

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
February 16, 2021
(The meeting was held via Zoom)

A. COMMUNICATION ITEMS:

- 1. Call to Order and Attendance:** Mr. Don Morin-Chair, who joined the meeting via Zoom videoconferencing, called the meeting to order at 5:31 p.m. Other board members in attendance virtually (*via Zoom videoconference or teleconference*) included: Dr. Brenda McCartney-Vice Chair, Ms. Vianne Bell, Ms. Madeleine Collins, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. College administrators in attendance virtually included: Dr. Richard Midcap-President, Ms. Janis Bush, Mr. Robert Kerns, Ms. Cherie Krug, Ms. Shelley Menear, Ms. Dallas Ouellette, Ms. Kelli Sisler, Ms. Julie Yoder and Dr. Qing Yuan. College administrators absent: Ms. Kathy Meagher. Guests present virtually included: Ms. Christa Bowser and Mr. Stacy Miller-Faculty Senate Co-Chairs, and Ms. Madison Embleton, President of the Student Government Association (SGA).
- 2. Communication from the Public:** None.
- 3. Faculty Senate, Staff Senate, and SGA Updates**

SGA: President Madison Embleton reported that students are experiencing a great start to the spring semester. SGA members are providing smoothies and coffee in the Laker Café to students at least two days each week and they recently made Valentine's Day cards and sent them to local nursing home residents. On February 9th, SGA members participated in Maryland Association of Community Colleges (MACC) Student Advocacy Day activities (held via Zoom) that included a Student Rally, guest state delegation speakers, guest student speakers, and remarks from the MACC staff representatives. Further, Garrett College SGA, Allegany College SGA, and both College Presidents were able to meet with Chief of Staff Victoria Clark from Senator Edwards' office and Chief of Staff Benjamin Reichard from Delegate Beitzel's office immediately after the morning sessions. (Delegate Mike McKay also joined the meeting.) Everyone was able to discuss the importance of funding community colleges in Maryland to help keep attendance costs down for students.

Staff Senate: No updates.

Faculty Senate: Mr. Stacy Miller, Co-Chair of Faculty Senate, stated that the spring semester is in full swing. Also, Faculty Senate members wanted to thank the College administration for their successful efforts to acquire COVID vaccinations for faculty and staff members who are on campus and in close contact with students and the general public.

4. **Approval/Changes to the Agenda:** On a motion by Trustee Collins, seconded by Trustee Rush, the board unanimously approved the agenda as distributed (Vote=7-0-0).

B. ACTION ITEMS:

1. **Consent Agenda:** On a motion by Vice-Chair McCartney, seconded by Trustee Collins, the board unanimously approved the Consent Agenda as distributed and listed below (Vote=7-0-0).
 - a. Approval of the minutes from the January 19, 2021 Regular Meeting
 - b. Engineering Transfer Proposal (new academic program proposal for the Associate of Science in Engineering Transfer)
 - c. FY2022 Holiday Schedule
2. **FY2022 Credit Tuition and Combined Fees:** President Midcap reported that the Board was previously provided a detailed memo outlining agenda items B.2-B5. In regards to the FY2022 Tuition and Fee rates, the administration is recommending a freeze on both in-county tuition and the combined fee paid by all students. This supports the strategy we began last year to hold in-county tuition in check to rein in out-of-county and out-of-state tuition rates, which are set by a state formula and have been pricing the College out of these key markets. On a motion by Trustee Collins, seconded by Chair Morin, the board unanimously approved the Credit Tuition and Combined Fee Plan for FY2022 as recommended, distributed, and discussed by Garrett College Administration (Vote=7-0-0).
3. **FY2022 Residence Hall Rates:** President Midcap reported that the administration is recommending a freeze on residence hall rates. He noted that our current rates are in line with our competitors – ACM and FSU – and we prefer not to raise rates during a time period when a pandemic is making it particularly hard to recruit students to campus. On a motion by Trustee Collins, seconded by Chair Morin, the board unanimously approved the FY2022 Residence Hall Rates as recommended, distributed, and discussed by Garrett College Administration (Vote=7-0-0).
4. **FY2022 County Funding Request:** President Midcap reported that he amended a portion of this request from the original memo that was distributed to the Board last week. The College would like to request a 2.9% increase in operational funding, a \$500,000 CEPAC contingency, and \$150,300 in additional local capital funding (two 15-passenger vans, a fleet vehicle, a UTV and \$29,300 in stucco restoration on Garrett Hall, a county-owned facility). Our total request – thanks to last year's significant county contribution to CEPAC construction – is 18.4% lower than our FY21 approved budget. If we don't need the \$500,000 in CEPAC contingency, our budget request becomes 24.9% below our FY21

