

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**June 20, 2017**  
**McHenry, Maryland 21541**

**A. COMMUNICATION ITEMS**

1. **Call to Order and Attendance:** Chair Bell called the meeting to order at 5:30 p.m. Other Board Members present included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins, Dr. Brenda McCartney, Mr. Jason Rush, and Ms. Linda Sherbin. Trustee Duane Yoder was absent. 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.
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 Rush, the Board approved the agenda as drafted (Vote=6-0-0).
4. **CONSENT AGENDA:** On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board approved the consent agenda (Approval of the May 16, 2017 Regular Meeting Minutes, the May 20, 2017 Special Meeting Minutes, and the June 7, 2017 Special Meeting Minutes) as distributed (Vote=6-0-0).
5. **Report of the Chair of the Board:**
  - a. **Upcoming Events:** Chair Bell highlighted the next Board Meeting on July 18, 2017 at Dutch's at Silver Tree Restaurant.
  - b. **Foundation Note:** Chair Bell informed the board of a letter received from the Garrett College Foundation thanking the Trustees for the Trustee Scholarship. The letter was shared with the board.
6. **Report of Board Members:** None at this time.
7. **Report of the President of the College:** Dr. Midcap indicated most of his "President's Report" is covered under discussion and action items. He did want to emphasize the impressive work of the faculty in addressing both General Education and program-level assessment throughout the spring semester and especially in a two-day assessment workshop that took place the week after commencement. He also thanked Mr. James Allen for his leadership in developing and implementing our institutional response to assessment challenges, as well as the consistent emphasis Dr. Sarah Garrett and Dr. Qing Yuan have placed this spring on the importance of the faculty's role in assessing student learning. Staff

attention to and documentation of institutional effectiveness through unit-level planning was also commended. Dr. Midcap said he is confident the Middle States monitoring report due in September will sufficiently document the steps the college has taken to follow through on its assessment work.

## **B. DISCUSSION ITEMS/ACTION ITEMS:**

- 1. FY2018 Budget Approval:** The administration formally presented the FY2018 budget for board approval. Dr. Midcap termed it a realistic budget, with sufficient options available should enrollment declines result in revenue below projected levels, including use of the contingency line, elimination of the raise targeted for an April 1<sup>st</sup> implementation, freezing of open positions, and tightening of travel and supply budget lines. If any options beyond that were required to get through FY2018, college-wide input into cost-saving measures would be solicited. The budget proposal included implementation of the border state tuition rate. Board input was also solicited on whether local auto dealers should be given any kind of advantage when purchases are made to refresh the college's vehicle fleet. On a motion by Trustee Collins, seconded by Trustee McCartney, the Board approved the FY2018 budget (Vote=5-1-0).
- 2. Student Medical Care Exploration:** A cross-divisional college team is meeting with local health-care providers to explore what options they may have for students seeking acute health care. Meetings have taken place with representatives of Garrett Medical Group and Mountain Laurel Medical Center, and Wellspring Family Medicine has also been contacted. Issues discussed have ranged from the potential to offer on-site medical care to insurances accepted to transportation challenges. An update will be provided when strategies have been solidified.
- 3. Capital Project Update (CEPAC):** Dr. Midcap asked the board if there were any follow-up comments regarding questions on the CEPAC project history. He noted requested materials had been emailed to the trustees, including a one-page summary developed by Mr. Bittinger along with the 2015 Facility Master Plan document and the 25-page project overview that were both submitted to the state. A question as to whether the project could be scaled back was asked. While that could be done, a scaled-back project would have to go back through the state approval process. No further word has yet been received from the state as to whether it will fund a percentage of that project that is sufficient to gain county funding approval. The college has access to the state money already approved for the project until May 2018.

**4. Policy #6003 – Disposal of Assets Policy and related procedure:**

The policy authorizes the disposal of college property when that property has been determined to be “surplus, obsolete, worn-out, or no longer needed by Garrett College”. The Vice President of Administration and Financial Services or his/her designee is charged with effecting the disposal by “sale, exchange, scrap or other means that is in the best interest of the college” with sales in excess of \$10,000 requiring board approval. The policy also requires board approval of all donations of college property. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board approved the Disposal of Assets Policy (Vote=6-0-0).

**5. Board Bylaw Update:** A discussion regarding the work of the bylaw committee took place. This item will come back to the full board after further work by the subcommittee.

**6. Faculty, Staff and SGA Regular Board Updates:** Dr. Midcap said faculty and staff representatives will be attending board meetings starting in September. Chair Bell has authorized a spot on the board agenda for these representatives to provide a brief update on behalf of their constituency groups. Input was requested from the Board as to whether they would like to extend a similar invitation to the SGA President to attend and speak briefly as the student representative. The board supported extending a similar invitation to the SGA.

**C. EXECUTIVE SESSION:** On a motion by Vice-Chair Morin, seconded by Trustee Rush, 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=6-0-0).

1. Personnel (1)
2. Potential Litigation (8)
3. Board Evaluation (1)
4. President’s Evaluation (1)

**D. ADJOURNMENT:** The Board did not reconvene an Open Session Meeting and the Executive/Closed Session Meeting adjourned at 7:59 p.m. on a motion by Trustee Collins, seconded by Trustee Sherbin (Vote=6-0-0).

**Summary of the June 20, 2017 Executive/Closed Session Meeting:** A closed session of the Board of Trustees was held on June 20, 2017 at 7:19 p.m. after a short break for dinner. The meeting was held in the Garrett College Board Room #127. The

purpose of the session was to discuss confidential personnel matters, potential litigation, board self-evaluation, and the president's evaluation. Each board member present voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). Six board members were in attendance for this closed session (see the "roll call" section of the minutes). Dr. Richard Midcap, President of Garrett College was 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:** June 20, 2017 **Time:** 6:42 p.m.

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

**Vote to Close Session:**

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

**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 Evaluation (1)	
- President's Evaluation (1)	

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)