

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 21, 2022
McHenry, Maryland

A. COMMUNICATION ITEMS:

1. **Call to Order and Attendance:** Mr. Don Morin-Chair, called the meeting to order at 5:30 p.m. Board members in attendance (in-person) included: Dr. Brenda McCartney-Vice Chair, Ms. Karen Myers, Mr. Jason Rush, Ms. Linda Sherbin (*who only attended the first portion of the meeting*), and Mr. Duane Yoder. Board member in attendance virtually (*via Zoom teleconference*), included: Ms. Madeleine Collins. College administrators in attendance (in-person) included: Dr. Richard Midcap-President, Ms. Kathy Meagher, Ms. Shelley Menear, and Ms. Dallas Ouellette. College administrators in attendance virtually included: Ms. Janis Bush, Dr. Ryan Harrod, Mr. Robert Kerns, Dr. Kelli Sisler, and Ms. Julie Yoder. Ms. Cherie Krug was absent. Guests present virtually included: Ms. Christa Bowser and Mr. Stacy Miller-Faculty Senate Co-Chairs, and Mr. Richard Schofield-President/Chairperson for Staff Senate. Guests present in-person included: Ms. Vianne Bell, former trustee.

Special recognition of retiring board member: Chair Morin presented Trustee Sherbin with a Resolution of Appreciation recognizing and thanking her for 22 years of dedicated service as a Board of Trustee member. He noted that during her tenure, Trustee Sherbin provided valued leadership as Board Chair from 2008-2012, worked collaboratively to acquire funding to construct the Community Aquatic & Recreation Complex (CARC), and provided leadership during two presidential searches and transitions. He then provided Trustee Sherbin with a gift voucher to a future performance in the Performing Arts Center at Garrett College. Trustee Sherbin then thanked the Board for this special recognition. She then stated that even though the College has experienced both highs and lows during her tenure as a board member, the College family has always stuck together and worked through every challenge that came before them. She then expressed well-wishes to all and asked that the current and future board members take their responsibility seriously and work hard like prior Board members because this is what keeps the College going. Trustee Sherbin and Ms. Bell then left the meeting.

2. **Communication from the Public:** Ms. Vianne Bell, who was in attendance for the special recognition of retiring Trustee Sherbin, expressed how thrilled she was with the work on the Mosser Road Heritage Trail. She noted that the trail project had been discussed for many years and how nice it was to finally see it come to fruition. She also expressed how pleased she was that the Deep Creek Farmer's Market is being held in Parking Lot A on campus on Fridays throughout the summer. She also stated how happy she was to be present to honor Trustee Linda Sherbin on her retirement from the Board of Trustees.

3. **Faculty Senate, Staff Senate, and Campus Advisory & Activities Board (Student) Updates**

Faculty Senate: Faculty Senate Co-Chair Ms. Christa Bowser reported that faculty were busy with summer classes which started on June 15th. She also expressed that faculty were grateful for the in-person graduation that was held this year as they had missed those moments the past few years with students and their families. Co-Chair Bowser also reported that this would be her last Board Meeting as Faculty Senate Co-Chair as she would be starting her new role as Interim Associate Dean of Academic Affairs on July 1st. Mr. Rich Lewis and Mr. Stacy Miller will serve as Faculty Senate Co-chairs for FY2023.

Staff Senate: Mr. Rich Schofield, President/Chairperson of Staff Senate, stated that staff were also thankful for the ability to celebrate graduation in-person this year. He informed the Board that this would be his last meeting as President/Chairperson of Staff Senate and that Mr. AJ Savopoulos would replace him starting July 1st.

Chair Morin thanked Ms. Bowser and Mr. Schofield for their time and service representing their respective groups at the Board of Trustees Meetings.

Campus Advisory & Activities Board (CAAB): No report.

4. **Approval/Changes to the Agenda:** On a motion by Trustee Myers, seconded by Chair Morin, the Board unanimously approved the agenda as distributed (Vote=6-0-0).

B. **CONSENT AGENDA:** On a motion by Trustee Myers, 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 May 17, 2022 Regular Board Meeting*

C. **ACTION ITEMS:**

1. **FY2023 Budget:** The FY2023 draft budget was presented to the Board at the April Board Meeting and the final draft budget was included in the June Board Agenda materials that were previously distributed. Board Members also received a detailed explanation and documentation noting the changes between the two versions. President Midcap elaborated that the main change between the documents was the addition of a full-time women's soccer coach position. He further explained that adding the position this fiscal year would allow the coach time to recruit and enable them to have a team ready for the Fall 2023 soccer season. On a motion by Vice-Chair McCartney, seconded by Trustee Collins, the board unanimously approved the FY2023 budget as presented (Vote=6-0-0).

2. **Turf Field-Sole Source Engineering Contract:** President Midcap explained that SPECS, Inc. is the firm that provided the design and engineering services to the two local high schools for their recently engineered and installed turf fields. This firm also provided the civil engineering services for Garrett College's 10-Year Facilities Master Plan, as well as for the STEM Center, as a subcontractor to Grimm + Parker.

