

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
February 20, 2018
McHenry, MD 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 in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins (via phone), Dr. Brenda McCartney (via phone), 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, Mr. Mike Tumbarello, Ms. Julie Yoder, and Dr. Qing Yuan. Dr. Midcap introduced guests Mr. Mike Logsdon, Director of Adventure Sports, and Mr. David Erbe, Assistant Professor-Adventure Sports. Other guests present included Ms. Christa Bowser-Faculty Senate Co-Chair, Ms. Carolyn Deniker-Faculty Senate Co-Chair, and Mr. Liu Repsys, Student Government Association 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 currently working on new class schedules. Mr. Repsys reported that the new SGA Officers have been selected and they are currently planning activities for students.
- 4. Approval/Changes to the Agenda:** Chair Bell stated that the FY2019 Budget would be added to the agenda as the new item B.2. after item B.1. Adventure Sports Presentation. The updated agenda was then approved via acclamation.
- 5. CONSENT AGENDA:** On a motion by Trustee Rush, seconded by Vice-Chair Morin, the board unanimously approved the consent agenda as follows (Vote=7-0-0).

 - a. Approval of the minutes from the January 16, 2018 regular meeting
 - b. AY2019 Academic Calendar
- 6. Report of the Chair of the Board**

 - a. Upcoming Events:** Chair Bell summarized the upcoming events. She then noted that neither she nor Vice-Chair Morin would be able to attend Commencement this year. Trustee Sherbin will plan to attend in their absence. Other board members also plan to attend.
 - b. Award for Outstanding Contributions to Garrett College:** Chair Bell appointed the following three-person committee to review any recommendations or nominations received for this award: Trustee Collins, Vice-Chair Morin, and Trustee Rush. Ms. Knepp, Executive

Assistant to the President, will distribute information and related materials for this award this week.

c. MACC Trustees Leadership Conference Report: Chair Bell reported that she was able to attend this conference along with Trustee McCartney and President Midcap on January 22nd. She then summarized the presentations, workshops, and gubernatorial forum that followed.

7. Report of Board Members: Trustee Sherbin reported that she recently ran into past Trustee Lillian Mitchell who relayed warm greetings to current board members and college personnel.

8. Report of the President of the College

a. Garrett College Financial Reports: There were no comments about the previously submitted reports.

b. College Administrative Reports: There were no updates to or questions about the previously submitted reports.

B. DISCUSSION ITEMS/ACTION ITEMS:

1. Adventure Sports Presentation: Mr. Mike Logsdon, Director of Adventure Sports, and Mr. David Erbe, Assistant Professor-Adventure Sports presented an update on the overall College Adventure Sports Program and articulation agreements with regional colleges. They further discussed new collaborations with the National Outdoor Leadership School, Rescue 3 International, and WVU Association for Experiential Education. Mr. Logsdon also provided an update on the Center for Adventure and Experiential Learning and the many camps that will be held this spring and summer (i.e. Mountain Maryland Music Institute, Mountain Maryland Writers Institute, Total Futbol, Rescue 3 International Conference, and STEM).

2. FY2019 Budget Update: Dr. Midcap provided a brief update on the FY2019 budget. Final budget figures will be presented to the board in June to approve, but certain components of the budget need to be decided much earlier (i.e. request for local funding of the operating budget and any capital requests to the County Commissioners this month and any changes in tuition, fees, and residence hall rates must be set this month for publication in the upcoming college catalog).

3. FY2019 Budget Request to County Commissioners: Dr. Midcap reported that a letter would be sent to the County Commissioners by February 22nd regarding the following: Garrett College operating budget request, the final installment of the local share of the STEM Building

renovation and expansion, and a capital funding request that would be used primarily for IT infrastructure, including anticipated matches for ARC grant proposals. He then noted that the board would need to approve all of the above mentioned operating requests to the county. On a motion by Trustee Sherbin, seconded by Trustee Collins, the board unanimously approved the above noted FY2019 budget requests to the Garrett County Board of Commissioners (Vote=7-0-0).

- 4. FY2019 Tuition, Residence Hall, and Combined Fee Rates:** Dr. Midcap reported that the proposed FY2019 Tuition, Residence Hall, and Combined Fee Rates were included in the previously distributed board agenda packets for review. On a motion by Trustee Sherbin, seconded by Trustee Collins, the board unanimously approved the FY2019 tuition, residence hall, and combined fee rates as previously distributed and discussed, including limiting the increase for in-county tuition below 2% (rising from \$105 to \$107 per credit hour) in order to qualify for the governor's tuition affordability grant (Vote=7-0-0).
- 5. MHEC Academic Program Proposal – Associate of Applied Science, Addictions Counseling:** This MHEC proposal was previously distributed to board members in their February agenda packets for review. An Associate of Applied Science (A.A.S.) Degree in Addictions Counseling is designed for students who plan to qualify as a certified supervised counselor for alcohol and drug abuse (CSC-AD) and enter the workforce after completing a two-year degree in addictions counseling. This program could also provide a pathway for students who have earned a bachelor's degree and are seeking coursework and training to qualify for certification in addictions counseling. On a motion by Trustee Rush, seconded by Trustee Sherbin, the board unanimously approved the submission of the MHEC Academic Program Proposal – Associate of Applied Science, Addictions Counseling (Vote=7-0-0).
- 6. Review of Mission, Vision, and Values Statements:** Dr. Midcap explained that a recent All-College Forum focused on broad employee participation in a review of the College's mission, vision, and values statements as well as the goals and objectives in the FY2017-2020 Strategic Plan. Recommendations of the breakout groups that had responsibility for the mission, vision, and values statements were reviewed and endorsed by the College Council at its February Meeting. The board previously received this information in draft form, showing additions and deletions for review prior to the board meeting. The information is provided for discussion on how the board would like to process the recommendations (for example, a board subcommittee reporting back to the whole board, or as a discussion/action item at the March meeting after the board has a chance to discuss during this meeting). Board Members asked that this topic be added as a discussion item at the March 2018 Meeting.

7. MSCHE Accreditation Standards 1-3 Brief Overview: Dr. Midcap noted that the board previously received a copy of the MSCHE Governing Board Document and MSCHE Standards for Accreditation in the February board agenda packets. He then passed out a memo from Mr. James Allen, Dean of Instructional and Institutional Effectiveness/GC Accreditation Liaison Officer, that summarized the MSCHE Accreditation Standards and Requirements of Affiliation. He further noted that the college has been advised to review the new MSCHE standards with college leadership. The board will meet with our MSCHE Liaison on April 12th and may be asked related questions. Mr. Allen then summarized the memo that included Standard I-Mission and Goals, Standard II – Ethics and Integrity, Standard III-Design and Delivery of the Student Learning Experience, and Requirements of Affiliation and answered related questions. Standards 4-7 will be reviewed and discussed during the March 2018 Board Meeting.

C. EXECUTIVE SESSION: On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, 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=7-0-0).

1. Possible Litigation (7)

D. ADJOURNMENT: The board did not reconvene the open session meeting and adjourned the executive session at 8:00 p.m. on a motion by Trustee Rush and seconded by Vice-Chair Morin (Vote=7-0-0).

Summary of the February 20, 2018 Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, February 20, 2018 in the College's Board Room. The purpose of the session was to discuss confidential matters related to possible 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. Randall Bittinger, Vice-President of Administrative and Financial Services, were 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:** February 20, 2018 **Time:** 6:42 p.m.

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

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. Possible Litigation (7)	

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)