

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**November 16, 2021**  
**McHenry, MD 21541**

**A. COMMUNICATION ITEMS:**

- 1. Call to Order and Attendance:** Dr. Brenda McCartney-Vice-Chair, called the meeting to order at 5:31 p.m. Other board members in attendance included: Ms. Madeleine Collins, Ms. Karen Myers, Mr. Jason Rush, and Mr. Duane Yoder. Attending via zoom videoconference were Mr. Don Morin-Chair and Ms. Linda Sherbin. College administrators in attendance (in-person) included: Dr. Richard Midcap-President, Ms. Kathy Meagher, and Ms. Dallas Ouellette. College Administrators present virtually: Ms. Janis Bush, Dr. Ryan Harrod, Ms. Cherie Krug, Ms. Shelley Menear, Ms. Kelli Sisler, and Ms. Julie Yoder. Guests attending included: Mr. Stuart Stickel and Ms. Brianna Callis-The Rodeheaver Group, P.C., representatives, and Mr. Rick Morrison and Mr. David Wolf-Grimm + Parker Architecture, Inc., representatives. Guests present virtually included: Ms. Christa Bowser and Mr. Stacy Miller-Faculty Senate Co-Chairs, Mr. Richard Schofield-President/Chairperson for Staff Senate, Ms. Alexandria Schofield-Campus Advisory & Activities Board student representative, and Ms. Melissa Wass-Garrett College Facilities Master Plan Coordinator.
- 2. Communication from the Public:** None.
- 3. Faculty Senate, Staff Senate, and Campus Advisory & Activities Board (Student) Updates**

**Faculty Senate:** Christa Bowser, Co-Chair of Faculty Senate, reported that Faculty Senate would be meeting later in the week. She stated faculty were busy getting ready for the Thanksgiving break and winding up the semester.

**Staff Senate:** Rich Schofield, President of Staff Senate, stated that Staff Senate had discussed and voted on the proposed Governance Charter Updates related to committee meeting requirements. He indicated that many campus offices had participated with Admissions in holding Explore Garrett on November 6<sup>th</sup> and Best Chance Advising started on November 8<sup>th</sup> with students registering for the Winter and Spring semesters. He also indicated Student Life wanted to thank the campus offices that participated in Spooky Trick or Treat on October 28<sup>th</sup>.

**Student Campus Advisory and Activities Board (CAAB):**

Representative Alexandria Schofield noted that on November 3<sup>rd</sup>, CAAB sponsored a very successful stress awareness program. Coffee Mondays are being held during the month of November, providing coffee and hot

chocolate. On Friday, November 19<sup>th</sup>, CAAB is sponsoring a movie night in the auditorium and, during the week of Thanksgiving, they will be having students write what they are thankful for on a banner which will then be displayed on campus.

Vice-Chair McCartney then expressed her thanks to those who gave reports and expressed her hope that they have a wonderful holiday.

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

- B. **CONSENT AGENDA:** On a motion by Chair Morin, 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 October 19, 2021 Regular Board Meeting*
- b. *Governance Charter Updates*
- c. *GC 2021-2022 Cultural Diversity Plan*

C. **ACTION ITEMS:**

1. **Garrett College Audited Financial Reports-June 30, 2021:** President Midcap introduced Dean Ouellette, who presented a brief overview of the financial reports to the Board regarding supplementary information, key financial highlights, and a summary of the Primary Reserve Ratio. She then introduced Mr. Stuart Stickel and Ms. Brianna Callis from The Rodeheaver Group, P.C. Mr. Stickel then provided a summary of the financial statements, internal control and compliances, and required communication. An unmodified opinion was issued and indicates that the financial report was fine with no deficiencies and no issues during the process. It was noted that, due to unforeseen circumstances, the Single Audit was not presented but will be presented and reviewed at the January Board of Trustees meeting.

On a motion by Trustee Rush, seconded by Trustee Collins, the Board unanimously accepted and approved the Garrett College Financial Report-June 30, 2021 as presented. (Vote=7-0-0). Mr. Stickel and Ms. Callis then left the meeting.

D. **INFORMATION/DISCUSSION ITEMS:**

1. **Facilities Master Plan Update:** Dr. Midcap introduced Mr. Rich Morrison and Mr. Dave Wolf, representatives of Grimm + Parker Architecture, Inc., who joined the meeting to present the first draft of the Facilities Master Plan. This was updated after input from the Board at the October meeting and also input provided by Dr. Midcap after consultation with local officials.

