

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 18, 2017
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

1. **Call to Order and Attendance:** Chair Bell called the meeting to order at 5:34 p.m. Other Board Members present included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins (via phone), Dr. Brenda McCartney, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder (via phone). College Administrative Staff Members present included: Dr. Richard Midcap-President, Mr. James Allen, Ms. Janis Bush, Dr. Sarah Garrett, Mr. Randall Bittinger, Ms. Cherie Krug, Ms. Julie Yoder, and Dr. Qing Yuan. Guest present included: Ms. Kathy Meagher, Garrett College Director of Campus Facilities.
2. **Communication from the Public:** None at this time.
3. **Approval/Changes to the Agenda:** Chair Bell asked to make the following changes to the agenda:
 - Move item B.1. Board Award for Outstanding Contributions to Garrett College to the Executive/Closed Session.
 - Add item B.6. – Adventure Sports Faculty Approval

On a motion by Vice-Chair Morin, seconded by Trustee Rush, the Board approved the revised agenda as indicated above (7-0-0).

4. **CONSENT AGENDA:** Chair Bell thanked Trustee Sherbin for presiding over the March 2017 meeting. On a motion by Trustee Rush, seconded by Vice-Chair Morin, the Board approved the consent agenda (Approval of the March 21, 2017 Meeting Minutes) as distributed (Vote=6-0-1).
 - a. Approval of the minutes from the March 21, 2017 Meeting
5. **Report of the Chair of the Board:**
 - a. **Upcoming Events:** Chair Bell highlighted the next Board Meeting on May 16, 2017 and Commencement on Saturday, May 20, 2017.
 - b. **Board Financial Disclosure Forms Due on April 30, 2017:** Chair Bell reminded Board Members that if they have not already submitted their financial disclosures, to do so before the April 30th deadline.
 - c. **Open Meetings Act Update:** Chair Bell completed the online training recently for the Open Meetings Act. She encouraged all Board Members to also complete this online training even though it may only serve as a refresher to some members. She asked Ms. Knepp to forward the web link to members tomorrow. She then summarized the

new “Exclusionary Basis for Closing a Meeting Form” that was enclosed in the Board Agenda packets.

d. Garrett County Women’s Hall of Fame: Chair Bell reported that Dr. McCartney would be inducted into the Garrett County Women’s Hall of Fame on Saturday, April 29, 2017. The Board congratulated Dr. McCartney on this great honor.

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

7. Report of the President of the College: Dr. Midcap reported on a recent visit from Senator Cardin to the Allied Health Lab at the College’s Career and Technology Training Center in Accident, Maryland.

a. Garrett College Financial Reports through March 31, 2017: Dr. Midcap reported that he recently sent a note out to the college budget managers asking them to closely monitor expenses through the end of the fiscal year. Board Members did not have any questions related to the monthly financial reports that were previously distributed in the Board Agenda packets.

b. Draft FY2018 Budget Booklet and Discussion: Dr. Midcap reported that the draft summary of the FY2018 Budget was enclosed in the previously submitted Board Agenda packets. He noted that this information has been provided to the Board early to allow time for discussion, but stated some tweaking of revenue figures may still be done before asking for final approval at the June Board Meeting. Board Members asked clarifying questions related to faculty and staff ratios and asked for Dr. Midcap to send them additional information from other community colleges for comparison purposes.

c. College Administrative Reports: Dr. Midcap and Ms. Bush provided an update on open position searches and recent hires and Ms. Krug reminded the Board about the upcoming President’s Circle Breakfast on April 26, 2017.

B. DISCUSSION ITEMS/ACTION ITEMS:

1. Board Award for Outstanding Contributions to Garrett College – Moved to Executive Session (*see “Exclusionary Basis for Closing a Meeting” that are attached to these minutes for the Statutory Authority/Reason to Close Session*).

2. STEM Building Update:

a. Presentation: Kathy Meagher, Director of Campus Facilities, reported that the College received approval from the State of Maryland today to move forward with our contractor for the STEM building

project. She then displayed a presentation that included progress to date, the STEM renovation design team, tentative construction schedule, and building diagrams.

