

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 19, 2017
McHenry, Maryland 21550

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, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. Board Member absent included: Dr. Brenda McCartney. College administrative staff members present included: Dr. Richard Midcap-President, Mr. James Allen, Ms. Janis Bush, Mr. Randall Bittinger, Ms. Cherie Krug, Mr. Mike Tumbarello, and Dr. Qing Yuan. College administrative staff member absent included: Ms. Julie Yoder. Special guests present included: Ms. Christa Bowser and Ms. Carolyn Deniker – Co-chairs of the College Faculty Senate and Mr. Dennis Gibson, Athletic Director.
- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate and Staff Senate Updates:** There was no representation from Staff Senate this month. Dr. Midcap introduced Faculty Senate Co-Chairs, Ms. Christa Bowser, and Ms. Carolyn Deniker. They then proceeded to update the board on faculty's busy beginning to the fall semester that included many schedule changes, the discussions regarding recent changes in administration, and continued work with human resources to update the faculty handbook and job descriptions.
- 4. Approval/Changes to the Agenda:** There were no changes to the agenda and it was approved via acclamation.
- 5. CONSENT AGENDA:** On a motion by Vice-Chair Morin, seconded by Trustee Collins, the Board approved the consent agenda as follows:
a. Approval of the minutes from the July 18, 2017 Regular Meeting
b. MHEC Institutional Performance Accountability Report
(Vote = 6-0-0).
- 6. Report of the Chair of the Board:** Chair Bell summarized the upcoming events and reminded board members to turn in their Stipend Authorization Forms to the President's Office at their earliest convenience.
- 7. Report of Board Members:** Vice-Chair Morin passed out handouts and displayed a Power Point presentation on Other Post-Employment Benefits. He summarized the increased liability since 2014, the future projections for the liability, and the total unfunded liability. He noted that the accounting rules are changing in 2018 and we will have to record against the balance sheet 100% of the liability moving forward. Discussion

ensued and may continue during the October 2017 meeting once additional information is acquired.

- 8. Report of the President of the College:** President Midcap updated the board on the following:
- Current enrollment figures and steps that the college has already taken in response to the low enrollment;
 - Student retention,
 - Interim Re-Org Plan through the end of the current fiscal year and long-term solution to hire a Chief Student Affairs Officer;
 - Upcoming Middle States Commission on Higher Education Small Team visit to campus sometime during the first two weeks in October;
 - The new college website will launch soon. A big “Thank You” to Dave Lantz, Stacy Holler, Chad Yoder, and Denise Friend for all of their efforts on this project;
 - Student Medical Care Update – we have finalized the agreement with Garrett Medical Group for daily student appointments/transport to their urgent care facility in McHenry, MD and we have expanded the appointments with Mountain Laurel Medical Center. There are now student appointments available on Tuesdays at their Grantsville location and continued Friday appointments at their Oakland location;
 - Governance Charter Updates will be brought to the board next month;
 - An update to the Faculty Promotion Policy will also be brought to the board next month;
 - Legislative updates regarding the possibility of free college tuition in the state and budgetary impacts.
- a. Garrett College Financial Reports through July 31, 2017:** There were no updates to the previously submitted reports on file.
- b. College Administrative Reports:** There were no updates to the previously submitted reports on file.

B. DISCUSSION ITEMS/ACTION ITEMS:

- 1. Ruth Enlow Library Book Donation:** There are approximately 500 books scheduled to be removed from the College Library as it transitions to a Learning Commons. The College would like to donate the books to the Ruth Enlow Library. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously approved the donation of 500 books from the Garrett College Library to the Ruth Enlow Library of Garrett County (Vote=6-0-0).
- 2. New Athletic Program Proposal:** The board was asked to consider authorizing the College to hire a permanent, full-time wrestling coach with an effective hire date of January 1, 2018. This action would be in support of the FY2017-2020 Garrett College Strategic Plan, which

includes a recommendation to potentially expand the College's intercollegiate athletics program as an enrollment-building tool. Supporting documentation was previously distributed to the board to review in advance of the meeting and is on file. Discussion ensued and Dr. Midcap and Director Gibson answered clarifying questions. On a motion by Vice-Chair Morin, seconded by Trustee Rush, the board unanimously approved the hiring of a full-time wrestling coach effective January 1, 2018 (Vote=6-0-0).

- 3. DACA (Deferred Action for Childhood Arrivals):** Dr. Midcap provided an update to the board on recent discussions about DACA at the state level. Additional information will be provided as it becomes available.

- C. EXECUTIVE SESSION:** On a motion by Trustee Sherbin, seconded by Trustee Collins, the Board unanimously recessed the Open Session Meeting at 6:46 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. Personnel (1)
2. Audit (7)

- D. ADJOURNMENT:** The Board did not reconvene an Open Session Meeting and the Executive/Closed Session Meeting adjourned at 8:25 p.m. on a motion by Vice-Chair Morin, seconded by Trustee Collins (Vote=6-0-0).

Summary of the September 19, 2017 Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, September 19, 2017 in the College's Board Room. The purpose of the session was to discuss confidential personnel matters and the audit. Each board member voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). Six 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:

Richard Midcap, Ed.D.
President, Garrett College
Secretary/Treasurer, GC Board of Trustees

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:** September 19, 2017 **Time:** 6:46 p.m.

Location: Garrett College, Rm #127 **Motion By:** Trustee Sherbin **Seconded By:** Trustee Collins

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. Personnel (1)	
2. Audit (7)	

This statement is made by Ms. Vianne Bell, Board Chair

Signature of Presiding Officer: (Signature/original form is on file in the President’s Office at GC).