Mr. Morrison stated that, after review of various statistical documents and information gathered from a series of meetings with the College, there is enough square footage in the existing campus buildings to meet the College's academic needs. There are, however, issues that need to be addressed, including: some of the buildings/spaces/systems are old and in poor condition, some as much as 50 years old; many existing spaces are not ideal or functional for their intended use; and many spaces are not located in the ideal area with proper adjacencies to related functions. From the list of the most pressing needs that emerged, the following five projects are currently being proposed: multi-purpose artificial turf sports field, renovation of building 600, renovation of building 400, reconnect the campus (new road between Mosser Road and Bumble Bee Road with minor renovations of building 750 and building 1000), and renovation of building 700.

After questions from the Board members and discussion involving various aspects of the draft of the Facilities Master Plan, Vice-Chair McCartney encouraged the Board to send any questions or comments pertaining to the Facilities Master Plan to Dr. Midcap so they can be forwarded to Grimm + Parker in early December. This will allow time for them to incorporate that input into the final version of the plan, which will be an action item on the January Board Agenda. She then thanked Grimm + Parker for their work and pulling together all the ideas.

2. **Report of the Chair of the Board:** No report this month.
  - a. **Upcoming Events:** There are no updates to the previously distributed list of upcoming events.
3. **Report of Board Members:** Vice-Chair McCartney made note that there would be no Board of Trustees meeting in the month of December and she wished everyone a safe and happy holiday season.
4. **Report of the President of the College:** President Midcap provided an update on the Blueprint for Maryland's Future and shared that he has accepted an appointment to the Garrett County Public Schools' Blueprint Steering Committee. Successful implementation of the Blueprint is going to require close collaborations between school systems and community colleges, particularly in the intersecting areas of Dual Enrollment and Career & Technical Education. He also recognized the long history of strong collaborations between Garrett College and Garrett County Public Schools.

President Midcap informed the Board of his planned visits to both Southern and Northern high schools the following day. He was to be joined by CEWD Dean Julie Yoder, Dean of Academic Affairs Ryan Harrod, Director of Adult Education & Workforce Development Kurt Lear,

GCPS Director of Secondary Education Paul Edwards, along with school principals Ryan Wolf (SGHS) and Jim Maddy (NGHS). The visits were to include a discussion about the Blueprint for Maryland's Future and other issues of mutual interest as well as tours of the schools.

President Midcap also reported on the coverage of the official PAC endowment campaign public launch by *The Republican* newspaper including a color photo of construction progress. He mentioned the upcoming news releases covering various PAC donors and highlighting their generosity.

President Midcap remarked on the uncertainty surrounding the Biden Administration's COVID Vaccine Mandate and the potential impact of the litigation that has been filed in multiple federal appeals courts. The Maryland Association of Community Colleges has asked for guidance from the Maryland Occupational Safety and Health (MOSH) Department regarding the vaccine mandate's impact on community colleges. Shelley Menear, Director of Equity and Compliance, is developing draft protocols for implementation should the mandate survive the court challenges.

An update on the start of the winter athletic season was provided by President Midcap, highlighting the impressive showings by the men's basketball, women's basketball, and wrestling teams. He encouraged the Board members to come out and support the Lakers when they had the opportunity.

President Midcap then shared that four of Western Maryland's institutions of higher education – Frostburg State University, Allegany College of Maryland, Hagerstown Community College, and Garrett College – recently participated in a regional Clean Energy Curriculum Development Zoom meeting, which was set up to discuss the potential to develop a continuum of workforce education and training in the clean energy sector. He emphasized that he wanted to see data early in the life of this project indicating there are both jobs available and students interested in the field. Dean Harrod and Director Lear will represent Garrett College on the committee as they continue to work on this project.

President Midcap also discussed some issues related to inconsistencies in State and County funding formulas related to the Community College Construction Grant Program (CCCGP) between counties in Maryland. He is planning to reach out to Senator Edwards and Delegate Beitzel to discuss.

**5. 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:** The board did not hold an Executive Session meeting.
- F. NEXT REGULARLY SCHEDULED MEETING:** There is no meeting scheduled in December 2021. The next meeting of the Garrett College Board of Trustees is scheduled for January 18, 2022 at 5:30 p.m.
- G. ADJOURNMENT:** On a motion by Trustee Myers, seconded by Trustee Collins, the board unanimously adjourned the meeting at 6:58 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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Dr. Brenda McCartney  
Vice-Chair  
Garrett College Board of Trustees