distributed (Vote=6-0-0).

B. ACTION ITEMS:

1. **Consent Agenda:** On a motion by Trustee Sherbin, seconded by Vice-Chair McCartney, the board unanimously approved the Consent Agenda as distributed and listed below (Vote=6-0-0).
 - a. Approval of the minutes from the March 16, 2021 Regular Board Meeting
 - b. Approval of the minutes from the March 31, 2021 Special Board Meeting
 - c. Conferral of Degrees/Certificates for May 2021 Graduates

C. INFORMATION/DISCUSSION ITEMS:

1. **FY2022 Draft Budget – Review and Discussion:** President Midcap reported that the FY2022 budget was drafted with the goals of reducing overall expenditures, accelerating implementation of the compensation study, and putting resources toward our strategic plan goals. Proposed FY2022 expenditures are 2.9% less than FY2021, and will be at their lowest level since FY2018.

The budget has also been built on conservative enrollment projections, and without including CARES funding that should allow the College to shift some FY2022 expenditures from regular operating to CARES. Dean Ouellette delivered a short presentation that highlighted critical components of the proposed draft budget. Dean Ouellette summarized the budget process, reviewed the budget timeline, and discussed the fund balance, capital funding, revenue projections, and expenditure projections. She then answered related questions.

2. **Board Bylaw Revisions-Committee Update:** Chair Morin reported that he would send a few notes out to Trustee Collins and Trustee Sherbin, who are both serving on the Bylaw Review Committee with him this year. The committee plans to meet in April to discuss adding term limits to the current bylaws and add any other compliance-related updates. He then noted that the committee members may not have a draft to the board to review until the May Board Meeting for approval in June.

According to Article 7-Amendments, Section 1. Amendment Procedures in the current bylaws:

- A. An amendment to the Bylaws may be adopted at any regular or special meeting of the Board succeeding the meeting at which it was proposed.
- B. No proposed amendment shall be adopted except upon affirmative vote of a majority of the members of the Board.

3. **Report of the Chair of the Board:** None.
 - a. **Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
 - b. **Board Award Update:** Board Members will discuss the award nominations during Executive Session. The award recipient will be announced during the “Virtual Commencement” on May 15, 2021.
4. **Report of Board Members:** Trustee Bell reported that she was joining the meeting virtually from Danville, Illinois because she was attending the NJCAA Division II Men’s Basketball Tournament that the Garrett College Men’s Basketball Team was participating in as the fourth seed. The team won earlier today to advance to the quarterfinals on Thursday evening.
5. **Report of the President of the College:** President Midcap also reported that the Garrett Men’s Basketball Team did a fantastic job during their game held earlier today. He noted that he would send the link to board members who would like to watch the next game virtually, but wanted members to be aware that the NJCAA was charging a fee to view the tournament games. He further noted that the Garrett Wrestling Team is also headed to the National Tournament in Iowa with nine wrestlers and the baseball team is also performing very well this spring.

Finally, the marketing and creative services team will be wrapping-up taping for Garrett College’s virtual commencement by the end of next week. The College is also working with the Garrett County Board of Education to discuss options for high-school graduations and Summer School with the current COVID restrictions that are still in place.

6. College Administrative & Financial Reports

a. **College Administrative Reports:** Trustee Bell noted that she was happy to see that academic deficiencies have decreased greatly and Trustee Sherbin asked a clarifying question related to the College’s liability insurance coverage.

b. **Garrett College Monthly Financial Reports:** There were no updates to the previously submitted reports on file.

- D. **EXECUTIVE SESSION:** On a motion by Trustee Bell, seconded by Vice-Chair McCartney, the Board unanimously recessed the Open Session at 6:06 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): Personnel (including Board Self-Evaluation and President Evaluation), and Board Award for Outstanding Contributions to Garrett College.

E. ADJOURNMENT: The board did not reconvene an Open Session Meeting and adjourned the Executive Session at 6:56 p.m. on a motion by Trustee Rush, seconded by Chair Morin (Vote 7-0-0).

Summary of the April 20, 2021 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, April 20, 2021 via Zoom. The purpose of this session was to discuss confidential matters regarding Personnel that also included discussion of the Board Self-Evaluation results and the President’s Evaluation results; and the Board Award for Outstanding Contributions to Garrett College.

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, but please note that Trustee Madeleine Collins was able to join the Executive Session Meeting but was absent during the Open Session). Dr. Richard Midcap, President of Garrett College, 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

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 20, 2021 **Time:** 5:59 p.m.

Location: Garrett College, Bd. Rm #102 **Motion By:** Trustee Rush **Seconded By:** Trustee Bell

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:

Personnel (1, 2)		
Board Award (2)		

This statement is made by Mr. Don Morin, Board Chair

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