

**GARRETT COLLEGE BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**July 20, 2021**  
**McHenry, Maryland and via Zoom**

**A. COMMUNICATION ITEMS:**

- 1. Call to Order and Attendance:** Dr. Brenda McCartney, Vice-Chair, called the meeting to order at 5:30 p.m. Other board members in attendance included: Ms. Madeleine Collins, Ms. Karen Myers, Ms. Linda Sherbin, and Mr. Duane Yoder. Board Members absent included: Mr. Don Morin-Chair and Mr. Jason Rush. College administrators in attendance included: Dr. Richard Midcap-President, Ms. Janis Bush, Dr. Ryan Harrod, Mr. Robert Kerns (via Zoom), Ms. Cherie Krug, Ms. Kathy Meagher, Ms. Shelley Menear, Ms. Dallas Ouellette, Ms. Kelli Sisler, and Ms. Julie Yoder. Guests present virtually included: Ms. Christa Bowser-Faculty Senate Co-Chair, Mr. Richard Schofield-President/Chairperson for Staff Senate, and Mr. Hugh Schrier, Plant Manager.

Vice-Chair McCartney welcomed the newest Board Member, Ms. Karen Myers to her first board meeting. She also welcomed Dr. Ryan Harrod, the new Dean of Academic Affairs, to his first Garrett College Board Meeting.

Vice-Chair McCartney then reported that the board wanted to publicly thank and express their appreciation to former board member Ms. Vianne Bell for her many years of dedicated service to the Garrett College Board of Trustees. A dedication ceremony is being planned to honor Ms. Bell on September 21, 2021 at 5 p.m.

- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate, Staff Senate, and SGA Updates**

**SGA:** No updates until the fall semester.

**Staff Senate:** Rich Schofield, President of Staff Senate, reported that Staff are currently voting on some open staff positions on Governance Committees. Also, Dr. Harrod has been invited to attend their August meeting as a guest speaker and the Admissions Office is busy with New Student Advising that is ongoing throughout the summer.

**Faculty Senate:** Ms. Christa Bowser, Co-Chair of Faculty Senate, reported that faculty members were deeply involved in summer school. There were no other updates at this time.

- 4. Approval/Changes to the Agenda:** Trustee Yoder asked to pull the MHEC Cultural Diversity Narrative from the Consent Agenda and add to the Action Items section of the agenda as Agenda Item C.2. Also, the board will hold an Executive Session meeting directly after the Open

Session Meeting this evening to discuss personnel. On a motion by Trustee Sherbin, seconded by Trustee Collins, the board unanimously approved the updates to the previously distributed agenda (Vote=5-0-0).

- B. CONSENT AGENDA:** On a motion by Trustee Collins, seconded by Trustee Sherbin, the board unanimously approved the Consent Agenda as amended and listed below (Vote=5-0-0).
1. *Approval of the minutes from the June 15, 2021 Regular Board Meeting.*
- C. ACTION ITEMS:**
1. **FY2022 Board Officers Vote:** Trustee Yoder, Chair of the Board Officer Nominating Committee, reported that the committee (that also included Trustee Collins) nominated Mr. Don Morin to continue to serve as the Board Chair and Dr. Brenda McCartney to continue to serve as the Board Vice-Chair for Fiscal Year 2022. Both Mr. Morin and Dr. McCartney agreed to continue to serve in these roles. The board then unanimously voted to accept the nominations of Chair Morin and Vice-Chair McCartney to continue in their current board roles for FY2022 (Vote=5-0-0). Vice-Chair McCartney thanked the board for their trust in her and Chair Morin. She further noted that it was a pleasure to work in this capacity.
  2. **MHEC Cultural Diversity Narrative:** There was some confusion regarding this new requirement from MHEC and the previously distributed draft narrative. MHEC was attempting to minimize the reporting burden on institutions while ensuring that each institution continues to make progress with the diversity goals of the State Plan. After much discussion, the board asked that the narrative also include information regarding the newly formed County Government Community Diversity Committee and the role that Ms. Shelley Menear, Garrett College Director of Equity and Compliance and Diversity Officer, will play for the College and the County as she serves on this important committee. On a motion by Trustee Yoder, seconded by Trustee Collins, the board unanimously approved the narrative with the suggested changes noted above (Vote=5-0-0).
- D. INFORMATION/DISCUSSION ITEMS:**
1. **MHEC CC5:** This document was emailed to board members along with the July Board Agenda packet as an information item. The MHEC CC-5 Report is essentially the College Budget in an Annual Budget Report Format as required by the Maryland Higher Education Commission (MHEC). This information was provided for Board review only as the FY2022 Budget was approved during the June 2020 Board Meeting.
  2. **MHEC Performance Accountability Report (PAR):** Dr. Midcap summarized this annual report requirement from the Maryland Higher Education Commission for Maryland Public Colleges and Universities. He

noted that there are 28 accountability measures within the report and that most of the numbers are actually a year behind as FY2020 data was used due to the submission deadline. The board will be asked to vote on this report as an action item in September. He asked that any questions be directed to him or Director Sisler to answer prior to the September Board Meeting.

