

**GARRETT COLLEGE BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**May 15, 2018**  
**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 present included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins, Ms. Linda Sherbin, and Mr. Duane Yoder (via conference call). Board members who were absent included: Dr. Brenda McCartney and Mr. Jason Rush. College administrative staff members present included: Dr. Richard Midcap-President, Mr. James Allen, Mr. Randall Bittinger, Mr. Robert “JR” Kerns, Ms. Julie Yoder, and Dr. Qing Yuan. Guests present included: Ms. Christa Bowser-Faculty Senate Co-Chair, Ms. Carolyn Deniker-Faculty Senate Co-Chair, and Dr. Terry Kasecamp-Professor of Psychology.
- 2. Communication from the Public:** Dr. Terry Kasecamp, Professor of Psychology at Garrett College, discussed the current life insurance benefit available to College employees and how important it is to her and her family.
- 3. Faculty Senate, Staff Senate, and SGA Updates:** Ms. Deniker reported that the faculty are finishing up final exams and final semester grades.
- 4. Approval/Changes to the Agenda:** Chair Bell added one item to the agenda – Item B.8. CARC Equipment. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the board unanimously approved the agenda with the above-noted addition (5-0-0).
- 5. CONSENT AGENDA:** On a motion by Trustee Collins, seconded by Trustee Sherbin, the board unanimously approved the consent agenda as follows:
  - a. Approval of the minutes from the April 17, 2018 regular meeting
  - b. FY2018 Budget Amendment
- 6. Report of the Chair of the Board**
  - a. Upcoming Events:** Chair Bell noted that Commencement is scheduled for Saturday, May 19, 2018 at 10:30 a.m. and the Employee Recognition Luncheon is scheduled for Wednesday, May 23, 2018 at 11 a.m. She also reported that the College Athletic Banquet was recently held and she congratulated Baseball Coach Eric Hallenbeck on his 300<sup>th</sup> win at Garrett College.

- b. Board Committee-Election of Officers:** Chair Bell reported that she will not be the board chair another year. She will serve on this board committee along with Trustee Collins and Trustee Yoder. The election of new officers will be conducted during the July Annual Board Dinner Meeting.
  - c. Board Self-Evaluation and Presidential Evaluation:** Chair Bell reported that the Executive Assistant to the President, Ms. Marcia Knepp would send out links to the Board Self-Evaluation and Presidential Evaluation Surveys. The evaluation results would be discussed during the June Board Executive Session.
- 7. Report of Board Members:** None at this time.
- 8. Report of the President of the College:** Dr. Midcap updated the board on current enrollment numbers that are being tracked weekly at this time. Enrollment is currently up by a small percentage for summer and fall. He also reported that the Maryland Secretary of Budget and Management will tour the STEM Building along with Senator Edwards and Delegate Beitzel on Wednesday, May 23<sup>rd</sup>.
- 9. College Administrative Reports**
  - a. Garrett College Financial Reports:** There were no questions or comments about the previously submitted financial reports.
  - b. College Administrative Reports:** Board Members asked several clarifying questions about the previously submitted reports.

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

- 1. Policy Updates-**See information below regarding policy review and actions taken by the board:
  - o Garrett College Confiscated Items Policy and Procedures:** On a motion by Trustee Collins, seconded by Vice-Chair Morin, the board unanimously approved this policy (Vote=5-0-0).
  - o Garrett College Social Media Policies, Procedures, and Best Practices:** On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the board unanimously approved this policy (Vote=5-0-0).
  - o Garrett College Student Code of Conduct Update:** Board Members reviewed this policy and updates to the procedure section of the document. Since the policy section of this document did not change, no vote was needed.

- **CE Facsimile (FAX) Registrations:** This policy no longer pertains to how CEWD acquires registrations. On a motion by Trustee Sherbin, seconded by Trustee Collins, the board unanimously approved removing this policy from the list of current college policies (Vote=5-0-0).
- **Award of the Status of Professor Emeritus Policy:** Tabled until June board meeting.

**2. Review of Vision, and Values Statements:** Board Members reviewed the recommendations from the College work groups, Executive Council, and College Council for the College Vision and Value Statements.

On a motion by Trustee Collins, seconded by Trustee Yoder, the board approved the updated Garrett College Vision statement as follows and removed the “future” statement altogether (Vote=5-0-0).

