

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 17, 2017
McHenry, Maryland 21550

A. COMMUNICATION ITEMS

1. Call to Order and Attendance: Ms. Vianne Bell, Chair called the meeting to order at 5:30 p.m. Other board members in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins, Dr. Brenda McCartney, Mr. Jason Rush, and Ms. Linda Sherbin. Mr. Duane Yoder was absent. College administrative staff members present included: Dr. Richard Midcap-President, Mr. James Allen, Ms. Janis Bush, Mr. Randall Bittinger, Mr. Mike Tumbarello, Ms. Julie Yoder, and Dr. Qing Yuan. Ms. Cherie Krug was absent. Guests present included: Ms. Christa Bowser-Associate Professor of Biology and Ms. Carolyn Deniker-Professor of Biology who were representing Faculty Senate; and Mr. Liu Repsys, representing the Student Government Association.

2. Communication from the Public: None at this time.

3. Faculty Senate Update: Ms. Deniker and Ms. Bowser reported that Faculty Senate Officers have been very involved with planning the Spring Schedule and mid-terms are being held this week. The next Faculty Senate Meeting is scheduled for Friday, October 27th.

Student Government Association Update: Mr. Repsys reported that election of officers was held in September and they have a full set of officers now. The new officers have been working on planning student events including "Spirit Week" this week for mid-terms, an upcoming bonfire, and a pool party with food on Friday. Starting in November they will embark on even more activity planning to better engage commuter students as well as residence hall students. A new organization club titled AAUW recently joined SGA and is being supervised by Dr. Terry Kasecamp, Professor of Psychology, and Ms. Kim DeGiovanni, Director of Records and Registration at Garrett College. Mr. Brandon Jackson is the supervisor for SGA.

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

5. CONSENT AGENDA: On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously approved the consent agenda as follows: a. Approval of the minutes from the September 19, 2017 Regular Meeting (Vote=5-0-1).

6. Report of the Chair of the Board:

a. Upcoming Events: Chair Bell summarized the upcoming events: President's Circle Breakfast on October 25th, the Athletics Hall of Fame on October 28th and the Region XX Volleyball Tournament on November 3-5, 2017.

b. REMINDER - Board Stipend Authorization Forms: Chair Bell reminded members to turn in their stipend forms if they have not already done so.

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

8. Report of the President of the College: Dr. Midcap updated the board on the recent Middle States Commission on Higher Education small team visit and draft report received. Five board members attended the final session with the team members when they summarized the report. The college is now in compliance with all standards.

He also updated the board on recent meetings held regarding possible funding for the CEPAC Building. Additional details will be provided as they become available.

a. Garrett College Financial Reports through June 30, 2017: The board did not have any additional questions to the previously submitted reports.

b. College Administrative Reports: The board did not have any additional questions to the previously submitted reports.

B. DISCUSSION ITEMS/ACTION ITEMS:

1. Governance Charter Update: Dr. Midcap reported that the proposed updates to the Governance Charter clarify the role of Executive Council and narrow the scope of the document to focus more strictly on governance responsibilities, which is recommended by accrediting bodies. On a motion by Trustee Sherbin, seconded by Trustee Collins, the board unanimously approved the updates to the College Governance Charter (Vote=6-0-0).

2. Faculty Promotion Policy Update: The current Faculty Promotion Policy (Policy #5005, approved 3/15/16) states that "there is no salary growth associated with this policy – only titling and ranking," and thus conflicts with the college salary scale that the board approved which places the four faculty ranks within the different grades (consecutively

- grades 11 through 14). On a motion by Trustee Rush, seconded by Trustee Collins, the Board unanimously approved the updates to the Faculty Promotion Policy #5005 (Vote=6-0-0). Also, on a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board granted the salary increase appropriate to the change in grade, effective with the pay period beginning October 16, 2017 for the five current faculty members (Ms. Griffith, Mr. DuBose, Mr. Foster, Ms. Lieberman, and Ms. Bowser) that were approved for promotion during 2017 (Vote=6-0-0).
3. **MHEC Academic Program Proposal - Sport Management:** Dr. Midcap expressed his appreciation to Dr. Yuan, Ms. Windstein, Mr. Allen, and Mr. Gibson for all of their work on this proposal. This new academic program, in concert with an expansion of intercollegiate athletic teams, is expected to increase the attractiveness of the college as a higher education choice for student athletes who would like to continue to be involved in athletics as sport management professionals. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously approved the MHEC Academic Program Proposal – Associate of Applied Science (AAS) in Sport Management (Vote=6-0-0).
 4. **OPEB Update:** Dr. Midcap provided an updated to the Board regarding the College’s optional post-employment benefits and recent discussions with the County Health Care Coalition. The Board will review materials and take a vote on the future of this retirement benefit next month.
 5. **Student Housing:** Board members discussed student housing options that are provided by employees of the college. A policy will be developed with associated waivers.

C. EXECUTIVE SESSION: On a motion by Trustee Rush, seconded by Trustee Collins, the Board unanimously recessed the Open Session Meeting at 6:20 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

D. ADJOURNMENT: The Board did not reconvene an Open Session Meeting and the Executive Session Meeting adjourned at 7:20 p.m. on a motion by Vice-Chair Morin, seconded by Trustee Collins (Vote=6-0-0).

Summary of the October 17, 2017 Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, October 17, 2017 in the College’s Board Room. The purpose of the session was to discuss

confidential personnel matters. Each board member 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 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:** October 17, 2017 **Time:** _____

Location: Garrett College, Rm #127 **Motion By:** _____ **Seconded By:** _____

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:

2. Personnel	

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

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