

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 19, 2018
McHenry, Maryland

A. COMMUNICATION ITEMS

- 1. Call to Order and Attendance:** Ms. Vianne Bell, Chair called the meeting to order at 5:28 p.m. Other board members in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins, Dr. Brenda McCartney, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. College administrative staff members present included: Dr. Richard Midcap-President, Mr. Randall Bittinger, Mr. Robert Kerns, Ms. Julie Yoder, and Dr. Qing Yuan. College administrative staff member absent included: Mr. James Allen. Guests present included: Ms. Christa Bowser and Ms. Carolyn Deniker, Garrett College Faculty Senate Co-chairs.
- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate, Staff Senate, and SGA Updates:** No updates at this time.
- 4. Approval/Changes to the Agenda:** Chair Bell reported that the President's Report (Agenda item #A.8) would be provided after the College Administrative Reports (Agenda item #A.9) and that an item would be added to the agenda as item A.8.c-Audit Documents. On a motion by Trustee Sherbin, seconded by Trustee Collins, the board approved the agenda with the above noted changes (Vote=7-0-0).
- 5. CONSENT AGENDA:** On a motion by Trustee Sherbin, seconded by Trustee Rush, the board unanimously approved the consent agenda as follows (Vote=7-0-0):
 - a. Approval of the minutes from the May 15, 2018 regular meeting
 - b. CARC Equipment Lease Resolution
- 6. Report of the Chair of the Board:**
 - a. Upcoming Events:** Chair Bell summarized the upcoming events that were previously distributed in the board agenda packets.
 - b. Board Resources and Information Site/Board Documents Update:** Ms. Marcia Knepp, Executive Assistant to the President, distributed materials to board members regarding the new Board Information and Resource Site. She then displayed the site

for members and highlighted the new features and files on the site. Chair Bell thanked Ms. Knepp and Mr. Matt Bernard from the College's IT Department for all of their efforts on this user-friendly site. Members will log-in to the new site soon and contact Ms. Knepp with any related issues.

7. **Report of Board Members:** None at this time.
8. **Report of the President of the College:** In addition to the previously submitted report on file, Dr. Midcap reported that we received notification from Middle States last week regarding the approval of our Self-Study Design. He also reported that we should be hearing from MHEC soon regarding the Addictions Counseling AAS degree. He then passed out a handout titled "Enrollment Comparison Chart-Summer/Fall 2017 to Summer/Fall 2018". He then explained the chart and noted reasons for optimism, reasons for caution, and related budget strategies. He finally summarized updates to the FY19 budget and answered related questions.
9. **College Administrative Reports:**
 - a. **Garrett College Financial Reports:** There were no questions or comments about the previously submitted reports.
 - b. **College Administrative Reports:** Board members asked a few clarifying questions related to the previously distributed administrative reports.
 - c. **Audit Documents:** Vice-President Bittinger summarized the Audit Engagement Letter and other required correspondence to the board. On a motion by Trustee Yoder, seconded by Trustee Rush, the board unanimously accepted the Audit Engagement Letter for the Fiscal Year ending June 30, 2018 (Vote=7-0-0).

B. DISCUSSION ITEMS/ACTION ITEMS:

1. **FY2019 Budget:** Board members shared some concerns with the proposed change in the College Life Insurance Benefit in the new fiscal year and asked clarifying questions. Trustee McCartney made a motion to amend the FY2019 budget to maintain the current life insurance benefit for all employees throughout the new fiscal year and review all benefits after the compensation study is complete. The motion was not seconded; motion failed.

Then, Trustee Sherbin made a motion to approve the proposed FY2019 budget as distributed in the June 2018 Board Agenda packets. The motion was seconded by Trustee Rush (Vote=6-1-0). Motion passed.

- C. EXECUTIVE SESSION:** On a motion by Trustee Rush, seconded by Vice-Chair Morin, the board unanimously recessed the Open Session Meeting at 6:12 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).
- Personnel (1)
 - Board Authority (1)
 - Board Self-Evaluation (1)
 - President Evaluation (1)
 - STEM Fundraising Campaign
- 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 at 6:45 p.m. (Vote=7-0-0).

Summary of the June 19, 2018 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, June 19, 2018 in the College Board Room. The purpose of the session was to discuss confidential personnel matters, review board authority, discuss the board self-evaluation results, discuss the presidential evaluation results, and the STEM Fundraising Campaign. Each board member voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). All seven board members were in attendance 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

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:** June 19, 2018 **Time:** 6:12 p.m.

Location: Garrett College, Rm #127 **Motion By:** Trustee Rush **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:

Personnel (1)	President Evaluation (1)
Board Authority (1)	STEM Fundraising Campaign (2)
Board Self-Evaluation (1)	

This statement is made by Ms. Vianne Bell, Chair

Signature of Presiding Officer: (Signature page on file in President’s Office)