

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 15, 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 5:30 p.m. Board member in attendance (in-person): Ms. Karen Myers. Other Board members in attendance virtually included: Dr. Brenda McCartney-Vice Chair, Ms. Madeleine Collins, Ms. Linda Sherbin, and Mr. Duane Yoder. Board member absent included: Mr. Jason Rush. College administrators in attendance (in-person) included: Dr. Richard Midcap-President, and Ms. Kathy Meagher. College administrators in attendance virtually included: Ms. Janis Bush, Mr. Robert Kerns, Ms. Shelley Menear, Ms. Dallas Ouellette, Ms. Kelli Sisler, and Ms. Julie Yoder. College Administrators absent included: Dr. Ryan Harrod and Ms. Cherie Krug. Guests present virtually included: Mr. Stacy Miller-Faculty Senate Co-Chair, 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 Stacy Miller shared he was pleased to announce that faculty had survived mid-term reports and were anticipating Spring Break along with the students. He also reported that faculty was looking forward to the second half of the semester.

Staff Senate: President/Chairperson of Staff Senate Rich Schofield stated that President Midcap attended the February Staff Senate meeting to discuss suggested changes to the current masking policy. Old Business items that were discussed included compensation compression and the 10-Year Facilities Master Plan.

Campus Advisory & Activities Board (CAAB): No updates this month.

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

B. CONSENT AGENDA: On a motion by Trustee Sherbin, seconded by Vice-Chair McCartney, the Board unanimously approved the Consent Agenda as distributed and listed below (Vote=6-0-0).

- a. *Approval of the minutes from the February 15, 2022 Regular Board Meeting*
- b. *Sex Offender Policy Update*

C. ACTION ITEMS:

1. **Faculty Emeritus:** President Midcap conveyed that Faculty had nominated three retired professors for faculty emeritus status. He requested that this item be tabled for the Board to discuss in Executive Session. The Board agreed to his request and will reconvene the Open Session to vote on this agenda item after the Executive Session concludes (*see Adjournment section for meeting reconvening and voting details*).

D. INFORMATION/DISCUSSION ITEMS:

1. **Facilities Master Plan Rollout Schedule:** President Midcap discussed the memo that had been sent to the Board regarding the draft timeline for the 2022-31 Facilities Master Plan rollout. He asked for input from the Board regarding any changes, questions, or concerns they had regarding the implementation. Discussion pertaining to the Facilities Master Plan Rollout Letter to the County Commissioners will be held during the Executive Session to follow.
2. **Performing Arts Center Update:** Ms. Kathy Meagher, Director of Campus Facilities and Security, shared an update with the Board on the Performing Arts Center construction. The presentation included renderings of the facility and photos capturing the work at present. Discussion ensued regarding construction progress, expenses, and anticipated budget overage.
3. **Report of the Chair of the Board:**

Upcoming Events: Chair Morin shared that President Midcap has been asked by Middle States Commission on Higher Education to chair a Self-Study Evaluation Team. He expressed the Board's support for President Midcap on this endeavor.

President Midcap then explained that he would serve as a MSCHE Team Chair for SUNY Sullivan's reaccreditation (in New York). He will be conducting an initial team chair visit to SUNY Sullivan on October 24th with a full team visit tentatively scheduled for April 2-5, 2023. President Midcap then stated that every time he participated in a team visit, he was able to bring something back from the host institution that was helpful to his college.

- a. **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:** Trustee Yoder inquired about the progress of the expansion of the GCSP scholarship to include non-traditional

students. President Midcap responded that the County budget for FY2023 would not be finalized until June.

- 5. Report of the President of the College:** President Midcap gave an enrollment update for the College that included 11 of the 16 Maryland community colleges. Garrett College was second-best in headcount enrollment change, increasing 0.8%. Howard Community College had the best headcount change, increasing 1.5% compared to last spring. Three colleges reported declines over 10%. Every reporting college noted a decline in credit hours. Garrett's 5.2% decrease was fourth-best, with four colleges reporting a decline of 10% or more in credit hours.

President Midcap also reported that the college was moving toward a potential shift of the GCPS culinary and auto programs to the CTTC beginning in the 2022-23 academic year, pending approval of an MOU between the Board of Trustees and the Board of Education. Dean Yoder has already begun development of a chart that outlines the questions that must be answered and tasks that must be completed by category to get the transition completed in time for the next academic year. Discussion ensued around different aspects of the proposal including schedule of the draft MOU, enrollment in the programs, and potential site renovations.

President Midcap then recognized Ms. Kelli Sisler, Director of Analytics, Institutional Research, and Assessment. Ms. Sisler partnered with Dr. Idna Corbett, the College's Middle States Liaison and MSCHE Vice President, on a special MSCHE presentation earlier that day entitled "Continuous Improvement After the Self-Study: Implementing Self and Team Recommendations". He further noted that since Dr. Corbett reached out to Ms. Sisler to co-present, it reinforces the fact that Middle States is pleased with the way the College is implementing continuous improvements since the reaccreditation two years ago. He also shared that Ms. Sisler is highly respected at Middle States for her commitment to, and effectiveness in, the implementation and documentation of continuous institutional improvement.

6. College Administrative & Financial Reports

a. College Administrative Reports: Questions pertaining to items in the administration reports were answered including matters related to athletics and occupancy rates of the residence halls.

b. Garrett College Monthly Financial Reports: Discussion ensued regarding the possibility of inflation affecting the current budget.

- E. EXECUTIVE SESSION:** On a motion by Vice-Chair McCartney, seconded by Chair Morin, the Board unanimously recessed the Open Session at 6:08 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 Commissioner Letter, Faculty Emeritus, Board Award for
Outstanding Contributions to Garrett College, and Timeline for Board Self-
Evaluation and Presidential Evaluation.

F. NEXT REGULARLY SCHEDULED MEETING: The next meeting of the Garrett
College Board of Trustees is scheduled for April 19, 2022 at 5:30 p.m.

G. ADJOURNMENT: The Board reconvened the open session at 6:41 p.m. via
acclamation to vote on the candidates for Faculty Emeritus status as reviewed in
Executive Session.

On a motion by Vice-Chair McCartney, seconded by Chair Morin, the Board
approved the three nominations for Faculty Emeritus status as discussed during
the Executive Session (Vote=5-1-0).

The Board then adjourned the Open Session Meeting at 6:43 p.m. via
acclamation.

Summary of the March 15, 2022 Board Executive/Closed Session Meeting: A
closed session of the Garrett County Board of Trustees was held on Tuesday, March
15, 2022 in person and via Zoom videoconference. The purpose of this session was to
discuss confidential matters related to the Facilities Master Plan Commissioner Letter,
Faculty Emeritus, Board Award for Outstanding Contributions to Garrett College, and
Timeline for Board Self-Evaluation and Presidential Evaluation.

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 and Ms. Kathy Meagher-Director of Campus Facilities & Security.

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:** March 15, 2022 **Time:** 6:08 p.m.

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

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:

Facilities Master Plan Local Funding Letter (1)	Faculty Emeritus (1)
Board Award for Outstanding Contributions (2)	Board Self-Evaluation and Presidential Evaluation (1)

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

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