- 3. MHEC 2021-2022 Cultural Diversity Report Update:** Dr. Midcap reported that this report is required to update MHEC on the College's status in implementing our cultural diversity plan. He then noted that while many of our planned initiatives encountered COVID-related delays or pauses, there were still significant accomplishments in plan implementation. As examples: one-hundred percent of our full-time employees have completed required diversity, cultural competency, and social justice training. Voluntary Safe Zone training was completed by 12 employees and four students. The majority of courses assessed for cultural and global perspectives met all of the outcomes and objectives. This report will be on the September Board Agenda as an action item for approval.
- 4. Performing Arts Center at Garrett College (PAC) Update/ Presentation:** Ms. Kathy Meagher, Director of Campus Facilities and Security, presented an update on the Performing Arts Center that included: map of building layout, a video animation of the building layout, renderings of the inside spaces, actual construction photos showing progress to-date, a budget update and a timeline update. A ribbon-cutting ceremony is being planned for April-May of 2022.
- 5. Facilities Assessment Presentation:** Ms. Meagher also presented a summary of the 10-year facilities assessment. This assessment is a comprehensive review of the College's infrastructure that is a key component of the 10-year Facilities Master Plan that is being developed for FY2022-2032. This large-scale project was completed in-house, saving the College between \$30,000-\$40,000 compared to outsourcing it. Director Meagher acknowledged the dedication and hard work of Mr. Hugh Schrier, College Plant Manager, on this project. She noted that this comprehensive report would not have been possible without his expertise and commitment.
- 6. Higher Education Emergency Relief Fund Update (HEERF):** Ms. Dallas Ouellette, Dean of Business & Finance, provided an overall summary to the board regarding federal Higher Education Emergency Relief Funding. The funding was provided to the College in three batches known as HEERF I, II, and III. Dean Ouellette identified allowable uses and worked with the College executive team to prioritize projects that qualify for this funding. She also developed the necessary reporting of fund use, which will eventually span three fiscal years.

- 7. Report of the Chair of the Board:** Vice-Chair McCartney noted that she did not have any updates at this time, but would pass around a thank you letter from a student recipient of the board scholarship.

  - a. Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
- 8. Report of Board Members:** Trustee Yoder noted that he has been receiving positive reports from various Garrett County senior citizens who have been utilizing the CARC recently thanks to a partnership with the County Senior Centers.
- 9. Report of the President of the College:** President Midcap provided an enrollment update, noting that Summer credit enrollment finished with a 6% increase in credit hours from last summer and fall enrollment is currently down. He further noted that marketing and admissions are working collaboratively to recruit and onboard fall students. Additional updates will be provided as they become available.

President Midcap also reported that he recently received very complimentary emails from Paul Edwards, Nicole Miller, and Michelle Harman thanking the College for our support of the GCPS high-school summer school program. Mr. Edwards specifically mentioned our IT staff for their technical support, Marcia Knepp for her scheduling and coordination support, and Shelley Menear for working collaboratively with the school system on COVID compliance. GCPS summer school included 31 students gaining credit in 10 different courses, making it one of the school system's largest summer school efforts in recent memory. President Midcap also thanked Marcia, Shelley, the IT staff under the leadership of Andy Durst, and our facilities and security staff under the direction of Kathy Meagher and Hugh Schrier for all of their efforts. Collaboration is one of our core commitments and President Midcap indicated this effort was a perfect illustration of that commitment.

President Midcap also reported that an August turf field funding discussion is being planned with our legislators, commissioners, and College staff. Chair Morin, Vice-Chair McCartney, and Trustee Rush will be in attendance to represent the board.

The President, along with staff members from the College Business Office and Financial Aid, participated in the audit entrance conference last week with the Rodeheaver Group. This annual meeting is used to identify and discuss any changes that took place in the preceding fiscal year that may impact the audit. Not surprisingly, most of the topics discussed had to do with the COVID pandemic and the College's response to it. Brant Moorhead replaces Daniel Porter as the principal on our account.

**10. College Administrative & Financial Reports**

- a. College Administrative Reports:** There were no additions to the previously submitted administrative reports on file.
- b. Garrett College Monthly Financial Reports:** There were no additions to the previously submitted financial reports on file.

- E. EXECUTIVE SESSION:** On a motion by Trustee Sherbin, seconded by Trustee Myers, the Board unanimously recessed the Open Session at 7:11 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=5-0-0): Personnel (1).
- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for September 21, 2021 at 5:30 p.m.
- G. ADJOURNMENT:** The board did not reconvene an Open Session Meeting and adjourned the Executive Session at 7:40 p.m. on a motion by Trustee Sherbin, seconded by Trustee Collins (Vote 5-0-0).

**Summary of the July 20, 2021 Board Executive/Closed Session Meeting:**

A closed session of the Garrett College Board of Trustees was held on Tuesday, July 20, 2021 in the Garrett College Board Room. The purpose of this session was to discuss confidential matters regarding Personnel.

Each board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. Five board members were present for this closed session (see the “roll call” section of the minutes for details). College Administrators present for this session included: Dr. Richard Midcap-President.

Respectfully submitted by:

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

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Dr. Brenda McCartney  
Vice-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:** July 20, 2021 **Time:** 7:11 p.m.

**Location:** Garrett College, Rm. #102 **Motion By:** Trustee Sherbin **Seconded By:** Trustee Myers

**Vote to Close Session:**

| BOARD MEMBER                     | AYE | NAY | ABSTAIN | ABSENT | TOTALS |
|----------------------------------|-----|-----|---------|--------|--------|
| Mr. Don Morin, Chair             |     |     |         |        |        |
| Dr. Brenda McCartney, Vice-Chair |     |     |         |        |        |
| Ms. Madeleine Collins            |     |     |         |        |        |
| Ms. Karen Myers                  |     |     |         |        |        |
| 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:**

|               |  |  |
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| Personnel (1) |  |  |
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This statement is made by Dr. Brenda McCartney, Vice-Chair, Board of Trustees

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