

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 19, 2021
McHenry, MD 21541

A. COMMUNICATION ITEMS:

- 1. Call to Order and Attendance** Mr. Don Morin, Chair, called the meeting to order at 5:30 p.m. Other board members in attendance included: Dr. Brenda McCartney-Vice-Chair, Ms. Madeleine Collins, Ms. Karen Myers, Mr. Jason Rush, and Mr. Duane Yoder. Board members absent: Ms. Linda Sherbin. College administrators in attendance (in-person) included: Dr. Richard Midcap-President and Ms. Kathy Meagher. College Administrators present virtually: Ms. Janis Bush, Dr. Ryan Harrod, Mr. Robert Kerns, 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, Mr. Richard Schofield-President/Chairperson for Staff Senate, Ms. Marlysse Calling-Campus Activities Board student representative, Ms. Melissa Wass-Garrett College Facilities Master Plan Coordinator, and Mr. Rick Morrison, Mr. Dave Oakes, and Mr. David Wolf-Grimm and Parker Architecture, Inc., representatives.
- 2. Communication from the Public:** None.
- 3. Faculty Senate, Staff Senate, and Student Campus Activities Board Updates**

Faculty Senate: Christa Bowser, Co-Chair of Faculty Senate, expressed appreciation for Dr. Terry Kasecamp, who will serve as Interim Director of Social and Behavioral Sciences and Education for the remainder of the 2021-2022 academic year due to the departure of Director Nicole Andrews. She reported that faculty were busy preparing for mid-terms and keeping students caught up due to COVID-related absences.

Staff Senate: No updates this month.

Student Campus Activities Board: Dean Kerns introduced Representative Marylsse Calling of the Campus Activities Board (CAB). Ms. Calling noted how happy she was to attend her first Board of Trustees meeting. She then expressed excitement for the student connections the CAB has been making through the various activities on-campus, including give-a-ways.
- 4. Approval/Changes to the Agenda:** President Midcap requested the meeting agenda be changed to table item-D.5. Governance Update until November and add information item-D.6. FY2022 Holiday Update-Juneteenth. On a motion by Trustee Collins, seconded by Trustee

Myers, the board unanimously approved the agenda as modified (Vote=6-0-0).

- B. CONSENT AGENDA:** On a motion by Vice-Chair McCartney, seconded by Chair Morin, the board unanimously approved the Consent Agenda as distributed and listed below (Vote=6-0-0).
- a. *Approval of the minutes from the September 21, 2021 Regular Board Meeting*
 - b. *Telework Policy*
 - c. *Email Content and Signature Policy*
- C. ACTION ITEMS:** No action items were included on the previously distributed agenda this month. The following item was added as an “Action Item” after discussion under the “Information/Discussion Items Section”.
1. **FY2022 Holiday Update-Juneteenth:** Dr. Midcap recommended expanding the number of designated holidays for FY2022 to include Juneteenth (June 19th), which was designated a Federal holiday in June 2021. Options of adding the holiday to the existing list of Garrett College holidays or adding the holiday by replacing an existing administrative holiday were discussed.

The Board then decided to vote on the update to the College holiday schedule this month since Juneteenth was designated as a Federal Holiday. The original FY2022 College holiday schedule was approved by the Board back in February 2021.

On a motion by Vice-Chair McCartney, seconded by Trustee Collins, the Board approved the addition of Juneteenth (to be observed on Monday, June 20, 2022) to the FY2022 Garrett College Holiday Schedule (Vote=4-2-0).

D. INFORMATION/DISCUSSION ITEMS:

1. **Facilities Master Plan Presentation:** Grimm and Parker Architecture, Inc., representatives, Mr. Rick Morrison-Principal-In-Charge, Mr. Dave Oakes-Project Manager, and Mr. David Wolf-LEED AP/Project Architect, presented the 2022-2032 Facilities Master Plan priorities. Several renovation options were discussed, pros and cons were examined, and discussion ensued regarding the function and the priorities of the 10-year master plan. Updates will be presented to the Board again during the November Board Meeting and a vote on the final plan will be requested in January 2022. Chair Morin thanked the representatives from Grimm and Parker Architecture, Inc., for their presentation and time spent answering questions this evening.
2. **PAC Update:** Ms. Kathy Meagher-Director of Campus Facilities and Security presented a pictorial update on the progress of the PAC

construction. She then reported that supply-chain issues and delays in delivery of building materials have hampered construction to an extent. She further noted that if remaining materials are delivered and installed as planned, without further delay or inclement weather, the project completion date and building opening date of April 1, 2022 will be on target.

3. **Equity, Diversity & Inclusion (EDI) Goals Update:** The Board previously received a 12-page summary outlining the updated College goals and strategies for improving cultural diversity. This document also included historical status updates regarding any goals that have been closed out. This summary assists the College Administration in identifying areas where goals have been achieved, where additional progress could be made, and the best approach to adding FY2022 priorities and strategies in the Annual College Diversity Plan.
4. **GC 2021-2022 Cultural Diversity Plan:** Although MHEC is not requiring submission of the plan update and progress report this year, the Cultural Diversity Plan 2021-2022 Update and Progress Report still requires Board approval for College planning purposes. This report update was previously distributed to Board Members via email and with the October Agenda materials. Discussion ensued regarding the difficulties encountered with recruitment and hiring of minority faculty and professional staff. President Midcap noted that this internally updated plan will appear on the November Board agenda as a Consent Agenda item.
5. **Governance Update:** Tabled until November Board Meeting.
6. **FY2022 Holiday Update-Juneteenth:** After much discussion, the Board decided to vote on the holiday update. See details under “Action Item” section above.
7. **Report of the Chair of the Board:** No report this month.
 - a. **Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
8. **Report of Board Members:** No report this month.
9. **Report of the President of the College:** No report this month.
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:** The board did not hold an Executive Session meeting.
- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for November 16, 2021 at 5:30 p.m.
- G. ADJOURNMENT:** On a motion by Trustee Rush, seconded by Trustee Myers, the board unanimously adjourned the meeting at 6:56 p.m. (Vote=6-0-0).

Respectfully submitted by:

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

Mr. Don Morin
Chair
Garrett College Board of Trustees