

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 18, 2023
McHenry, Maryland

A. COMMUNICATION ITEMS:

1. **Call to Order and Attendance:** Chair Morin, who attended the meeting via Zoom, called the meeting to order at 5:58 p.m. Board members in attendance in-person included: Dr. Brenda McCartney-Vice-Chair, Ms. Karen Myers, Mr. Gary Ruddell, Mr. Jason Rush, and Mr. Duane Yoder. Board Member absent included: Ms. Madeleine Collins. College Administrators in attendance (either in-person or virtually) included: Dr. Richard Midcap-President, Ms. Janis Bush, Dr. Ryan Harrod, Dr. Robert “JR” Kerns, Ms. Cherie Krug, Ms. Shelley Menear, Ms. Dallas Ouellette, Mr. Chris Painter, Dr. Kelli Sisler, and Ms. Julie Yoder. Guests present included: Mr. Richard Lewis-Faculty Senate Co-Chair (in-person) and Mr. Richard Schofield, Staff Senate Co-Chair (via Zoom).

2. **Communication from the Public:** None at this time.

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

Staff Senate: Mr. Richard Schofield, Staff Senate Co-Chair, reported that members are currently holding elections for leadership and governance committee positions. Thirteen staff volunteered to serve in various positions. The voting survey ends tomorrow and the newly elected members will be announced during the upcoming meeting this Friday.

Faculty Senate: Mr. Richard Lewis, Faculty Senate Co-Chair, reported that members have been reviewing the Award of Emeritus Policy and the Animals/Pets Policy. They are also in the process of filling vacant positions on Governance Committees. He then reported on a Spring Cybersecurity Event (TryHackMe – theme based on Alice in Wonderland) that will be held on Saturday, April 29th in the Cybersecurity Lab in the STEM Building.

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

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

- Approval of the minutes from the March 21, 2023 Regular Board Meeting
- Conferral of Degrees/Review of Graduates

C. ACTION ITEMS: There were no action items this month.

D. INFORMATION/DISCUSSION ITEMS:

1. **Turf Field Lighting Contract Update:** President Midcap reported that the State of Maryland permits institutions to award contracts to pre-approved vendors without employing the Request for Proposals (RFP) process. This cooperative (“piggyback”) process is appropriate when a vendor’s price and quality have already been established by an existing contract with another state entity.

He then noted that per Garrett College's procurement policies, these contracts do not require Board approval. The administration is required to notify the Board "for information purposes." As such, the College intends to enter into a contractual agreement with Musco Lighting, pending approval and funding through the State of Maryland, to furnish and install the lighting system that will be used on the multi-purpose turf field at a cost of \$581,528. Musco is the same vendor that received the lighting contracts for the Northern Garrett and Southern Garrett high schools' turf fields.

The College intends to use Fiscal Year 2024 Facilities Renewal Grant funding for this project.

2. **Policy Review:** Board Members were previously provided an updated draft of the College Animals/Pets on Campus Policy and related Residence Hall Professional Staff Pet Application Agreement Update to review. The updated policy clarifies situations in which animals/pets are permitted on campus, including on exterior College grounds, and the process for obtaining the required approval. The application process for Residence Hall Staff was also separated from the policy document. This policy will now be placed on the Consent Agenda of the May Board Meeting for final review and approval.
3. **FY24 Budget Draft Presentation and Summary:** Dean Ouellette reported on the College's FY24 Budget Process that included discussing spending priorities and holding several budget trainings and preparation meetings. She then summarized revenue projections, expenditures, capital funding, and associated timelines. The Board will review the draft budget and prepare related questions for further discussion during the May Board Meeting. The final FY24 Budget will then be presented to the Board as an action item in June.
4. **Report of the Chair of the Board:**
 - a. **Upcoming Events:** There were no updates to the previously distributed schedule.
 - b. **State Ethics Commission-Financial Disclosure Forms:** Chair Morin reminded members to complete their online financial disclosure forms by April 30, 2023.
5. **Report of Board Members:** None.
6. **Report of the President of the College:** President Midcap provided updates to the Board on the following topics:
 - The Phi-Theta Kappa All-State Academics Team selection of a Garrett College student, Ms. Ashley Beitzel, who is a Social and Behavioral Health Major. A photo was taken today and a news release will be out soon.
 - The fall 2022 student success rate was 90.8% of students in good academic standing.
 - Spring mid-term deficiencies are the lowest since we have been tracking them. He noted the great work of faculty, staff and students in reaching this goal.
 - The Greater Cumberland Committee Education Sub-committee recently met in the PAC for a luncheon and tour of the facility. Members in attendance were very impressed with the PAC.

7. College Administrative & Financial Reports:

- a. College Administrative Reports:** Board members asked several clarifying questions regarding the previously distributed reports.
- b. Garrett College Monthly Financial Reports:** There were no updates or questions related to the previously distributed reports.

- E. EXECUTIVE SESSION:** The Board did not convene an Executive Session this evening.
- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for May 16, 2023 at 5:30 p.m. in the Garrett College Board Room #102.
- G. ADJOURNMENT:** On a motion by Vice-Chair McCartney, seconded by Trustee Myers, the Board unanimously adjourned the Open Session at 6:46 p.m. (Vote=6-0-0).

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