

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**July 18, 2017**  
**Oakland, Maryland 21550**

**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, Dr. Brenda McCartney, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard Midcap-President, Mr. James Allen, Ms. Janis Bush, Mr. Randall Bittinger, Ms. Cherie Krug, Ms. Julie Yoder, and Dr. Qing Yuan. Dr. Sarah Garrett was not able to attend. Guest present included: Mr. Phil Malone.
- 2. Communication from the Public:** None at this time.
- 3. Approval/Changes to the Agenda:** On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the Board approved the agenda as distributed (Vote=7-0-0).
- 4. CONSENT AGENDA:** On a motion by Vice-Chair Morin, seconded by Trustee Collins, the Board approved the consent agenda (Approval of the minutes from the June 18, 2017 Regular Meeting) as distributed (Vote=7-0-0).
- 5. Report of the Chair of the Board**
  - a. Upcoming Events:** Chair Bell noted that there is no board meeting scheduled in August. The next regularly scheduled meeting is September 19, 2017 and the first day of the fall semester is September 6, 2017.
  - b. Election of Board Officers:** The board nominating committee members consisted of Trustee McCartney, Trustee Sherbin, and Trustee Yoder. The committee nominated Vianne Bell to remain as Chair and Don Morin to remain as the Vice-Chair again this year. On a motion by Trustee Rush, seconded by Trustee Collins, the board unanimously voted in favor of Chair Bell and Vice-Chair Morin to continue in their roles for another year (Vote=7-0-0).
  - c. Robotics Presentation:** Dr. Qing Yuan and Mr. Phil Malone displayed a Power Point presentation of the Garrett College Project Kraken Robotics Team who recently competed in the 2017 MATE (Marine Advanced Technology Education) International Underwater Robotics Competition at Long Beach City College in Long Beach, California. After three days of competitive activities, Team Members Garrett Owens, Dallas Brenneman, and Scott Brenneman placed 6<sup>th</sup> in overall

scores, fourth in product demonstration, and second among U.S. Teams. In addition, the team won the 'Design Elegance Award' and the 'Biggest Bang for the Buck' Award. The Board thanked Dr. Yuan and Mr. Malone for all of their time and effort put into coaching and assisting this team. The Board also congratulated the Project Kraken Robotics Team on their successful competition!

6. **Report of Board Members:** None at this time.
7. **Report of the President of the College:** Dr. Midcap explained that the FY2017 budget was in the books and we are working on the audit now. We are focusing on the FY18 budget with the key focus on enrollment. He then summarized current enrollment data and noted that Executive Council has been looking at areas that could be cut if necessary. The new Director of Enrollment Management has been selected and will be announced college-wide tomorrow. The Human Resource Committee upon direction from Ms. Janis Bush has been doing a great job in revamping our college-wide evaluation system that will be based on goals. We are on track with our assessment work and Mr. Allen is finalizing the monitoring report and will submit it next month prior to the September 1<sup>st</sup> deadline. He then summarized a meeting regarding capital projects that was held today with members of the Governor's staff, the Garrett County Commissioners, Senator Edwards, and Delegate Beitzel. Finally, the board discussed OPEB and options moving forward.

- a. **Garrett College Financial Reports through June 30, 2017:** There were no updates or comments to the previously distributed reports.
- b. **College Administrative Reports:** There were no updates or comments to the previously distributed reports.

## B. DISCUSSION ITEMS/ACTION ITEMS:

1. **Board Bylaw Update:** Chair Bell summarized the updates that were previously distributed to Board Members to review. On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the Board unanimously approved the updates as distributed in the July Board Agenda packets (Vote=7-0-0).
2. **Cultural Diversity Report:** Dr. Midcap summarized the updates to the report and noted that the updates were highlighted in the previously distributed document. On a motion by Trustee Sherbin, seconded by Trustee Collins, the Board unanimously approved the Garrett College Cultural Diversity Plan – 2017 Update and Progress Report (Vote=7-0-0).
3. **MHEC CC5 Report:** No updates or comments.

4. **#2024-Alcohol & Drug Policy & Related Procedures:** On a motion by Vice-Chair Morin, seconded by Trustee Rush, the Board unanimously approved Policy #2024-Alcohol and Drug Policy (Vote=7-0-0).
  5. **#2025-Heroin & Opioid Prevention and Awareness Policy & Related Procedures:** On a motion by Vice-Chair Morin, seconded by Trustee Collins, the Board unanimously approved Policy #2025-Heroin and Opioid Prevention and Awareness (Vote=7-0-0).
  6. **#2026 – Mandates Policy:** On a motion by Vice-Chair Morin, seconded by Trustee Rush, the Board unanimously approved Policy #2026-Mandates Policy (Vote=7-0-0).
  7. **Board Resolution #2018-1-Checks and Drafts:** On a motion by Trustee Rush, seconded by Vice-Chair Morin, the Board unanimously approved the Board Resolution #2018-Checks and Drafts (Vote=7-0-0).
- C. **EXECUTIVE SESSION:** On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the Board unanimously recessed the Open Session Meeting at 8:04 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).
- Personnel (1) AND Potential Litigation (8)
- D. **ADJOURNMENT:** The Board did not reconvene an Open Session Meeting and the Executive/Closed Session Meeting adjourned at 8:41 p.m. on a motion by Vice-Chair Morin and seconded by Trustee Rush (Vote=7-0-0).

**Summary of the July 18, 2017 Executive/Closed Session Meeting:** A closed session of the Board of Trustees was held on July 18, 2017 at 8:06 p.m. The meeting was held at Dutch's at Silver Tree Restaurant in their downstairs meeting room. The purpose of the session was to discuss confidential personnel matters and potential litigation. Each board member voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). Seven board members were in attendance for this closed session (see the "roll call" section of the minutes). Dr. Richard Midcap, President and Mr. Randy Bittinger, VP of Administration and Finance were also present for this session.

**Respectfully submitted by:**

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

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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: July 18, 2017 Time: 8:04 p.m.

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

**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:**

1. Personnel (1)
2. Potential Litigation (8)

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).