

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 19, 2022
McHenry, Maryland

A. COMMUNICATION ITEMS:

- 1. Call to Order and Attendance:** Mr. Don Morin-Chair, who joined the meeting virtually (*via Zoom videoconference*), called the meeting to order at 6:00 p.m. Board members in attendance (in-person) included: Dr. Brenda McCartney-Vice Chair, Ms. Madeleine Collins, Mr. Jason Rush, and Mr. Duane Yoder. Other Board member in attendance virtually included: Ms. Linda Sherbin. Board member absent included: Ms. Karen Myers. College administrators in attendance (in-person) included: Dr. Richard Midcap-President, Ms. Kathy Meagher, and Ms. Dallas Ouellette. College administrators in attendance virtually included: Ms. Janis Bush, Dr. Ryan Harrod, Mr. Robert Kerns, Ms. Cherie Krug, Ms. Shelley Menear, Dr. 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 Campus Advisory & Activities Board (Student) Updates**

Faculty Senate: Faculty Senate Co-Chair Christa Bowser reported that they had no current projects and did not have any new information to report since the last board meeting.

Staff Senate: President/Chairperson of Staff Senate Rich Schofield reported that Staff Senate had recently held their annual leadership elections and announced the results: Staff Senate Chairperson (President) – AJ Savopoulos, Staff Senate Chairperson-Elect (VP) – Jenny Meslener, Staff Representative to the Student Life and Services Committee – Jenny Meslener, and Staff Representative to the Human Resources Committee – Ashley Ruby. As Staff Senate Past Chair, Rich Schofield will serve as Secretary.

Campus Advisory & Activities Board (CAAB): No updates this month.
- 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=6-0-0).

- B. CONSENT AGENDA:** On a motion by Vice-Chair McCartney, seconded by Trustee Sherbin, the Board unanimously approved the Consent Agenda as distributed and listed below (Vote=6-0-0).
- a. *Approval of the minutes from the March 15, 2022 Regular Board Meeting*
 - b. *Conferral of Degrees/Certificates for May 2022 Commencement*
 - c. *Late Registration Policy Update*

C. ACTION ITEMS: None.

D. INFORMATION/DISCUSSION ITEMS:

- 1. FY2023 Draft Budget Presentation and Summary:** President Midcap reminded the Board that the administration submits a draft budget in April which provides the Board with two months to recommend changes prior to the requirement that a budget be adopted at the June Board meeting. Dean Ouellette then presented an overview of the Draft FY2023 Budget that highlighted critical components including the budget process and timeline, the fund balance, capital funding, projected revenue, and expenditure projections. Questions and discussion then ensued regarding items in the draft budget including staff position numbers, projected CARC revenue, and special budget requests. President Midcap requested that the Board members email him with any questions, concerns or suggestions they have for the FY2023 budget before the May Board Meeting. This will allow time to research any questions and prepare to address Board comments at the May meeting.
- 2. Policy Review and Discussion:** President Midcap informed the Board that the purpose of the HR Manual Update - Part Three: Complaint Resolution Updates is to provide a method of recourse to employees who wish to address a particular action on the part of a College employee(s) or office. These procedures are applicable to all employees of the College for complaints **other** than those relating to acts of discrimination, harassment, sexual misconduct, separation from employment, or related to performance appraisals. This policy update was reviewed by College Legal Counsel.
- 3. Report of the Chair of the Board:** Chair Morin, on behalf of the Board, congratulated Dr. Kelli Sisler, Director of Analytics, Institutional Research, and Assessment who recently completed a doctoral degree in higher education leadership through Liberty University. Dr. Sisler completed an accelerated degree pathway, earning her doctorate in 18 months while finishing with a 3.93 grade-point average. Her dissertation project – *Recommendations to Improve the Student Matriculation Success Rate from Development Courses to College-Level Courses at Garrett College* – focused on supporting our most academically vulnerable student population and assisting these students to succeed at the college level.
 - a. Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
 - b. State Ethics Commission-Financial Disclosure:** Chair Morin reminded Board members to complete these forms, which are available online and due by April 30, 2022.

4. **Report of Board Members:** Vice-Chair McCartney shared that she had attended the Zoom meeting of the President's Circle where students shared the positive impacts the Pay It Forward Textbook Scholarship had on their education. She expressed her appreciation of the scholarship and also the efforts put forth to hold the meeting.
5. **Report of the President of the College:** President Midcap informed the Board of a scheduled in-person All-College Forum, with a streaming option, to be held on April 29th at 1:30 p.m. in Room #111. Topics to be covered include updates on the strategic plan, facilities master plan, the Performing Arts Center at Garrett College, the FY2023 budget, and the 2022 Commencement. Any Board members planning to attend were requested to contact Marcia Knepp and let her know if they would be attending in-person or online.

President Midcap reported that he had attended a working dinner sponsored by Congressman David Trone that included the Garrett County Commissioners, County Administrator Kevin Null, Senator George Edwards, Delegate Wendell Beitzel, the county's mayors and community leaders including Trustee Yoder and GRMC CEO Mark Boucot. The meeting provided an opportunity for participants to discuss areas where federal assistance would be helpful. President Midcap mentioned that colleges benefited greatly from the COVID funding, and he hoped consideration will be given to some ongoing assistance as colleges try to rebound from the COVID-related enrollment downturns that colleges have experienced. He also mentioned the benefits of mental health support to colleges and universities.

6. College Administrative & Financial Reports

- a. **College Administrative Reports:** Vice-Chair McCartney commented on the two recent events sponsored by the Library as part of the Libraries Transforming Communities (LTC): Focus on Small and Rural Libraries Grant. She reiterated that she had heard very positive comments from community members who participated in the events.

Questions pertaining to items in the administrative reports were discussed including matters related to occupancy rates of the residence halls, tuition revenue, and the Backbone Mountain Youth Center Learning Opportunities Program.

- b. **Garrett College Monthly Financial Reports:** There were no updates to the previously submitted reports on file.

- E. **EXECUTIVE SESSION:** On a motion by Trustee Rush, seconded by Vice-Chair McCartney, the Board unanimously recessed the Open Session at 7:00 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=6-0-0):
Facilities Master Plan Rollout Discussion and Commencement Awards.

- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for May 17, 2022 at 5:30 p.m.
- G. ADJOURNMENT:** The Board did not reconvene the open session and the Executive Session adjourned at 7:21 p.m. on a motion by Vice-Chair McCartney, seconded by Trustee Rush (Vote=6-0-0).

Summary of the April 19, 2022 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, April 19, 2022 in person and via Zoom videoconference. The purpose of this session was to discuss confidential matters related to the Facilities Master Plan Rollout and Commencement awards.

Each Board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. Six 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. Kathy Meagher-Director of Campus Facilities & Security, and Ms. Dallas Ouellette-Dean of Business & Finance.

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

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:** April 19, 2022 **Time:** 7:01 p.m.

Location: Board Room #102 & Via Zoom **Motion By:** Trustee Rush **Seconded By:** Vice-Chair McCartney

Vote to Close Session:

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT	TOTALS
Mr. Don Morin, Chair	✓				
Dr. Brenda McCartney, Vice-Chair	✓				
Ms. Madeleine Collins	✓				
Ms. Karen Myers				✓	
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:

FMP Rollout Discussion (2)	Commencement Awards (2)

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

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