- b. STEM Alternates:** Board Members previously received information related to three alternates for the STEM facility. After researching the options and reviewing the costs for each, the Director of Campus Facilities recommended Alternate #3: Add ice and snow melt system in entrance sidewalk. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously voted to approve alternate #3 as stated above and per the information that was included in the board agenda packets (Vote=7-0-0).
- 3. Strategic Plan Extension:** Dr. Midcap included a memorandum in the board agenda packets recommending that the current FY2017-19 Strategic Plan be extended through 2020. He noted that if the College would remain on the same strategic planning cycle, then we would be writing the next Middle States Self-Study at the same point in FY19. Also, with the recent Presidential transitions, the current plan was not approved until November 2016. A four-year plan will suit the college's needs better at this time. On a motion by Trustee McCartney, seconded by Trustee Sherbin, the Board approved the extension of the current Strategic Plan through FY2020 (Vote=7-0-0).
- 4. Conferral of Degrees/Certificates for May 2017 Commencement:** The Garrett College Board of Trustees approve the awarding of the degrees and certificates earned by this year's prospective graduates assuming successful completion of all outstanding graduation requirements. The Board also approves the awarding of degrees and certificates to any student certified by the Registrar as having met graduation requirements for that individual's degree or certificate who may be certified after this date but before commencement on Saturday, May, 20, 2017. At the present time, Garrett College expects to confer degrees and certificates to 120 potential graduates for the 2017 Academic Year. A draft list of the graduates and breakdown by degree/certification was previously proved to Board Members in their agenda packets. On a motion by Trustee Sherbin, seconded by Trustee Rush, the Board unanimously approved the list of graduates per the information and requirements listed above (Vote=7-0-0).
- 5. Proposed Rate Change for Residence Halls:** The Board previously approved a 3% increase in the rates for Garrett and Laker Halls for the upcoming fiscal year. Because of the desire to enter into a contract for laundry services (in which the College would pay a third-party vendor a monthly fee for washers, dryers, and maintenance of these machines), the new annual rates would increase by \$100/student for unlimited use

of the machines. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously voted to approve the price increase to cover laundry services with a third-party vendor as distributed in the Board Agenda packets (Vote=7-0-0).

- 6. Adventure Sports Faculty:** Dr. Midcap distributed an information and recommendation sheet with requested board action for the Assistant Professor of Adventure Sports Management position. He then summarized the search process for this position and candidate qualifications. On a motion by Trustee Collins, seconded by Vice-Chair Morin, the Board unanimously voted to appoint Mr. David Erbe to a 10-month faculty contract for the Assistant Professor of Adventure Sports Management (Vote=7-0-0).

- C. EXECUTIVE SESSION:** On a motion by Trustee Rush, seconded by Vice-Chair Morin, the Board unanimously recessed the Open Session Meeting at 6:42 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).

1. Personnel (1)
2. Potential Litigation (8)
3. Board Award (2)

- D. ADJOURNMENT:** The Board did not reconvene an Open Session Meeting and the Executive/Closed Session Meeting adjourned at 8:07 p.m. on a motion by Vice-Chair Morin, seconded by Trustee Rush (Vote=7-0-0).

Summary of April 18, 2017 Closed Session Meeting: A closed session of the Board of Trustees was held on April 18, 2017 at 7:14 p.m. in the College Board Room #127 after a short recess for dinner. The purpose of the session was to discuss confidential personnel and contract information, confidential student code of conduct violations and potential litigation, and the confidential Board Award nominations. Each Board Member present voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). All Board Members were in attendance for the closed session (*see page 1 for Call to Order and Attendance information for Board Members*). Dr. Richard Midcap, President of Garrett College was also present for this session.

Respectfully submitted by:

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

Vianne Bell
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 18, 2017 **Time:** 6:42 p.m.

Location: Garrett College, Rm #127 **Motion By:** Trustee Rush **Seconded By:** Vice-Chair Morin

Vote to Close Session:

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT	TOTALS
Vianne Bell, Chair	√				
Don Morin, Vice-Chair	√				
Madeleine Collins	√				
Ms. Brenda McCartney	√				
Mr. Jason Rush	√				
Linda Sherbin	√				
Duane Yoder	√				

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article §3-305(b) (formerly State Government Article, §10-5089A)); MD Code; Title10-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.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

- Personnel (1)	
- Potential Litigation (8)	
- Board Award (2)	

This statement is made by Board Chair, Ms. Vianne Bell

Signature of Presiding Officer: (Signature/original form is on file in the President’s Office at GC)