

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**September 21, 2021**  
**McHenry, MD 21541**

**A. COMMUNICATION ITEMS:**

**1. Call to Order and Attendance:** Mr. Don Morin, Chair, called the meeting to order at 5:33 p.m. Other board members in attendance included: Dr. Brenda McCartney-Vice-Chair, Ms. Karen Myers, and Mr. Duane Yoder. Attending via zoom video conference were Ms. Madeleine Collins, Mr. Jason Rush, and Ms. Linda Sherbin. College administrators in attendance (in-person) included: Dr. Richard Midcap-President and Dr. Ryan Harrod. College Administrators present virtually: Ms. Janis Bush, Mr. Robert Kerns, 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 and Mr. Stacy Miller-Faculty Senate Co-Chairs, and Mr. Richard Schofield-President/Chairperson for Staff Senate.

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

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

**SGA:** No updates this month.

**Staff Senate:** Rich Schofield, President of Staff Senate, reported that Benjamin Morris, Wellbeing Coordinator, attended the recent Staff Senate meeting to update Staff on the upcoming Wellbeing and Biometric Screening in October. Staff Senate members then asked that COVID-related vaccination and booster events be scheduled on campus this fall.

**Faculty Senate:** Ms. Christa Bowser, Co-Chair of Faculty Senate, reported that the semester had started under the new leadership of Dr. Ryan Harrod. She also stated that students seemed happy to be back on campus which is resulting in an increase of student participation in the classroom.

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

**B. 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 July 20, 2021 Regular Board Meeting*

*b. MHEC Performance Accountability Report (PAR)*

**C. ACTION ITEMS:**

1. **FY2022 Budget Amendment:** Dr. Midcap reported that this amendment accounts for two items: 1) payroll adjustments for vacant positions, retirements, and departmental reorganizations; and 2) adding back the Garrett Hall lease payments which were not included in the original approved budget. On a motion by Vice-Chair McCartney, seconded by Chair Morin, the board unanimously approved the budget amendment (Vote=7-0-0).

**D. INFORMATION/DISCUSSION ITEMS:****1. POLICY REVIEW:**

**a. Telework Policy:** Dr. Midcap reported that this policy has been developed to provide a mechanism for eligible employees to request approval to telework when their duties are appropriate for off-site completion. A recently enacted state law requires institutions of higher education to have an approved telework policy (although it leaves to the individual institutions the content of that policy). Board members then asked a few clarifying questions. This policy will be on the October Board Agenda as an action item for approval.

**b. Email Content and Signature Policy:** Dr. Midcap reported that this policy replaces separate policies regarding email content and email signatures. It will serve to ensure email content, including signature blocks sent from Garrett College employees, support the institution in a professional and positive manner while adhering to federal, state, and local guidelines – including FERPA, HIPPA, and other regulations. Dean Ouellette then answered questions pertaining to the policy. This policy will also be on the October Board Agenda as an action item for approval.

2. **Report of the Chair of the Board:** Chair Morin reported on the recent College turf field funding meeting with Senator Edwards, Delegate Beitzel, county commissioners, and college staff. In addition, Congressman Trone's office has been contacted and is reviewing any potential federal funding options. Chair Morin then thanked Vice-Chair McCartney for chairing the July Board meeting in his absence.

**a. Upcoming Events:** There were no updates to the previously distributed list of upcoming events.

**b. Board Stipends Reminder:** Chair Morin reminded Board Members to return the previously emailed Board Stipend Authorization forms to the President's Office at their earliest convenience.

3. **Report of Board Members:** No report this month.
4. **Report of the President of the College:** President Midcap reported that the Fall 2021 semester credit enrollment is currently down 10.5% in credit hours and 8.2% in headcount. The biggest factor is a 25.6% decline in returning students and a 12.7% decline in full-time students. On a positive note, enrollment is up 7.4% in new students and 44.1% in transfer students. President Midcap then noted the need to keep the legislature aware that FY23 state aid will be critical to providing a buffer as institutions rebuild enrollment. Questions and discussion ensued regarding in-county enrollment versus out-of-county enrollment and local 4-year institution enrollment numbers. President Midcap noted that Workforce Training is up almost all across-the-board and will be helpful this budget year.

President Midcap also provided information on the 5<sup>th</sup> annual Male Students of Color Conference which is being hosted soon as a hybrid event by Montgomery College. Garrett College plans to have a student group attend, organized by Assistant Student Development Director Brandon Jackson.

President Midcap reported on the MACC Collective Bargaining Information Sessions being held on September 21<sup>st</sup> and 27<sup>th</sup> and October 6<sup>th</sup>. All three seminars are being attended by college staff. Session topics include an overview of HB894/SB746 – the Community College Collective Bargaining Bill – as well as a segment on bargaining in good faith.

President Midcap also reported on the return of the Joan Crawford Series. Dr. Ryan Harrod will be presenting “Hard Labor and Hostile Encounters: Chinese Immigrants and the Transcontinental Railroad” on September 22<sup>nd</sup> to begin the Series.

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

- a. **College Administrative Reports:** Although there were no additions to the previously submitted administrative board reports on file, Vice-Chair McCartney expressed the Board’s appreciation to the staff for the time required to prepare their reports and the high quality of those reports.
- 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 on Executive Session meeting.

- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for October 19, 2021 at 5:30 p.m.
- G. ADJOURNMENT:** On a motion by Trustee Yoder, seconded by Chair Morin, the board unanimously adjourned the meeting at 5:59 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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Mr. Don Morin  
Chair  
Garrett College Board of Trustees