President Midcap stated that SPECS is very familiar with Garrett College from the civil engineering perspective. They are the local industry experts in the area, familiar with local and state laws, specifications, and inspectors. They are fully capable of, and staffed for, designing the necessary storm water management for this project within the timeline. SPECS has also been working with Kathy Meagher on this project to provide the requested construction estimates and feasibility study. Approval of this sole-source request will keep the College on schedule for a summer 2023 installation of the turf field.

On a motion by Trustee Myers, seconded by Vice-Chair McCartney, the Board unanimously authorized the College to engage in an AIA/sole-source contract with SPECS, Inc., not to exceed \$150,000 for the turf field design and engineering services. (Vote=6-0-0).

D. INFORMATION/DISCUSSION ITEMS:

1. **MHEC Equity, Diversity, & Inclusion (EDI) Documents and Presentation:** These draft documents were previously distributed to Board members to review prior to the meeting. Ms. Shelley Menear, Director of Equity, Compliance, & Risk Management, presented a summary of the goals, strategies, and successes of FY2022 as well as the main areas of focus for FY2023. She noted that the narrative and plan must be approved by the Board and submitted to MHEC no later than September 1, 2022. The plan will be presented as an action item during the July Board Meeting.
2. **PAC Update:** Ms. Kathy Meagher, Director of Campus Facilities & Security, gave an update on the construction progress of the Performing Arts Center (PAC). She indicated that they were waiting for delivery of several items and would start testing systems in about three weeks. They plan to have construction complete for the GLAF performance being held on August 5th. Board Members expressed their appreciation for the tour of the PAC given to the Board members prior to the meeting.
3. **Report of the Chair of the Board:** Chair Morin shared his appreciation to the College for being able to host the Gran Fondo event after a hiatus of several years.

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

b. Report of Nominating Committee for Board Officers: Trustee Yoder, Chair of the Board Officer Nominating Committee, reported that the committee (that also included Trustee Collins) nominated Mr. Don Morin to continue to serve as the Board Chair and Dr. Brenda McCartney to continue to serve as the Board Vice-Chair for Fiscal Year 2023. Both Mr. Morin and Dr. McCartney agreed to continue to serve in these roles. A formal vote of the Board will be taken at the July Board Meeting.

- 4. Report of Board Members:** Vice-Chair McCartney expressed her appreciation for being able to attend the Garrett College's Employee Recognition Luncheon held on May 25th at the CARC gym. She conveyed her appreciation of the event and stated how nice it was to see and hear the recognitions and the positive interactions of the employees.
- 5. Report of the President of the College:** President Midcap reported on revisions to the Capital Project Plan. Grimm + Parker was asked to provide options on what a \$5 million project to renovate building #400 or #600 would include. Four potential options were originally provided but were discussed and narrowed down to two viable options by College Administration. These two options will then be presented to cost estimators to price for the Board of Trustees to review at the July Board Meeting. President Midcap also explained that he has started the process through the Maryland Association of Community Colleges (MACC) Office to officially support a proposal to change the state funding ratio with legislation similar to what Senator Edwards achieved for Garrett County Public Schools and the Garrett County Library. He intends to have this considered in the 2023 Session of the Maryland General Assembly to become effective in FY2025.

6. College Administrative & Financial Reports

a. College Administrative Reports: Chair Morin asked about the timeline for the completion of the Mosser Road Heritage Trail. Ms. Meagher indicated that the current contractor plans to finish their work by the end of June and then College employees will complete the remaining piece of the project that is located on-site. An additional inquiry was made regarding funding resources for the trail. The following sources were recognized: Program Open Space, Garrett Trails, Maryland Heritage Area Authority, Garrett College, and the Garrett County Government.

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

- E. EXECUTIVE SESSION:** On a motion by Chair Morin, seconded by Vice-Chair McCartney, the Board unanimously recessed the Open Session at 6:17 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): President Evaluation (1); Board Self-Evaluation (1); Personnel (1); and Turf Field (2).
- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for July 19, 2022 at 5:30 p.m.
- G. ADJOURNMENT:** The Board did not reconvene the open session and the Executive Session adjourned at 7:15 p.m. on a motion by Trustee Yoder, seconded by Trustee Rush (Vote=6-0-0).

Summary of the June 21, 2022 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, June 21, 2022 in-person and via Zoom teleconference. The purpose of this session was to discuss confidential matters related to the President’s Evaluation, the Board Self-Evaluation, Personnel, and Turf Field.

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 the details). College administrators present for this session included: Dr. Richard Midcap-President 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:** June 21, 2022 **Time:** 6:17 p.m.

Location: Board Room #102 **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 Evaluation (1)	Board Self-Evaluation (1)
Personnel (1)	Turf Field (2)

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

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