

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**November 15, 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 Ms. Madeleine Collins, Ms. Karen Myers, and Mr. Gary Ruddell. Board members in attendance virtually (*via Zoom*) included: Dr. Brenda McCartney-Vice Chair, and Mr. Duane Yoder. Mr. Jason Rush joined the meeting late. College administrators in attendance (*in-person*) included: Dr. Richard Midcap-President, Ms. Kathy Meagher, Ms. Dallas Ouellette, and Ms. Julie Yoder. College administrators in attendance (*virtually*) included: Ms. Janis Bush, Dr. Ryan Harrod, Dr. Robert Kerns, Ms. Cherie Krug, Ms. Shelley Menear, and Dr. Kelli Sisler. Guests present virtually included: Mr. Richard Lewis-Faculty Senate Co-Chair, Ms. Jenny Meslener-Staff Senate Chair, and Ms. Olivia Warne-Campus Advisory & Activities Board Student Representative.
- 2. Communication from the Public:** None.
- 3. Faculty Senate, Staff Senate, and Campus Advisory & Activities Board (Student) Updates**

**Faculty Senate:** Mr. Richard Lewis, Co-Chair of Faculty Senate, reported that Faculty Senate had reviewed Human Resource Manual Updates at their last meeting. He also stated that they would be viewing the Vehicle Use and Driver Authorization Policy and the Procurement Policy at their scheduled meeting on Friday.

**Staff Senate:** Ms. Jenny Meslener, Staff Senate Chair, stated that Staff Senate had not met since the last Board meeting but were scheduled to meet on Friday. She shared that Staff Senate had also reviewed the Human Resource Manual Updates and would be reviewing the Vehicle Use and Driver Authorization Policy and the Procurement Policy to provide feedback before it advances to College Council.

**Campus Advisory & Activities Board (CAAB):** Ms. Olivia Warne, CAAB Representative, introduced herself and reported on the group's activities for the month of November. Those activities included the very popular Coffee Mondays, a Veterans Day table with handouts and giveaways, and a banner commemorating National Peace Day. She also spoke on CAAB's financial support of the Dungeons and Dragons Club by approving their funding request for supplies. She updated the Board on upcoming activities, including the rescheduled Movie Night, cornhole tournament, tie-dye activity, and a "White Out" night when the men's and women's basketball teams host Potomac State. She stated that CAAB members are hoping these activities will increase participation of commuter students.

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

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

- a. *Approval of the minutes from the October 28, 2022 Regular Board Meeting*
- b. *Garrett College Federal Award Programs-Single Audit Report June 30, 2022*

**C. ACTION ITEMS:**

- 1. Use of College Facilities Policy:** President Midcap shared that the Use of College Facilities Policy and supporting operational guidelines, which were provided last month to the Board for review and appropriate action. Several questions were discussed regarding the policy, including timeframe for responses, liability insurance, and fee structure. On a motion by Trustee Collins, seconded by Trustee Myers, the Board unanimously approved the Use of College Facilities Policy (Vote=6-0-0).
- 2. Turf Field Contract:** The Board was emailed information to review prior to the November Board Meeting which included a proposal from Sprinturf, LLC to supply and install the synthetic turf carpet for the new multipurpose field. Sprinturf, LLC received the highest score of the four companies who submitted proposals. A draft of a contract with Sprinturf, LLC was included in the email. On a motion by Trustee Myers, seconded by Chair Morin, the Board unanimously approved the Turf Field Contract with Sprinturf, LLC. (Vote=6-0-0).
- 3. FY2023 Budget Amendment #1:** Dean Ouellette explained that this amendment would utilize contingency funds to cover the increase in travel costs for the athletic teams based on quotes from the bus company vendor. On a motion by Trustee Collins, seconded by Trustee Myers, the Board unanimously approved the budget amendment (Vote=6-0-0).

**D. INFORMATION/DISCUSSION ITEMS:**

- 1. PAC Update:** Ms. Kathy Meagher, Director of Campus Facilities, shared updated photos of the Performing Arts Center taken at the first performance and also an update on the project balance. Chair Morin thanked Ms. Meagher for all of her work and efforts during her time at the College and wished her well on her next endeavor.
- 2. Report of the Chair of the Board:** No report this month.
  - a. Upcoming Events:** There were no updates to the previously distributed list of upcoming events.

- 3. Report of Board Members:** No report this month.
- 4. Report of the President of the College:** President Midcap shared that Mr. Christopher Painter had been hired as the next Director of Campus Facilities & Capital Projects. He then expressed his appreciation for the hard work and professionalism that Ms. Kathy Meagher brought to her tenure as Director of Campus Facilities. He recognized that during the six years she was in that position, she oversaw the construction of the Offutt STEM Center, the Performing Arts Center, and the Mosser Road Heritage Trail. The College also completed a thorough and comprehensive 10-year Facilities Master Plan.

President Midcap explained that because of the requirement of limiting the PAC grand opening attendance, a RSVP process has been set up for those who wish to attend the event. Press releases were being released in *The Republican* newspaper, on the College's website, and on the College's social media platforms emphasizing that those wishing to attend must RSVP to [reservations@garrettcollege.edu](mailto:reservations@garrettcollege.edu).

President Midcap then shared highlights of the recent successes of the women's and men's basketball teams and the wrestling team.

**5. College Administrative & Financial Reports**

- a. College Administrative Reports:** Clarifying questions were asked pertaining to site preparation for the turf field and financial reporting for the Community Aquatic & Recreation Complex (CARC).
- 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 an Executive Session meeting.
- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for January 17, 2023 at 5:30 p.m.
- G. ADJOURNMENT:** On a motion by Trustee Myers, seconded by Chair Morin, the board unanimously adjourned the meeting at 6:04 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