

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 21, 2017
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

1. **Call to Order and Attendance:** (NOTE: Trustee Sherbin presided over the meeting since Chair Bell was unable to attend and Vice-Chair Morin was joining the meeting via phone). Trustee Sherbin called the meeting to order at 5:30 p.m. Other Board Members present included: Mr. Don Morin-Vice-Chair (via phone), Ms. Madeleine Collins (via phone), Dr. Brenda McCartney, and Mr. Jason Rush. Chair Bell and Trustee Yoder were unable to attend the meeting. College Administrative Staff Members present included: Dr. Richard Midcap-President, Mr. James Allen, Dr. Sarah Garrett, Mr. Randall Bittinger, Ms. Cherie Krug, Ms. Julie Yoder, and Dr. Qing Yuan. Ms. Janis Bush, Director of Human Resources, was unable to attend the meeting.
2. **Communication from the Public:** None at this time.
3. **Approval/Changes to the Agenda:** Trustee Sherbin asked to adjust the agenda per the following:
 - Move the approval of the March 3rd minutes under the A.4.Consent Agenda to section B. Discussion Items/Action Items.
 - Move the STEM Building Bid (previously voted on via conference call on 3/3/17) under the A.4. Consent Agenda to section B. Discussion Items/Action Items under B.2 STEM Building follow-up.
 - Move Memo-Designation of Acting President under A.4. Consent Agenda to section B. Discussion Items/Action Items.

On a motion by Trustee Collins, seconded by Trustee McCartney, the agenda was approved with the above noted changes.

4. **CONSENT AGENDA:** On a motion by Trustee McCartney, seconded by Trustee Rush, the remaining items on the Consent Agenda (February 21, 2017 Regular Board Meeting Minutes and the AY2018 Academic Calendar) were approved as distributed (Vote=5-0-0).
 - a. Approval of the minutes:
 - o February 21, 2017 Regular Meeting
 - b. Academic Calendar Update-AY2018
5. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Trustee Sherbin summarized the Upcoming Events and specifically highlighted the Foundation Scholarship Fundraising Gala titled "*Starry Nights: Your Gift Can Make a Dream*"

Come True” to be held on Friday, April 7th at 6 p.m. at the Wisp Resort.

- b. Award for Outstanding Contributions to Garrett College:** Trustee Sherbin reported that a Board Committee had been selected during the February 2017 meeting that consisted of: Vice-Chair Morin, Trustee Collins, and Trustee Rush. The committee will review the nominations received as of the March 20th deadline and will present to the full board at the April Meeting for further discussion and approval. The recipient is typically presented the award during the College Commencement Ceremony in May of each year.
- 6. Report of Board Members:** None at this time.
- 7. Report of the President of the College:**

 - a. Capital Funding Letter from Garrett County Commissioners:** Dr. Midcap reported that the College recently received a letter from the County Commissioners regarding their continued support to the College, their commitment to matching the state funding for the STEM Building renovation, and increased funding for the Garrett County Scholarship Program. Unfortunately, they will not be able to fund the next College Capital Funding Project (The Community Education and Performing Arts Center) for the foreseeable future.

Dr. Midcap then summarized the recent meetings held and ongoing efforts to notify individuals who have pledged donations for this capital project as well as informing the community-at-large about the project status. The College will be reviewing the current Facilities Master Plan with this capital project change and discuss options moving forward.
 - b. Garrett College Financial Reports through February 28, 2017:** Dr. Midcap explained that the College is on track with projections to the end of the fiscal year. He will send an update out to Budget Managers soon regarding spending expectations to the end of the fiscal year.
 - c. Draft FY2018 Budget Update and Discussion:** Dr. Midcap summarized the draft budget and adjustments made since the February board meeting. Discussion ensued regarding estimated revenue and budget scenarios that are dependent upon final budget figures from the county and state. A detailed budget booklet will be provided to board members in the April Board Agenda packets for further review and discussion.

- d. **College Administrative Reports:** Dr. Midcap discussed the current format of the board reports and future formatting changes to the reports. The reports will be streamlined next month per board input.

B. DISCUSSION ITEMS/ACTION ITEMS:

1. **Policy #4005-Involuntary Student Withdraw and Related Procedure:** On a motion by Trustee McCartney, seconded by Trustee Rush, the Board unanimously voted to approve Policy #4005 (Vote=5-0-0).

2. **STEM Building Follow-Up:**

- a. **STEM Building Bid (previously voted on via conference call on 3/3/17):** The Board held a Special Board Meeting on March 3, 2017 and met via conference call to review, discuss, and vote on the STEM Building Bids. After much discussion, the following motion was made by Trustee Linda Sherbin, seconded by Trustee Don Morin, and approved by a 6-0-0 vote of the Board:

Resolved, the Garrett College Board of Trustees approves the bid of \$6,560,000 submitted by Harbel, Incorporated for the Garrett College STEM Building (#200) Renovation and Addition project, and authorizes college staff to move forward with contract negotiations and to sign a contract with Harbel for this project.

Discussion ensued regarding the use of local subcontractors. A designated college representative will meet with Harbel to discuss and emphasize preference for local subcontractors when possible. Additional information will be provided to the board as it becomes available.

3. **March 3, 2017 Special Board Meeting Minutes:** Board Members discussed a correction to the first and second paragraphs of section II. STEM Building Bids of the March 3, 2017 Special Board Meeting Minutes. The name of the low-bidder will be removed from the first and second paragraphs of this section and only listed as part of the motion in paragraph three.

The first paragraph has been updated as follows:

The Garrett College Board of Trustees met by conference call on Friday, March 3, 2017 at 4 p.m. to receive and review three bids for the college's STEM Building renovation and addition project.

The second paragraph has been updated as follows:

The Trustees discussed several issues, including: The low-bidder's recent local projects; "Potential Design Issues" raised by the low-

bidder as part of its bid; subcontractors; and the three “Add Alternates” for the project.

On a motion by Trustee Rush, seconded by Trustee McCartney, the March 3, 2017 Board Minutes were approved with the above noted corrections (Vote=5-0-0).

4. Memo-Designation of Acting President: Trustee Sherbin noted a amendment of the original memo subject previously distributed in the Board Agenda packets about the “Designation of an Acting President” in the event of a crisis or emergency. The board recommended that the memo subject be changed to “Designation of an Administrator-in-Charge” instead of an “Acting President”. Dr. Midcap will also revise the memo to reflect that Dr. Garrett would be Administrator-in-Charge in the event neither Dr. Midcap nor Mr. Bittinger was available. On a motion by Trustee McCartney, seconded by Trustee Rush, the “Designation of an Administrator-in-Charge” memo will be updated prior to distribution campus-wide (Vote=5-0-0).

C. EXECUTIVE SESSION: The Board of Trustees did not convene an executive session.

D. ADJOURNMENT: On a motion by Trustee Rush, seconded by Trustee McCartney, the board unanimously adjourned the Open Session Board Meeting at 6:23 p.m.

Summary of February 21, 2017 Closed Session Meeting: A closed session of the Board of Trustees was held on February 21, 2017, at 7:00 p.m. in the Board Room #127 in the GIEC Building #100 on the Garrett College Campus. The purpose of the session was to discuss confidential personnel information and confidential update to the President’s contract. Each Board member present voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). Board Members in attendance included: Ms. Vianne Bell-Chair, Mr. Don Morin-Vice-Chair (via phone), Ms. Madeleine Collins (via phone), Dr. Brenda McCartney, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. College Administrative Staff Member present included: Dr. Richard Midcap-President.

Respectfully submitted by:

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

Linda Sherbin
Trustee
GC Board of Trustees