**Vision Statement:** Garrett College will be a gateway where...

- We are the college of choice for students seeking a quality educational experience.
- Academic excellence and scholarly achievement will be our hallmark.
- An engaged faculty and staff are committed to students’ success and real-world preparedness.
- The campus strives to reflect the diversity of the world.
- We exemplify integrity and strong ethical principles.
- We identify, prepare and adapt to a changing world.
- The needs of local and regional economic development shape programs and services.

**Values Statement:** On a motion by Trustee Collins, seconded by Vice-Chair Morin, the board approved the updated Garrett College Values Statement as follows (Vote=5-0-0).

Garrett College believes that every human being is entitled to dignity, worth, respect, and the opportunity to learn. Therefore, Garrett College commits to...

**1. The inherent value of learning by:**

- Encouraging a culture of appreciation for the power of knowledge;
- Designing and advancing a curriculum of excellence for student mastery and success;
- Promoting ageless, life-long learning;
- Providing open access to programs and services.

**2. The inherent value of the Garrett College community by:**

- Sustaining a college focused on student learning and success;
- Fostering innovation and creativity;
- Embracing the concept of the power of people working together in the free exchange of ideas, including respectful disagreement;
- Vesting individuals with the authority and responsibility to participate in shared governance.

**3. The inherent value of the Garrett County community, the surrounding region and the global community by:**

- Recognizing diversity of people, along with their differing points of view;
- Fostering a sense of belonging;
- Facilitating an understanding of other cultures and beliefs in order to achieve a high level of cultural competence.
- Understanding the intrinsic value of our unique surroundings and of our cultural and artistic heritage;
- Providing opportunities for community awareness;
- Seeking an approach that balances preservation and progress;
- Contributing to the quality of life, economic and cultural vitality, awareness of local issues, and promotion of social justice;
- Promoting environmental awareness and serving as stewards of our environment.

**3. Review of Strategic Initiatives I, II, and III:** Board Members reviewed the recommendations from the College work groups, Executive Council, and College Council for the College Strategic Initiatives.

**Strategic Initiative I:** On a motion by Trustee Collins, seconded by Trustee Sherbin, the board unanimously approved the updates to this strategic initiatives as presented and listed below (Vote=5-0-0).

Goal 1.1: To provide credit and noncredit programs and other learning opportunities which align with local and regional labor market needs and provide a sustainable competitive advantage.

Goal 1.3: To provide an actively engaged and relevant college experience for our diverse student population to include credit and non-credit students (i.e., part-time, traditional age, non-traditional age, economically disadvantaged, minority, and workforce).

Objective 1.1.2 - Establish and promote stackable credentials to appropriate target markets.

**Strategic Initiative II:** This initiative was tabled. A college work-group is currently updating this initiative.

**Strategic Initiative III:** On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the board unanimously approved the updates to this strategic initiative as presented and listed below (Vote=5-0-0).

Objective 3.1.1: Develop additional funding and revenue opportunities.

Objective 3.1.2: Develop a plan for cost management.

No changes were recommended in relation to Goal 3.3.

Goal 3.4: To ensure the continuity of operations is maintained and improved.

- 4. Associate Dean of Academic Affairs:** The President recommended that the board approve the top candidate for the Associate Dean of Academic Affairs position at Garrett College, Ms. Lucy Manley. Ms. Manley is currently the director of the Learning, Assessment and Support Center and an assistant professor in the English Department at Valley Forge Military Academy. On a motion by Trustee Sherbin, seconded by Trustee Collins, the board unanimously approved the recommendation from the President to hire Ms. Lucy Manley as the Associate Dean of Academic Affairs (Vote=5-0-0).
- 5. OPEB Trust Agreements:** Mr. Randall Bittinger, Vice President of Administrative and Financial Services at Garrett College, summarized the following: The County is requesting that the OPEB Trust Fund be separated into three separate trusts to be overseen by the County, the Board of Education, and the College, respectively. The Garrett College administration supports this strategy, which simply reinforces the fact that the three entities are fiscally responsible for the OPEB benefits they administer. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the board unanimously voted to approve this newly proposed agreement as previously distributed subject to the review of the College Legal Counsel (Vote=5-0-0).
- 6. FY2019 Budget (Summary of updates):** President Midcap and Vice-President Bittinger summarized some changes to the draft FY2019 budget. A final summary of changes will be presented for a board vote during the June 2018 board meeting. Much discussion ensued regarding the current college life insurance benefit, proposed changes to the benefit level, and an option for employees to purchase additional insurance coverage. A summary of life insurance comparisons, options and costs was discussed. Additional information will be obtained and presented to the College Staff Senate, College Faculty Senate, and Board before a final decision is made regarding a change to this benefit.

