

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
January 19, 2021
McHenry, Maryland

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 5:30 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. Kathy Meagher, Ms. Shelley Menear, Ms. Dallas Ouellette, Ms. Kelli Sisler, Ms. Julie Yoder and Dr. Qing Yuan. Guests present virtually included: Ms. Christa Bowser and Mr. Stacy Miller-Faculty Senate Co-Chairs, Mr. John Vought-Staff Senate Chairperson (President), and Ms. Mary Callis, Executive Director of the Performing Arts Center at Garrett College.
2. **Communication from the Public:** None.
3. **Faculty Senate, Staff Senate, and SGA Updates**

SGA: No updates.

Staff Senate: Mr. John Vought, Chairperson/President of Staff Senate, reported that Staff Senate recently reviewed the updated Staff Promotion Policy and provided feedback to the Human Resources Committee to consider before moving forward to College Council.

Faculty Senate: Ms. Christa Bowser, Co-Chair of Faculty Senate, stated that there were no updates at this time.
4. **Approval/Changes to the Agenda:** On a motion by Trustee Collins, seconded by Trustee Bell, the board unanimously approved the agenda as distributed (Vote=7-0-0).

B. ACTION ITEMS:

1. **Consent Agenda:** On a motion by Trustee Sherbin, seconded by Chair Morin, the board unanimously approved the Consent Agenda as distributed and listed below (Vote=7-0-0).
 - a. Approval of the minutes from the November 17, 2020 Regular Meeting
 - b. MHEC Performance Accountability Report Benchmarks

- 2. Facilities Master Plan & Capital Projects Follow-up Memo:** President Midcap asked the Board to provide input on the Facilities Master Plan timeline, including the recommendation that all projects after the CEPAC be delayed one year to provide the County with one year (FY2023) when the College would not be requesting any major capital expenditures.

This Board action is necessary for the College to submit its Facilities Master Plan annual update that is due in February. This action will also assist with the internal development of the FY2022-2032 Facilities Master Plan, a process that will span February 2021 to February 2022.

After some discussion, Vice-Chair McCartney motioned to delay projects 2 through 7 (2. Building 400-Student Center; 3. Building 600-Shaw Learning Center; 4. Building 700-Administration and Student Services; 5. Turf Fields; 6. Center for Adventure and Outdoor Studies Addition; and 7. Biomass Plant). Trustee Collins seconded the motion and the motion passed by a unanimous vote (Vote=7-0-0).

C. INFORMATION/DISCUSSION ITEMS:

- 1. Turf Field Proposal Update:** Ms. Kathy Meagher, Director of Campus Facilities & Security, presented information on turf options for Garrett College Athletic Fields. She summarized information in a previous presentation regarding a justification for exploring turf possibilities for the existing baseball field, and options for future softball and soccer fields on campus. She then provided updated cost estimates for turf options for a baseball, softball, and non-regulation soccer field as well as a regulation soccer field. The cost estimates also included construction costs, maintenance costs, and replacement costs. The Board thanked Ms. Meagher for this thorough presentation that will be referenced as we move forward with the new Facilities Master Planning process.
- 2. FY2022 Budget Process Timeline:** President Midcap reported that the FY2022 budget process is underway. The timeline detailing the process was distributed in the agenda packets. He further noted that the training process for budget managers drastically changed this year. In the past, this happened via face-to-face meetings. This year, Dean Ouellette prepared a step-by-step training video and made it available via BlackBoard. All employees who are involved in the budget process were required to complete this training prior to finalizing and entering their budgets into the online financial system. Dean Ouellette then provided a brief overview of the process and target dates for board review and approval.

- 3. Performing Arts Center Business Plan Discussion and Presentation:** President Midcap explained that there have been five distinct, but overlapping, phases to planning for the performing arts center: securing design and construction funding; design development; securing long-term partner operational funding; construction and renovation; and developing a plan for successfully operating the facility. Securing construction and operating funding, as well as design development, are complete; while construction is progressing on schedule. Board Members received copies of the draft Business Plan for the Performing Arts Center (PAC) at Garrett College. Dean Julie Yoder and PAC Executive Director Mary Callis then jointly presented the considerations for developing the business plan, research and guidance, planned programming, and financial considerations. President Midcap then thanked Julie Yoder, Mary Callis, Jodi McClintock, and Mike Tumbarello, for their work on this strong business plan for the PAC.
- 4. Laker Strong Plan:** President Midcap reported that the College has been operating this entire academic year with COVID regulations and guidelines that are contained within one comprehensive plan: The *Laker Strong* Plan. This plan has been updated regularly by Director Menear, who continues to do incredible work as the College's COVID Coordinator. Director Menear then provided a brief summary of the recent updates to the plan and related challenges.
- 5. Report of the Chair of the Board**

 - a. Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
 - b. Financial Disclosures:** Chair Morin reminded members that the 2020 Financial Disclosure statements through the Maryland State Ethics Commission are due by April 30, 2021.
 - c. MACC Trustee Leadership Conference:** Chair Morin also reminded members that the Maryland Association of Community College's Virtual Trustee Leadership Conference will be held on Monday, January 25th. Please email Ms. Knepp in the President's Office if you are interested in participating in this virtual event.
- 6. Report of Board Members:** None.
- 7. Report of the President of the College:** President Midcap did not have any updates to his previously distributed report on file.

8. 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: On a motion by Trustee Bell, seconded by Trustee Rush, the Board unanimously recessed the Open Session at 6:16 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): PAC Capital Campaign, President's Mid-Year Goals Update, and Personnel.

E. ADJOURNMENT: The board did not reconvene the open session and the Executive Session adjourned at 6:50 p.m. on a motion by Trustee Collins, seconded by Trustee Rush (Vote=7-0-0).

Summary of the January 19, 2021 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, January 19, 2021 via Zoom. The purpose of this session was to discuss confidential matters related to PAC Capital Campaign, President's Mid-Year Goals Update, and Personnel.

Each board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. Seven board members were present for this closed session (see the "roll call" section of the minutes for details). Dr. Richard Midcap-President of Garrett College and Ms. Cherie Krug, Executive Director of the Garrett College Foundation, was also present for this meeting.

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:** January 19, 2021 **Time:** 6:16 p.m.

Location: Garrett College, Bd. Rm #102 **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, Title 3-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.
- (15) Cybersecurity

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

PAC Fundraising Campaign (2)	Personnel (1)	
President’s Mid-Year Goals (1)		

This statement is made by Mr. Don Morin, Chair

Signature of Presiding Officer: On file in the President’s Office at Garrett College