approved budget. On a motion by Trustee Collins, seconded by Chair Morin, the board unanimously approved the FY2022 County Funding Request as recommended, amended, and discussed by Garrett College Administration (Vote=7-0-0).

5. **FY2022 Health Insurance MOU:** President Midcap reported that the administration is recommending that the Board of Trustees authorize the Board Chair to sign the Healthcare Coalition MOU as distributed. He further noted that the 10-year agreement (with a 6-month out) is an annual agreement and based on the information that we have from CBIZ, it's also our most economical fiscal option. Discussion ensued regarding what was in the best interest of the College moving forward. On a motion by Trustee Collins, seconded by Chair Morin, the board unanimously approved the FY2022 Health Insurance MOU as recommended, distributed, and discussed by Garrett College Administration (Vote=7-0-0).

C. INFORMATION/DISCUSSION ITEMS:

1. Budget Update:

- **FY2021:** Dean Ouellette reported that the College administration continues to monitor FY2021 spending that also includes CARES funding. She further noted that the latest financial reports were included in the board agenda packets.
- **FY2022:** Dean Ouellette reported that the draft FY2022 budgets have been submitted and College administration is currently reviewing a large number of special budget requests. Other potential funding sources are also being reviewed. President Midcap answered some related questions from board members regarding the compensation study and minimum wage-related issues. He then noted that a comprehensive budget will be provided for board members to review at the April and May 2021 board meetings.

2. **Policy Review for Approval in March:** President Midcap reported that the updated Staff Promotion Policy was previously emailed to board members to review. This policy has been thoroughly vetted through the College Governance System and if approved by the Board of Trustees at the March 2021 Board Meeting, will become part of the Human Resources Manual.

3. **Report of the Chair of the Board:** Chair Morin thanked board members for submitting their annual financial disclosure statements in a timely manner.

- a. **Upcoming Events:** There were no updates to the previously distributed list of upcoming events.

b. Board Award for Outstanding Contributions to Garrett College:

After a brief discussion, Board Members decided to move forward with the 2021 Board Award. All board members will serve as committee members this year to review the nominations and select a recipient by the April Board Meeting. Ms. Knepp will update and distribute the nomination materials soon.

4. Report of Board Members: None.

5. Report of the President of the College: In addition to the previously distributed report on file, President Midcap reported that a Community College Collective Bargaining bill has been introduced in the General Assembly. The Maryland Association of Community Colleges is proposing 10 amendments to the bill, the most critical being that collective bargaining come under local control. This means that if collective bargaining passes, it would have to be approved by the local county council or commission. If local control isn't included in this bill, the cost will be enormous with budget estimates of at least \$250,000 for legal and HR costs associated with unionization. He is scheduled to meet with Delegate Beitzel and Allegany College of Maryland's President Cindy Bambara soon to discuss in more detail.

6. College Administrative & Financial Reports

a. College Administrative Reports: There were no updates to the previously submitted reports on file.

b. Garrett College Monthly Financial Reports: There were no updates to the previously submitted reports on file.

D. EXECUTIVE SESSION: The Board cancelled the Executive Session Meeting that was originally scheduled immediately after the Open Session Meeting this evening.

E. ADJOURNMENT: On a motion by Trustee Bell, seconded by Trustee Rush, the board unanimously adjourned the open session meeting at 6:08 p.m. (Vote=7-0-0).

Respectfully submitted by:

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

Don Morin
Chair
Garrett College Board of Trustees