

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
August 15, 2023
McHenry, Maryland

A. COMMUNICATION ITEMS:

1. Call to Order and Attendance: Chair Morin called the meeting to order at 5:30 p.m. Other Board Members in attendance included: Mr. Jason Rush-Vice-Chair, Ms. Madeleine Collins, Ms. Karen Myers, Mr. Gary Ruddell, and Mr. Duane Yoder. Newly appointed Board member, Mr. Kurt Heckman, was unable to attend. College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Christa Bowser, Ms. Janis Bush, Dr. Robert "JR" Kerns (via Zoom), Ms. Cherie Krug (via Zoom), 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, Mr. Stacy Miller, J.D.-Faculty Senate Co-Chair (via Zoom), Mr. Andy Durst, Staff Senate Co-Chair and Mr. Eric Swaengen, Mechanical Systems Supervisor/Chief Electrician.

2. Communication from the Public: None

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

CAAB: No updates.

Faculty Senate: Mr. Richard Lewis, Faculty Senate Co-chair, reported that Faculty will return to campus on Monday, August 21st and many will have class overloads this semester due to the increased enrollment. Their next meeting is scheduled on August 22nd, so additional updates will be available at the September Board Meeting.

Staff Senate: Mr. Andy Durst, Staff Senate Co-Chair, reported that Staff Senate members have been reviewing proposed revisions to their Bylaws.

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

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

- 1.** Approval of the minutes from the June 20, 2023 Board Meeting
- 2.** Cultural Diversity Report – Annual Update and Narrative
- 3.** Religious Accommodations Policy (*Mandated Policy*)
- 4.** Alcohol, Cannabis, Tobacco, Opioids and Other Drugs (ACTOOD)-*Mandated Policy Updates*
- 5.** Student Code of Conduct Policy Updates (*Due to Mandates to ACTOOD Policy*)

C. ACTION ITEMS:

1. MHEC Performance Accountability Report: Board Members previously received this report via email on July 17th to review in advance of the August Board Meeting. This annual report is a requirement by the Maryland Higher Education Commission (MHEC) for Maryland public colleges and universities. On a motion by Trustee Collins, seconded by Trustee Myers, the Board unanimously approved the MHEC Performance Accountability Report as distributed (Vote=6-0-0).

D. INFORMATION/DISCUSSION ITEMS:

1. **Late Registration Policy:** This policy was presented to the Board as an information-only item since it involved the addition of procedures that do not require Board approval. There were no related questions or concerns.
2. **MHEC CC5 Report:** This report is provided to the Board as an information-only item since it is essentially the College's FY2024 budget (approved by the Board in June 2023) in a format required by MHEC for annual submission prior to July 1st.
3. **Strategic Plan FY23 Summary and FY24 Initiatives Report:** This report, which was previously distributed to Board members, summarizes the results of assessments conducted in FY23 with respect to the FY2021-2025 Strategic Plan and provides plan-related initiatives that will be high priorities in FY24. This report will be summarized for employees during the All-College forum scheduled next week and the full document will be posted to the College Intranet.
4. **Turf Field Update:** President Midcap reported that the College recently found out that the remaining \$550K of state funding for the turf field project, that is 90% complete, did not make it into the state's FY24 budget. He is currently working with the MACC Office, Delegate Hinebaugh, and Senator McKay to hopefully rectify this issue. Related questions and concerns were discussed. Additional information will be provided to Board members as it becomes available.

Director Painter and Mr. Swearngen also provided updates on the status of the outfield fencing, lighting, bleachers, and other final punch-list items. A contingency plan is in place for women's soccer practice and home games if there are delays in receiving substantial completion from SprinTurf.

A time-lapse presentation of construction pictures of the turf field was displayed during this discussion.

5. **Report of the Chair of the Board:** No report. The list of upcoming events was provided in the Board agenda packets.
6. **Report of Board Members:** Trustee Collins reported that the Manta Ray Swim Team recently held their first meet in the CARC and it was very successful. Trustee Yoder reported that Community Action has a group of senior citizens that utilize the CARC for programming and have over 200 people currently enrolled. Trustee Ruddell reported that the Mountain Laurel Garden Club recently held a plant sale and will be donating the proceeds to the GC Foundation for a Forestry Scholarship.
7. **Report of the President of the College:** President Midcap provided updates on credit and CEWD enrollment, regional allied health agreement, GC student Teresa Wolf earning a USM Regents Scholarship, the potential of solar projects for the College, and possible updates to the College's Facilities Master Plan due to funding restrictions.

8. College Administrative & Financial Reports

- a. College Administrative Reports:** A few clarifying questions were asked and discussed regarding the previously distributed reports.
- b. Garrett College Monthly Financial Reports:** There were no updates or related questions to the previously distributed reports.

- E. EXECUTIVE SESSION:** On a motion by Chair Morin, seconded by Vice-Chair Rush, 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): Personnel (1).
- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for September 19, 2023 at 5:30 p.m. in the GC Board Room #102.
- G. ADJOURNMENT:** The board did not reconvene an Open Session Meeting and adjourned the Executive Session Meeting at 6:20 p.m. on a motion by Trustee Rush, seconded by Trustee Myers. (Vote=6-0-0).

Summary of the August 15, 2023 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, August 15, 2023 in the Garrett College Board Room. The purpose of this session was to discuss confidential matters regarding Personnel.

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. Janis Bush-Director of Human Resources.

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:** August 15, 2023 **Time:** 6:17 p.m.

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

Vote to Close Session:

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
Mr. Don Morin, Chair	√			
Mr. Jason Rush, Vice-Chair	√			
Ms. Madeleine Collins	√			
Mr. Kurt Heckman				√
Ms. Karen Myers	√			
Mr. Gary Ruddell	√			
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:

Personnel (1)	

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

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