

GARRETT COLLEGE BOARD OF TRUSTEES
MEETING MINUTES
January 18, 2022
McHenry, MD 21541

A. COMMUNICATION ITEMS:

- 1. Call to Order and Attendance:** Mr. Don Morin-Chair, who joined the meeting via Zoom videoconferencing, called the meeting to order at 5:31 p.m. Other board members in attendance virtually (*via Zoom videoconference*) included: Dr. Brenda McCartney-Vice Chair, Ms. Madeleine Collins, Ms. Karen Myers, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. College administrators in attendance virtually included: Dr. Richard Midcap-President, Ms. Janis Bush, Ms. Kathy Meagher, Ms. Shelley Menear, and Ms. Dallas Ouellette. Guest present virtually included: Mr. Rick Morrison-Grimm + Parker Architecture, Inc., representative.
- 2. Communication from the Public:** None.
- 3. Faculty Senate, Staff Senate, and Campus Advisory & Activities Board (Student) Updates:** None.
- 4. Approval/Changes to the Agenda:** On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the board unanimously approved the agenda as distributed (Vote=7-0-0).

B. CONSENT AGENDA: On a motion from Trustee Collins, 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 November 16, 2021 Regular Board Meeting and December 7, 2021 Special Board Meeting*
- b. *AY2022-2023 Academic Calendar and FY2023 Holiday Schedule*

C. ACTION ITEMS:

- 1. Garrett College 10-year Facilities Master Plan:** President Midcap introduced Mr. Rick Morrison, representative of Grimm + Parker Architecture, Inc. Mr. Morrison then shared board-provided updates to the 10-Year Facilities Master Plan since November 2021 that included: updating the name and descriptions of Project #4-Reconnect the Campus to “Academic Programs and Campus Connection”; a thorough explanation for proposed relocation of the College dining facilities to building #600; the addition of a concept plan of converting building #750 to house the building #1000 programs; updates to the proposed projects under the Facilities Renewal Grant Program Chart; and updates to the Building Condition Assessments to remove the deficiency items (including items that were addressed this past summer and fall after the initial assessments were completed). Discussion then ensued regarding several aspects of the plan. On a motion from Trustee Rush, seconded

by Chair Morin, the board unanimously approved the 10-Year Facilities Master Plan as distributed (Vote=7-0-0).

2. **Tuition Recommendations:** President Midcap addressed the administration's recommendations for the FY2023 Tuition, Fee, & Residence Hall Rates and the Out-of-area Tuition Mitigation Strategy proposal. The recommendation is to hold the in-county tuition and resident hall rates flat for FY23. The out-of-county, out-of-state, and border county rates will be increased to the minimum rates permitted via the formula set by the state in COMAR. On a motion by Trustee Yoder, seconded by Chair Morin, the board approved the FY23 tuition and residence hall rates that were recommended. The administration's recommendations for the Out-of-area Tuition Mitigation Strategy were then clarified and discussed. The strategy will officially be approved as part of the Board's June vote on the FY2023 budget.

D. INFORMATION/DISCUSSION ITEMS:

1. **POLICY REVIEW:** President Midcap informed the Board that the following two policies were being provided for initial review and Director Bush was on the call to address any questions. A Board vote on these policies is scheduled for the February meeting.
 - a. **Disciplinary Action Policy:** A few clarifying questions were asked and updates were suggested to the timelines for the employee hearing sections of this policy. President Midcap will summarize the updates and a new draft will be presented to the Board at the February Board meeting to review and approve.
 - b. **Involuntary Separation of Employment Policy Update:** Board Members did not have any additional questions related to this policy update.
2. **Report of the Chair of the Board:** No report this month.
 - a. **Upcoming Events:** In addition to the previously distributed list of upcoming events, President Midcap noted that the next session of the Joan Crawford Lecture Series would be held on January 26th at 6 p.m. Professor Kevin Dodge will present "Mountain Peatlands: Why I Think They're Cool and You Should, Too."
 - 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.
3. **Report of Board Members:** No report this month.

- 4. Report of the President of the College:** President Midcap reminded the Board that although the Supreme Court had stayed OSHA's vaccine mandate for employers with 100 or more employees, Ms. Menear has taken a leadership role in drafting a plan that can be implemented if the mandate is eventually reinstated.

President Midcap then reported that two annual events of interest have been postponed from their scheduled January dates due to COVID. The MACC Trustee Leadership Conference and Gubernatorial Forum has been rescheduled for April 28, 2022 and the Mountain Maryland PACE Conference has been rescheduled for March 3-4, 2022.

An enrollment update for the winter and spring semesters was then provided by President Midcap. As of the date of the meeting, the combined winter and spring enrollment was flat in credit hours and up in headcount. President Midcap expressed his appreciation to Dean JR Kerns, Associate Dean Kim DeGiovanni, and Admissions Director Melissa Wass for leading the recruitment efforts during this difficult COVID environment.

President Midcap shared that the FY23 budget process had begun and budget managers were in the process of entering draft budgets for leadership's review. The Board will review and approve the College's local funding request during the February meeting, which is required to be submitted to the County by February 25, 2022.

5. College Administrative & Financial Reports:

- a. College Administrative Reports:** Several questions were asked and clarifications were provided pertaining to HEERF funding and Residence Hall occupancy rates.
- b. Garrett College Monthly Financial Reports:** There were no additions to the previously submitted financial reports on file.

- E. EXECUTIVE SESSION:** On a motion by Chair Morin, seconded by Vice-Chair McCartney, the board recessed the Open Session at 6:09 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: President's Mid-Year Goals Update and Compensation Proposal.
- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for February 15, 2022 at 5:30 p.m.
- G. ADJOURNMENT:** The board did not reconvene the open session and the Executive Session adjourned at 6:23 p.m. on a motion by Trustee Myers, seconded by Vice-Chair McCartney (Vote=7-0-0).

Summary of the January 18, 2022 Board Executive/Closed Session Meeting:

A closed session of the Garrett College Board of Trustees was held on Tuesday, January 18, 2022 via Zoom. The purpose of this session was to discuss confidential matters related to President's Mid-Year Goals Update and Compensation Proposal.

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 of Garrett College, Ms. Janis Bush-Director of Human Resources, 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:** January 18, 2022 **Time:** 6:09 p.m.

Location: Via Zoom Videoconference **Motion By:** Chair Morin **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:

President’s Mid-year Goal Review/Update (1)	
Compensation Proposal (1)	

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

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