

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**April 17, 2018**  
**McHenry, Maryland 21541**

**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 (via phone-until 7:38 p.m.), Dr. Brenda McCartney, Mr. Jason Rush (until 7:05 p.m.), 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, Mr. Mike Tumbarello, Ms. Julie Yoder, and Dr. Qing Yuan. Guests present included: Ms. Christa Bowser and Ms. Carolyn Deniker – Faculty Senate Co-Chairs, and Mr. Liu Repsys-SGA President.
- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate, Staff Senate, and SGA Updates:** Ms. Bowser reported that the faculty are busy advising students for fall, and Mr. Repsys reported that the SGA is planning for Spring Fling.
- 4. Approval/Changes to the Agenda:** Chair Bell added the following items to the previously distributed agenda: The FY2018 Budget Amendment was added to the Consent Agenda and the Harbel Extension Request was added to the discussion item section. On a motion by Trustee Rush, seconded by Vice-Chair Morin, the agenda was approved with the above noted additions. (Vote=7-0-0).
- 5. CONSENT AGENDA:** On a motion by Vice-Chair Morin, seconded by Trustee Rush, the board unanimously approved the consent agenda as follows (Vote=7-0-0):
  - a. Approval of the minutes from the March 20, 2018 regular meeting (previously distributed to Board Members for review).
  - b. FY2018 Budget Amendment (previously distributed to board members for review).
- 6. Report of the Chair of the Board**
  - a. Upcoming Events:** Chair Bell thanked all board members who will be meeting with the MSCHE Liaison when she visits campus on April 25<sup>th</sup>. She also reported that the Garrett College Foundation's Annual Gala will be held on Friday, April 27<sup>th</sup> and Commencement will be held on Saturday, May 19<sup>th</sup>.

7. **Report of Board Members:** Trustee McCartney reported that she and Trustee Rush recently attended the President's Circle breakfast. She reported that Adventure Sports faculty and students did a wonderful job with their presentations and represented the college well.
8. **Report of the President of the College:** Dr. Midcap did not have any additions to his previously submitted reports.
9. **College Administrative Reports**
  - a. **Garrett College Financial Reports:** There were no questions or comments about the previously submitted reports.
  - b. **College Administrative Reports:** Board members asked several clarifying questions about the previously submitted reports.

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

1. **STEM Capital Campaign Presentation:** Ms. Krug, Executive Director of the Garrett College Foundation/Director of Development, Garrett College displayed a Power Point presentation regarding the fundraising efforts for the Garrett College STEM Building and passed out related capital campaign materials titled "The Campaign for Garrett-Realizing Our Dream".
2. **FY2019 Budget Draft:** Dr. Midcap thanked the Administrative and Financial Services staff for all of their hard work preparing this budget draft that was previously distributed in the board agenda packets. Mr. Randall Bittinger, Vice President of Administrative and Financial Services, then displayed a Power Point presentation and summarized the draft FY2019 budget in detail. Much discussion ensued and Mr. Bittinger and Dr. Midcap answered many clarifying questions. Dr. Midcap noted that based on the conversations this evening, updates will be made to this draft budget before the final presentation to the board during the May meeting.
3. **Harbel Extension:** A memo was distributed to the board at the beginning of the meeting regarding an extension request from Harbel, Incorporated for the renovations to the STEM Building. Harbel requested a 30-day extension from the end of April to the end of May for substantial completion of the STEM Building due to inclement weather. Harbel is not requesting an extension from the June 30 deadline for final completion. On a motion by Trustee McCartney, seconded by Trustee Yoder, the board approved the 30-day extension request and waiver of penalties for Harbel, Incorporated per the details in the April 17, 2018 memo from Dr. Midcap (Vote=4-0-2).
4. **Policy Updates:** Tabled until May meeting.

- 5. Review of Mission, Vision, and Values Statements:** After thorough review and discussion, the board decided to move forward with approving some changes to the College Mission Statement but tabled the discussion of the Vision and Values Statements until the May Meeting. The newly updated College Mission Statement is shown below with additions highlighted:

*Garrett College provides an accessible, quality and comprehensive educational experience in a supportive environment to a diverse student population in both traditional and non-traditional settings. We offer associate degrees and certificate programs as well as continuing education to meet the transfer, career, workforce development, and lifelong learning needs of our students and the community. We are committed to the ongoing development of engaging, innovative, and sustainable curricula, programs, and initiatives that are responsive to a changing world. The College respects and cares for students as individuals and as member of diverse groups, and supports their aspirations for a better life.*

On a motion by Vice-Chair Morin, seconded by Trustee McCartney, the board unanimously approved the updated College Mission Statement with the above noted additions (Vote=6-0-0).

- 6. Review of Strategic Initiatives I, II, and III:** Tabled until May meeting.
- 7. Conferral of Degrees/Certificates for May 2018 Commencement:** On a motion by Trustee Yoder, seconded by Trustee Sherbin, the board approved 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 approved the awarding of degrees and certificates to any student certified by the College 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 19, 2018 (Vote=5-0-0).

- C. EXECUTIVE SESSION:** On a motion by Trustee Yoder, seconded by Trustee Sherbin, the board unanimously recessed the Open Session Meeting at 7:40 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=5-0-0).

Personnel (1)

**D. ADJOURNMENT:** The board reconvened the open session meeting at 8:21 p.m. On a motion by Trustee McCartney, seconded by Trustee Sherbin, the board unanimously approved the Student Affairs reorganization as proposed by Dr. Midcap (Vote=5-0-0). Details are as follows: Mr. Robert “JR” Kerns, J.D., current Director of Library & Learning Commons, is appointed as Acting Dean of Student Affairs through June 30, 2018. On July 1, 2018 he will be the Interim Dean of Student Affairs through June 30, 2019 in addition to his duties as Director of the Library & Learning Commons. The following departments will report directly to Mr. Kerns: Enrollment Management, Library & Learning Commons, Records and Registration, and Student Development/Student Life. Athletics will remain as a direct report to the President for the time being.

The board adjourned the open session meeting at 8:23 p.m. via acclamation.

**Summary of the April 17, 2018 Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, April 17, 2018 in the College Board Room. The purpose of the session was to discuss confidential matters related to a reorganization of the Student Affairs Division. Each board member voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). Five 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:

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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:** April 17, 2018 **Time:** 7:40 p.m.

**Location:** Garrett College, Rm #127 **Motion By:** Trustee Yoder **Seconded By:** Trustee Sherbin

**Vote to Close Session:**

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT	TOTALS
Vianne Bell, Chair	√				
Don Morin, Vice-Chair	√				
Madeleine Collins	Present until 7:38 pm				
Ms. Brenda McCartney	√				
Mr. Jason Rush	Present until 7:05 pm				
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)	

This statement is made by Ms. Vianne Bell, Chair, Garrett College Board of Trustees

Signature of Presiding Officer: (See signed form on file in the President’s Office)