

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**May 18, 2021**  
**McHenry, Maryland 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. and welcomed members back to the first in-person meeting since last spring. Other board members in attendance included: Dr. Brenda McCartney-Vice Chair, Ms. Vianne Bell, Ms. Madeleine Collins, Mr. Jason Rush, Ms. Linda Sherbin (*via zoom videoconference*), and Mr. Duane Yoder. College administrators in attendance included: Dr. Richard Midcap-President, Ms. Janis Bush, and Mr. Robert Kerns. College administrators attending virtually via zoom videoconference included: Ms. Cherie Krug, Ms. Kathy Meagher, Ms. Shelley Menear, Ms. Dallas Ouellette, Ms. Kelli Sisler, and Ms. Julie Yoder. Dr. Qing Yuan was absent. Guests present virtually included: Ms. Christa Bowser-Faculty Senate Co-Chair, and Mr. Rich Schofield, President/Chairperson for Staff Senate.

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

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

**SGA:** President Midcap reported that since the spring semester is over and the virtual commencement ceremony was on May 15<sup>th</sup>, there will not be any SGA updates until fall.

**Staff Senate:** Rich Schofield, President of Staff Senate, reported that Staff Senate has not met since the last board meeting and did not have any updates to share at this time.

**Faculty Senate:** Ms. Christa Bowser, Co-Chair of Faculty Senate, reported that Ms. Bowser and Stacy Miller will continue to serve as co-chairs for Faculty Senate for the upcoming academic year. She further reported that faculty members have been participating in assessment sessions this week to finalize data and updates in Taskstream for the academic year.

**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 Trustee Bell, 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 April 20, 2021 Regular Board Meeting

**C. INFORMATION/DISCUSSION ITEMS:**

1. **FY2022 Draft Budget:** Dean Ouellette reported that she did not have any updates to the previously distributed materials. Board members then asked clarifying questions related to the federal COVID (CARES/HERFF) funding, lost revenue, and contingency funding.
2. **Board Bylaw Revisions-Committee Update:** Trustee Sherbin reported that she had sent some revisions to the Bylaw Committee to review earlier this month. An update will be provided at the June Board Meeting.
3. **Report of the Chair of the Board:** No updates.
  - a. **Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
4. **Report of Board Members:** Vice-Chair McCartney complimented everyone who assisted with the College's virtual commencement ceremony. She noted that it was very well done and she felt like she got to know the graduates even more than with the "in-person ceremony". All board members then congratulated the graduates and thanked the faculty and staff for all of the extra work that went into the virtual event. The board also congratulated Ms. Shelley Menear on being selected the recipient of the Board Award for Outstanding Contributions to Garrett College and thanked Dr. Midcap for presenting the award to her during the virtual commencement ceremony.

Trustee Bell reported that a President's Circle virtual event was recently held by the Garrett College Foundation. Garrett College President Emeritus, Dr. Stephen J. Herman, and his wife, Dr. Gail Herman, as well as former Interim President Dr. Jeanne Neff and her husband, Ed, all participated in this virtual event. The participants were very happy and excited to view renderings and a virtual tour of the Performing Arts Center at Garrett College that was presented by Ms. Kathy Meagher, Director of Facilities and Security.

5. **Report of the President of the College:** President Midcap also congratulated the Marketing & Creative Services Team for the very impressive efforts made to complete the 2021 Virtual Commencement Ceremony. He also thanked support staff who always work in the background to make commencement successful each year.

He further reported that the latest Maryland Performance Accountability Report showed Garrett College leading the state in three different graduation/transfer rates, including a 77.8% four-year graduation/transfer rates for all students. Garrett also led the state's 16 community colleges in four-year graduation/transfer rates among African-American students (73.2%) and among developmental education completers (80%). Garrett College also had the state's second-highest graduation/transfer rate among college-ready students (89.1%), just behind Allegany College of Maryland's 89.6%.

He noted that the four-year graduation/transfer rate is defined as the percent of students either graduating from the community college or transferring to another institution of higher education within four years.

Garrett College also topped the state in two other success indicators: four-year successful-persister rate for all students (81.2%) and four-year successful-persister rate among students who completed developmental education classes (91.3%). A successful persister is defined as a student who graduates or remains in college after four years.

Dr. Midcap stated that these ratings are a testament to our students as well as the faculty and staff that support them.

He also provided an update regarding the General Education and Annual Program Assessments and reported how well the Taskstream program is functioning to assist with the process of continuously improving academic performance.

## **6. College Administrative & Financial Reports**

- a. College Administrative Reports:** Board members asked clarifying questions related to the Mosser Trail Funding and construction status and about the Facilities Assessment Report.
- b. Garrett College Monthly Financial Reports:** There were no updates to the previously distributed reports on file.

- D. EXECUTIVE SESSION:** On a motion by Trustee Rush, seconded by Trustee Bell, the Board unanimously recessed the Open Session at 5:54 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 (1,2); President's Goals (1); and College Legal Services Contract (2).

- E. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for June 15, 2021 at 5:30 p.m.
- F. ADJOURNMENT:** The board did not reconvene an Open Session Meeting and adjourned the Executive Session at 6:50 p.m. on a motion by Vice-Chair McCartney, seconded by Trustee Rush (Vote 7-0-0).

**Summary of the May 18, 2021 Board Executive/Closed Session Meeting:**

A closed session of the Garrett College Board of Trustees was held on Tuesday, May 18, 2021 in the Garrett College Board Room. The purpose of this session was to discuss confidential matters regarding Personnel, President’s Goals, and College Legal Services Contract.

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). College Administrators present for this session included: Dr. Richard Midcap-President, Ms. Janis Bush-Director of Human Resources, and Mr. Robert Kerns-Dean of Student Affairs.

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:** May 18, 2021 **Time:** 5:54 p.m.

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

**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:**

Personnel (1, 2)		
President’s FY2022 Goals (1)		

This statement is made by Mr. Don Morin, Board Chair

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