- 7. Enhanced Employee Benefits:** A memo from Vice President Bittinger was distributed to board members to review and consider. College employees currently earn vacation and sick leave at rates based upon their service time. There is no cap on sick leave, but there is a cap on vacation leave. The proposal changes the leave accruals when an employee reaches their vacation cap. The change in the vacation accrual above the cap will be added to their sick leave balance ensuring that an employee does not lose the vacation. This change would have a minimal cost impact to the college. On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the board unanimously approved the Enhanced Employee Benefit as distributed and presented (Vote=5-0-0).
- 8. CARC Equipment Resolution:** Board members asked that the proposed lease of new fitness equipment for the CARC be reviewed and approved by College Legal Counsel prior to board approval; therefore this item was tabled.
- C. EXECUTIVE SESSION:** On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the board unanimously recessed the Open Session Meeting at 7:14 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 did not reconvene the Open Session Meeting. On a motion by Trustee Collins, seconded by Vice-Chair Morin, the board unanimously adjourned the Executive Session Meeting at 7:40 p.m. (Vote=4-0-0).

**Summary of the May 15, 2018 Board Executive/Closed Session Meeting:**

A closed session of the Garrett College Board of Trustees was held on Tuesday, May 15, 2018 in the College 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). 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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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:** May 15, 2018 **Time:** 7:14 p.m.

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

**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:**

Personnel (1)	

This statement is made by \_\_\_\_\_

Signature of Presiding Officer: \_\_\_\_\_

**WORKSHEET FOR USE IN CLOSED SESSION (Checklist of disclosures to be made in minutes of next regular meeting – not a part of the closing statement)**

**PERSONS ATTENDING CLOSED SESSION:** \_\_\_\_\_

\_\_\_\_\_

**TOPICS ACTUALLY DISCUSSED:** \_\_\_\_\_

**ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES:** \_\_\_\_\_

**TIME CLOSED SESSION ADJOURNED:** \_\_\_\_\_

**PLACE OF CLOSED SESSION:** \_\_\_\_\_

**PURPOSE OF CLOSED SESSION:** \_\_\_\_\_

**STATUTORY AUTHORITY FOR THE CLOSED SESSION Article §3-305(b): ( ) ; ( ) ; ( )** \_\_\_\_\_

**MEMBERS WHO VOTED TO CLOSE:** \_\_\_\_\_

\_\_\_\_\_

**COMPLIANCE CHECKLIST for Meetings Subject to the Maryland Open Meetings Act:**

1. Did you give “reasonable advance notice” of the meeting and keep a copy? \_\_\_\_\_
2. Did you make an agenda available when notice was posted, or, if not yet determined, as soon as practicable but at least 24 hours before the meeting? (effective 10/1/16) \_\_\_\_\_
3. Did you make arrangements for the public to attend and for minutes to be kept in writing or produced as live, archived, and streaming audio or video? \_\_\_\_\_
4. If part of the meeting might be closed to the public, have you first:
  - \_\_\_\_\_ Made sure that the topic to be discussed falls entirely within one or more of the 14 “exceptions” that allow the closed session? (see list on previous page)
  - \_\_\_\_\_ Given notice of the open meeting that must be held right before the closed session, so that the presiding officer can hold the required public vote to close?
  - \_\_\_\_\_ Arranged for the presiding officer to prepare a written statement with the required disclosures?
  - \_\_\_\_\_ Arranged for minutes to be kept and adopted as sealed minutes of the closed session?
  - \_\_\_\_\_ Arranged to disclose in the minutes of the next open meeting a statement of the time, place, and purpose of the closed meeting; a record of the vote to close the meeting and the authority to do so; and a listing of the topics discussed, the persons present, and the actions taken?
  - \_\_\_\_\_ For a meeting recessed to hold a closed administrative session, arranged to disclose, in the minutes of the next open meeting, the following: date, time, and place, persons present, and subjects discussed?
5. Did you prepare, for adoption as soon as practicable, minutes of the open meeting, including summaries of any prior closed sessions? \_\_\_\_\_
6. Have you posted the open-session minutes online, if that is not practicable, made them available for inspection and arranged to keep them for at least 5 years? (effective 10/1/16) \_\_\_\_\_