

GARRETT COLLEGE BOARD OF TRUSTEES
MEETING MINUTES
July 17, 2018
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, Ms. Linda Sherbin, and Mr. Duane Yoder. Board Member absent: Mr. Jason Rush. College administrative staff members present included: Dr. Richard Midcap-President, Mr. James Allen, Mr. Randall Bittinger, Mr. Robert Kerns, Ms. Julie Yoder, and Dr. Qing Yuan. Guests present included: Ms. Christa Bowser and Ms. Carolyn Deniker-Faculty Senate Co-Chairs, and Ms. Kathy Meagher, Director of Facilities.
- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate, Staff Senate, and SGA Updates:** Ms. Deniker, Faculty Senate Co-Chair, reported that Faculty Senate leadership elections would be held at the end of August when all faculty return to campus. She also thanked facilities for moving faculty offices and labs from the #600 building to the newly renovated STEM Building #200.
- 4. Approval/Changes to the Agenda:** Chair Bell noted that agenda item B.1. STEM Building Tour would be moved up right after approval of the agenda and before the consent agenda. Also, CEPAC Architect Contract is being added to the agenda as item B.6. On a motion by Trustee Collins, seconded by Trustee Sherbin, the board unanimously approved the agenda with the above noted changes (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 (6-0-0):
 - a. Approval of the minutes from the June 19, 2018 Regular Meeting
- 6. Report of the Chair of the Board**
 - a. Upcoming Events:** Chair Bell reported that there is no board meeting scheduled in August. The Grand Opening of the STEM Building is on Saturday, September 8, 2018 at 9 a.m. and the Foundation STEM Campaign dinner is on Sunday, August 26, 2018.
 - b. Board Elections:** The Board Officer Elections Committee consisted of Trustee Bell, Trustee Collins, and Trustee Yoder. Trustee Yoder served as the chair of the committee and noted that the committee would like to nominate Vice-Chair Morin to serve as Chair and Trustee

McCartney to serve as Vice-Chair for the upcoming year. On a motion by Trustee Yoder, seconded by Trustee Collins, the board unanimously voted that Mr. Don Morin will serve as Chair for the upcoming year and Dr. Brenda McCartney will serve as Vice-Chair (Vote=6-0-0).

7. **Report of Board Members:** None at this time.
8. **Report of the President of the College:** President Midcap reported that the College recently received notification from MHEC that the AAS in Addictions Counseling was approved. The College is currently working on programming and class schedules to begin this fall. Also, we are working on a cultural training initiative with Dr. Charlene Dukes, President of Prince George's Community College, and two members of her administrative team. They will be on campus on August 15th to first meet with Executive Council, College Council, and Residence Life Staff members. They will then present a plan to us to determine the best way to move forward.

President Midcap then provided an enrollment and budget update and announced that a meeting has been scheduled with the College neighbors, area landlords, and local law enforcement on Wednesday, August 22nd.

9. **College Administrative Reports:**
 - a. **Garrett College Financial Reports:** Chair Bell recognized the hard work that everyone has done with regards to enrollment, including Dean Yoder and her CEWD staff.
 - b. **College Administrative Reports:** There were no questions or comments about the previously submitted reports.

B. DISCUSSION/ACTION/INFORMATION ITEMS:

1. **STEM Building Tour:** Ms. Kathy Meagher, Director of Campus Facilities, guided the board through a tour of the new STEM Building. There are still some work-list items to complete in the building, not all of the furniture has arrived yet, and our facilities staff members are still assisting with office moves, but the building is really coming together nicely. Everyone is excited to hold classes in the building this fall.
2. **Cultural Diversity Plan:** Dr. Midcap reported that the report was completely revamped based on new guidelines from MHEC and the College was able to show progress in many areas. On a motion by Trustee Collins, seconded by Trustee McCartney, the board unanimously

approved the Garrett College Cultural Diversity Plan to MHEC as distributed (Vote=6-0-0).

- 3. Employee Survey:** Dr. Midcap reported that Executive Council has reviewed and discussed the recent employee survey in detail and followed-up with an email that went out campus-wide this week. He further noted that there are some action items that need to be worked through soon and that he would share the information with board members. He will also be attending some upcoming Faculty Senate and Staff Senate meetings to answer questions and provide feedback.
 - 4. Award of Emeritus Status Policy:** President Midcap reported that a current policy is in place titled “Emeritus Honorees”, but was approved back in May 2004. Faculty Senate drafted an update to this policy and it was placed in the new policy format. The final draft version has been fully vetted through the College Governance process. On a motion by Trustee Sherbin, seconded by Trustee Collins, the board unanimously approved the Award of Emeritus Status Policy as distributed (Vote=6-0-0).
 - 5. MHEC CC-5 Report:** This item was presented to the board as an information item only. The report is essentially the College budget in an annual budget report format as required by the Maryland Higher Education Commission (MHEC).
 - 6. Community Education and Performing Arts Center (CEPAC) Architect Contract:** Dr. Midcap distributed two memos from Vice President Bittinger to board members last week that first outlined the Architecture/Engineering process and then the negotiation process for the next Garrett College Capital Project, Community Education and Performing Arts Center (CEPAC). The College is recommending the selection of DLR Group as the architect for this capital project. Once the project is approved at the state level by the Department of General Services and the Board of Public Works, Dr. Midcap will need to sign the contract. On a motion by Trustee Collins, seconded by Trustee Yoder, the board unanimously authorized President Midcap to sign the contract with the architect, DLR Group, once the project is approved at the state level (Vote=6-0-0).
- C. EXECUTIVE SESSION:** On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the board unanimously recessed the Open Session at 7:00 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. STEM Building Room Namings (2)
2. College Legal Counsel (1)

D. ADJOURNMENT: The Board reconvened the Open Session Meeting at 8:21 p.m. to vote on the STEM Building Room Namings to date and College Legal Services Contract. On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the board unanimously approved the room titles and associated names for the STEM Building Room Namings to date as distributed (Vote=6-0-0). If additional namings are acquired, board members will review and vote at a later date. The titles and donor names of these room namings will remain confidential until the Foundation STEM Campaign Dinner on August 26th. Also, the room namings will be placed on a placard beside each room door prior to the STEM Grand Opening ceremony on September 8th.

Also, on a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the board unanimously approved the Garrett College Legal Services contract for FY2019 with the Law Offices of Anderson, Rudd, Donahue and McKee from Cumberland, Maryland (Vote=6-0-0).

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

Summary of the July 17, 2018 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, July 17, 2018 in the College Board Room. The purpose of this session was to discuss confidential matters related to the STEM Building Room Namings and College Legal Services. Each board member voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). Six board members were present for this closed session (see the “roll call” section of the minutes for details). 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