

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**March 20, 2018**  
**McHenry, MD 21541**

**A. COMMUNICATION ITEMS**

- 1. Call to Order and Attendance:** Vice-Chair Morin called the meeting to order at 5:30 p.m. Other board members in attendance included: Mr. Jason Rush, Dr. Brenda McCartney (via phone), and Ms. Linda Sherbin (via phone). Those absent included: Ms. Vianne Bell-Chair, Ms. Madeleine Collins, and Mr. Duane Yoder. College Administrative Staff Member present included: Dr. Richard Midcap-President.
- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate, Staff Senate, and SGA Updates:** None at this time.
- 4. Approval/Changes to the Agenda:** Vice-Chair Morin stated that Authorizations to Petition would be added to the agenda as Action Item B.7 with subsections listed as B.7.a - MHEC Authorization and B.7.b- WVHEPC and CCTCS/WV Authorization. On a motion by Trustee Sherbin, seconded by Trustee Rush, the updated agenda was approved (Vote = 4-0-0).
- 5. CONSENT AGENDA:** On a motion by Trustee Rush, seconded by Trustee McCartney, the board unanimously approved the consent agenda as follows (Vote=4-0-0).
  - a. Approval of the minutes from the February 20, 2018 Regular Meeting
- 6. Report of the Chair of the Board**
  - a. Upcoming Events:** Vice-Chair Morin summarized the upcoming events, highlighting the Spring Scholarship event that is scheduled for April 27<sup>th</sup>.
  - b. Award for Outstanding Contributions to Garrett College:** Vice-Chair Morin and Trustee Rush, who served along with Trustee Collins on the Outstanding Contributions to Garrett College Committee, reported that the committee met via email and was nominating Ms. Cissy Vansickle for consideration by the full Board. The nomination was approved as follows (Vote=4-0-0).
- 7. Report of Board Members:** None at this time.
- 8. Report of the President of the College:** Dr. Midcap provided a short update on the FY18 budget and responded to board inquiries about the potential FY19 compensation study.

## 9. College Administrative Reports

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

## B. DISCUSSION ITEMS/ACTION ITEMS:

1. **STEM Capital Campaign Presentation:** This item was deferred until the April 2018 meeting.
2. **FY2018 Budget Update:** This item was handled briefly under the President's Report.
3. **FY2019 Budget Update:** This item was handled briefly under the President's Report.
4. **Review of Mission, Vision, and Values Statements:** This item was deferred to the April 2018 meeting.
5. **Review of Strategic Initiatives I, II and III:** This item was deferred to the April 2018 meeting.
6. **MSCHE Accreditation Standards 4-7 Brief Overview:** This item was deferred to the April 2018 meeting.
7. **Authorizations to Petition**
  - a. **MHEC Authorization:** Dr. Midcap requested that the Board of Trustees authorize the administration to petition the Maryland Higher Education Commission (MHEC) to designate the A.A.S. in Sport Management as a statewide program. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the board unanimously approved the requested authorization as follows (Vote = 4-0-0).
  - b. **WVHEPC and CCTCS/WV Authorization:** Dr. Midcap requested that the Board of Trustees authorize the administration to petition the West Virginia Higher Education Policy Commission and the Community and Technical System of West Virginia to designate the A.A.S. in Sport Management as covered by the Tuition Reciprocity Agreement between Maryland and West Virginia in all applicable West Virginia counties. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the board unanimously approved the requested authorization as follows (Vote = 4-0-0).

**C. EXECUTIVE SESSION:** On a motion by Trustee Rush, seconded by Vice-Chair Morin, the board unanimously recessed the Open Session Meeting at 5:42 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=4-0-0).

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| <ol style="list-style-type: none"> <li>1. Possible Litigation (1)</li> <li>2. Personnel (1)</li> </ol> |
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**D. ADJOURNMENT:** The board reconvened the open session meeting at 5:49 p.m. On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the board unanimously approved the elimination of the full-time Circulations & Collections Manager position and half-time Enrollment Management Associate I position, effective March 23, 2018, per the terms proposed by the administration (Vote=4-0-0). The board then adjourned the open session by acclamation at 5:51 p.m.

**Summary of the March 20, 2018 Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, March 20, 2018 in the President's Office. The purpose of the session was to discuss confidential matters related to possible litigation and personnel. Each board member voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). Four 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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Don Morin  
 Vice-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:** March 20, 2018 **Time:** 5:42 p.m.

**Location:** GC President’s Office, Rm #128 **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 (1)	
2. Personnel (1)	

This statement is made by: Mr. Don Morin, Vice-Chair, Garrett College Board of Trustees

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