

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
February 21, 2017
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 (via phone), Ms. Madeleine Collins (via phone), Dr. Brenda McCartney, 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, Dr. Sarah Garrett, Mr. Randall Bittinger, Ms. Cherie Krug, and Dr. Qing Yuan. Ms. Julie Yoder was unable to attend the meeting.

2. Communication from the Public: None at this time.

3. Approval/Changes to the Agenda: Chair Bell suggested moving the following agenda items to the Consent Agenda:

B.3. Policy #1001-Formulation and Adoption of Policies

B.4. Policy #1003-Policy on New Board Member Orientation

B.5. Policy #2001-Tobacco Policy

B.6. Policy #2002-Parking and Traffic

B.7. Policy #2004-Commercial Solicitation on Campus Property

On a motion by Trustee Yoder, seconded by Trustee McCartney, the Board unanimously approved the agenda with the above noted changes (Vote=7-0-0).

4. CONSENT AGENDA: On a motion by Trustee Collins, seconded by Trustee Sherbin, the Board unanimously approved the Consent Agenda-*see list of agenda items below* (Vote=7-0-0).

a. Approval of the minutes from the January 17, 2017 Meeting

B.3. Policy #1001-Formulation and Adoption of Policies

B.4. Policy #1003-Policy on New Board Member Orientation

B.5. Policy #2001-Tobacco Policy

B.6. Policy #2002-Parking and Traffic

B.7. Policy #2004-Commercial Solicitation on Campus Property

5. Report of the Chair of the Board: Chair Bell reported that she will not be able to attend the March 2017 Meeting, Vice-Chair Morin will join the meeting via phone, and that Trustee Sherbin will preside over the meeting.

a. Upcoming Events: Chair Bell reported that the Regional XX Basketball Tournament will be held at Garrett College on March 10-12th. Please check the athletic section of the college website for specific details.

- b. Award for Outstanding Contributions to Garrett College:** Chair Bell appointed the following Board Members to serve on the Board Award Committee to select the recipient(s) for 2017: Trustee Morin, Trustee Collins, and Trustee Rush. The award nominations are due by March 20th and the recipient will be announced at the April 2017 meeting.
- c. MACC Trustees Leadership Conference & Legislative Reception:** Chair Bell reported that she attended the MACC Leadership Conference and Legislative Reception along with Trustee McCartney and Dr. Midcap. Trustee Yoder was also able to join the group for the evening legislative reception.
- d. Board Bylaws:** Chair Bell discussed the need to update the Board Bylaws to add details regarding electronic voting. The following board members will serve on the bylaw committee: Chair Bell, Trustee Sherbin, and Trustee McCartney.
- e. Joint Board of Trustees-Board of Education Meeting:** Chair Bell reported that since Mr. Carr resigned from the Garrett County Board of Education, she is now working with Ms. Rinker to schedule a joint meeting.
- f. New Board Member Orientation:** The New Board Member Orientation is scheduled for February 22, 2017 at 8:30 a.m. Chair Bell, Trustee Rush, and Trustee McCartney will be in attendance along with Dr. Midcap and some Executive Council Members. Any board member is welcome to attend this training session.
- 6. Report of Board Members:** The Board conveyed their condolences to Ms. Cissy VanSickle, Director of Financial Aid, for their loss of her husband.
- 7. Report of the President of the College:**

 - a. Explanation of Garrett College Financial Reports through January 31, 2017:** There were no additional questions or comments regarding the previously submitted financial reports.
 - b. Draft FY2018 Budget Discussion:** Detailed information was previously submitted in the President's monthly report to the board. Dr. Midcap summarized the transparent process and noted that some adjustments were recently made to the Laker Hall budget line to reflect a possible deficit. Budget managers are also working to identify areas to cut. The College budget request to the County Commissioners is due on February 23, 2017. Some changes will be made to the capital budget requests before submission.
 - c. College Administrative Reports:** Board Members asked several clarifying questions related to the previously submitted reports.

B. DISCUSSION ITEMS/ACTION ITEMS:

1. **Approval of Computer Science (AS Degree):** Dr. Midcap asked the Board if they had any questions related to the Computer Science degree proposal that was previously submitted in their Board Agenda packets. He then thanked Dr. Yuan and the Faculty for their hard work on this proposal. On a motion by Trustee Sherbin, seconded by Trustee McCartney, the Board unanimously approved the Associate of Science Degree in Computer Science proposal that will be submitted to the Maryland Higher Education Commission for final approval (Vote=7-0-0).
2. **Approval of Board Resolution for STEM Building:** Dr. Midcap explained the non-binding resolution that was previously distributed in the Board Agenda packets. The resolution notes that the College is committed to promoting the use of Minority Business Enterprises to the extent possible on this renovation project and encourages bidders to employ local labor. On a motion by Trustee Rush, seconded by Trustee Sherbin, the Board unanimously approved the Resolution #2017-1 for Local Labor/MBE STEM project participation (Vote=7-0-0).

C. EXECUTIVE SESSION: On a motion by Trustee Sherbin, seconded by Trustee McCartney, the Garrett College Board of Trustees adjourned the Open Session Meeting at 6:34 p.m. for the purpose of convening an Executive Session of the Board to discuss the following topics and exceptions to close a meeting per the Maryland Open Meetings Act. All Board Members were present or joined via conference phone (see “call to order and attendance section” at the beginning of these minutes for details) for the Executive Session meeting that convened after a short break for dinner at 7:00 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i>
Personnel Issues	1
Contract Issue	1

D. ADJOURNMENT: The Board did not reconvene the Open Session Meeting and adjourned the Executive Session Meeting at 7:16 p.m. after a brief personnel discussion and update to the President’s Contract.

Respectfully submitted by:

Richard Midcap
Garrett College President
Secretary/Treasurer, Board of Trustees

Vianne Bell
Chair
Board of Trustees