

**GARRETT COLLEGE BOARD OF TRUSTEES
MEETING MINUTES
October 16, 2018
McHenry, Maryland 21541**

A. COMMUNICATION ITEMS

1. **Call to Order and Attendance:** Chair Morin called the meeting to order at 5:32 p.m. Other board members present included: Dr. Brenda McCartney-Vice-Chair, Ms. Vianne Bell, Ms. Madeleine Collins, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. 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. Janis Bush, Garrett College Director of Human Resources.
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:** Chair Morin added Item B.4. STEM Room Namings Update to the agenda. On a motion by Trustee Collins, seconded by Trustee Rush, the agenda was approved with the above noted addition (Vote=7-0-0).
5. **CONSENT AGENDA:** On a motion by Trustee Sherbin, seconded by Trustee Bell, the board unanimously approved the consent agenda as listed below (Vote=7-0-0):
 - a. Approval of the minutes from the September 18, 2018 Regular Meeting
 - b. FY19 Budget Amendment
6. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Chair Morin recognized and congratulated Ms. Marcia Knepp, Executive Assistant to the President, for her upcoming induction into the Garrett College Athletics Hall of Fame. He also noted that a MACC Board of Directors Meeting is scheduled tomorrow afternoon.
 - b. **RISE Strategic Planning Meeting with Board of Education:** Chair Morin provided an update on this recent meeting.
7. **Report of Board Members:** Trustee Bell reported that the Board Bylaw Committee will hold a conference call tomorrow. Committee Members include: Trustee Bell, Trustee Sherbin, and Trustee Yoder. A report will be provided during the November Board Meeting.

8. Report of the President of the College: In addition to the previously submitted report on file, Dr. Midcap provided an update on the CEPAC Steering Committee that included key initiatives, prioritization and fee schedules, advantages versus disadvantages of an auxiliary versus a college department, and design team progress. He then provided an update on the FY2019 and FY2020 college budgets.

9. College Administrative Reports

a. Garrett College Financial Reports: No updates.

b. College Administrative Reports: Board Members asked several clarifying questions related to the previously distributed administrative reports.

B. DISCUSSION/ACTION/INFORMATION ITEMS:

1. Policy Review and Approval: Board members reviewed and discussed the Criminal Reporting Policy and Procedures and updates to the Fundraising Policy. On a motion by Vice-Chair McCartney, seconded by Trustee Sherbin, the board approved both policies after an update to the first sentence of the second paragraph in the Reporting Criminal Activity Policy (Vote=7-0-0).

2. CEPAC Steering Committee Update: This update was provided under the President’s Report section of the meeting.

3. Self-Study Update: Mr. Allen reported that this process is moving along according to schedule, noting that the teams are currently in the data-gathering phase. The entire process is a large undertaking and very time-consuming, but with significant value to the institution.

4. STEM Room Namings Update: After some discussion in Executive Session, the board reconvened the Open Session Meeting (see specifics below under the adjournment section) to vote on the updates to the STEM Building Room Namings since the last board meeting. On a motion by Trustee Collins, seconded by Trustee Sherbin, the board unanimously approved the updated STEM Building Room Namings as distributed (Vote=7-0-0).

C. EXECUTIVE SESSION: On a motion by Trustee Bell, seconded by Trustee Rush, the board unanimously recessed the Open Session at 6:34 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).

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| 1. Personnel (1) |
| 2. STEM Building Room Namings (2) |

D. ADJOURNMENT: The Board reconvened the Open Session Meeting at 7:37 p.m. to vote on the STEM Building Room Namings to date. On a motion by Trustee Collins, 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=7-0-0).

The board then adjourned the meeting via acclamation at 7:38 p.m.

Summary of the October 16, 2018 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, October 16, 2018 in the College Board Room. The purpose of this session was to discuss confidential matters related to Personnel and the STEM Building Room Namings. Each board member voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). Seven 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

Don Morin
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:** October 16, 2018 **Time:** 6:34 p.m.

Location: Garrett College, Rm #211 **Motion By:** Trustee Bell **Seconded By:** Trustee Rush

Vote to Close Session:

| BOARD MEMBER | AYE | NAY | ABSTAIN | ABSENT | TOTALS |
|----------------------------------|-----|-----|---------|--------|--------|
| Mr. Don Morin, Chair | √ | | | | |
| Dr. Brenda McCartney, Vice-Chair | √ | | | | |
| Ms. Vianne Bell | √ | | | | |
| Ms. Madeleine Collins | √ | | | | |
| Mr. Jason Rush | √ | | | | |
| Ms. Linda Sherbin | √ | | | | |
| Mr. 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:

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| Personnel (1) | |
| STEM Donor Namings (2) | |
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This statement is made by Don Morin, Chair

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