

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**June 15, 2021**  
**Board Room (Room #102, GIEC Building) and via Zoom**

**A. COMMUNICATION ITEMS:**

1. **Call to Order and Attendance:** Mr. Don Morin-Chair, called the meeting to order at 5:31 p.m. Other board members in attendance 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 included: Dr. Richard Midcap-President, Mr. Robert Kerns, Ms. Kathy Meagher, and Dr. Qing Yuan. College administrators attending virtually via zoom videoconference included: Ms. Janis Bush, Ms. Cherie Krug, Ms. Shelley Menear, Ms. Dallas Ouellette, Ms. Kelli Sisler, and Ms. Julie Yoder. Guests present virtually included: Ms. Christa Bowser and Mr. Stacy Miller-Faculty Senate Co-Chairs, and Mr. Rodney Reckart, Vice-President/Chairperson-Elect for Staff Senate.

2. **Communication from the Public:** None.

3. **Faculty Senate, Staff Senate, and SGA Updates**

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

**Staff Senate:** Rodney Reckart, Vice-President of Staff Senate, reported that Staff are happy to be back on campus on a regular basis. The discussion at the last meeting centered around new hires and how to update the “Laker Book” in a timely manner on the Intranet that includes pictures and titles for all employees. The next meeting is scheduled for Friday.

**Faculty Senate:** Ms. Christa Bowser, Co-Chair of Faculty Senate, reported that faculty members who are teaching this summer have been prepping for their classes.

4. **Approval/Changes to the Agenda:** Chair Morin announced that there would not be an Executive Session meeting this evening. 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 Rush, the board unanimously approved the Consent Agenda as distributed and listed below (Vote=7-0-0).  
*a. Approval of the minutes from the May 18, 2021 Board Meeting.*

- 2. Facilities Master Plan Contract:** The Board received information to review prior to the meeting related to the consultant contract for the College's 10-year Facilities Master Plan. Grimm + Parker was the low-bidder and are very qualified to render outstanding services, value, price and commitment for the development of the state-required, 10-year Facilities Master Plan. They are a well-established and highly respected firm. They will also provide continuity, having developed GC's current Facilities Master Plan. On a motion by Trustee Yoder, seconded by Trustee Rush, the board unanimously approved the contract for Grimm + Parker as presented (Vote =7-0-0).
- 3. Athletic Facilities:** Board members have been reviewing information recently related to current athletic facilities, programming opportunities, student survey results, and proposals to update athletic fields. Discussion ensued regarding future athletic program opportunities and cost estimates associated with a multi-sport turf field on the site of our current baseball field. On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the board unanimously voted for President Midcap to schedule a joint meeting with the county commissioners, state legislators, and the board to discuss FY2023 budget options in more detail (Vote=7-0-0).
- 4. FY2022 Budget:** Dean Ouellette reported that she had presented a draft FY2022 budget during the April board meeting. She then summarized any additions or amendments that have been made to the draft budget since April. The revised draft was distributed to board members to review prior to this meeting. On a motion by Trustee Rush, seconded by Vice-Chair McCartney, the board unanimously approved the FY2022 budget as presented (Vote=7-0-0).

## C. INFORMATION/DISCUSSION ITEMS:

- 1. Maryland Higher Education Commission (MHEC) Cultural Diversity Narrative:** Ms. Shelley Menear, Director of Equity & Compliance, summarized the MHEC Cultural Diversity Narrative and timeline for approval and submission. Board members were provided a draft to review prior to the meeting. The narrative requires board approval prior to submission to MHEC in September and will be presented as an action item during the July Board Meeting.
- 2. Board Bylaw Revisions-Committee Update:** The committee is not recommending any updates at this time.
- 3. Report of the Chair of the Board:** Chair Morin thanked the College for hosting the local high school baseball championship game this week. He also honored Dr. Qing Yuan since this month is her last board meeting

prior to her retirement from the College on June 30, 2021. He read a resolution to Dr. Yuan and thanked her for her years of service and commitment to the College. The entire board wished Dr. Yuan well with her future endeavors.

- a. Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
  - b. Appointment of Nominating Committee for Board Officers:** Chair Morin nominated Trustee Yoder, who will serve as the committee chair, as well as Trustee Bell and Trustee Sherbin to serve on the Board nominating committee.
- 4. Report of Board Members:** No report this month.
  - 5. Report of the President of the College:** President Midcap also added his appreciation to Dr. Qing Yuan for her extraordinary service to Garrett College. In addition to the accomplishments noted by Chair Morin, he also thanked Dr. Yuan for her work in rebuilding the academic infrastructure of the college and focusing on improving academic and administrative effectiveness.

He also updated the board on the Appalachian Regional Commission (ARC) regional visit this week with ARC Federal Co-Chair, Gayle Manchin, wife of West Virginia Senator Joe Manchin. The College has had seven ARC-funded projects dating back to FY2018 totaling nearly \$469,000. Those projects have included the first four phases of an IT infrastructure upgrade, an OER grant, STEM funding for our 3-D dissection table, and workforce development funding to support our HVAC and Diesel Mechanic programs. He then commended Ms. Kearstin Hinebaugh, Coordinator of Grants and Program Funds for the College, for the outstanding work she has done in building the College's relationship with ARC.

President Midcap then updated the board on the recent progress of the College's institutional effectiveness plans. The four deans and the President have been working collaboratively with staff members and Ms. Kelli Sisler to update the divisional institutional effectiveness plans and the Strategic Plan within the Taskstream program. This program is fulfilling the College's goal of regularly evaluating our success in meeting planned targets, and using these results to modify, expand or mark as complete the initiatives identified in these plans. This not only provides a means for continuous improvement, it also provides the structure for easily documenting these assessments over time.

**6. College Administrative & Financial Reports**

- a. College Administrative Reports:** Board members asked a few clarifying questions related to the previously distributed administrative reports on file.
- b. Garrett College Monthly Financial Reports:** There were no updates to the previously distributed reports on file.

- D. EXECUTIVE SESSION:** The board did not hold an Executive Session meeting.
- E. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for July 20, 2021 at 5:30 p.m.
- F. ADJOURNMENT:** On a motion by Trustee Bell, seconded by Vice-Chair McCartney, the board unanimously adjourned the meeting at 6:27 p.m. (Vote=7-0-0).

Respectfully submitted by:

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

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Don Morin  
Chair  
Garrett College Board of Trustees