

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**January 17, 2023**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS:**

**1. Call to Order and Attendance:** Dr. Brenda McCartney-Vice Chair, called the meeting to order at 5:30 p.m. and welcomed Mr. Christopher Painter, Director of Campus Facilities and Capital Projects, to his first board meeting. Board members in attendance (*in-person*) included Ms. Karen Myers, Mr. Jason Rush, and Mr. Duane Yoder. Board member in attendance virtually (*via Zoom*) included: Ms. Madeleine Collins. Board members absent included: Mr. Don Morin-Chair and Mr. Gary Ruddell. College administrators in attendance (*in-person*) included: Dr. Richard Midcap-President, Ms. Janis Bush, Dr. Ryan Harrod, Dr. Robert Kerns, Ms. Cherie Krug, Ms. Shelley Menear, Ms. Dallas Ouellette, Mr. Christopher Painter, Dr. Kelli Sisler, and Ms. Julie Yoder. Guests present included: Mr. Richard Lewis-Faculty Senate Co-Chair. Guests present virtually included: Mr. Stacy Miller-Faculty Senate Co-Chair, and Ms. Jenny Meslener-Staff Senate Chair.

**2. Communication from the Public:** None.

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

**Faculty Senate:** Mr. Richard Lewis, Faculty Senate Co-Chair, reported that faculty just returned to campus today after the winter break and would be attending a Faculty Meeting and assessment workshop tomorrow. A Faculty Senate Meeting will be held this week as well.

**Staff Senate:** Ms. Jenny Meslener, Staff Senate Chair, stated that Staff Senate had not met since the last Board meeting but was scheduled to meet on Friday.

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

**4. Approval/Changes to the Agenda:** Dr. McCartney-Vice Chair revised the previously distributed agenda by adding Turf Field Update as the first item under Information/Discussion Items as the new D.1. The remaining Information/Discussion Items would then follow the new numbering sequence. On a motion by Trustee Myers, seconded by Trustee Rush, the Board unanimously approved the amended agenda (Vote=5-0-0).

**B. CONSENT AGENDA:** On a motion by Trustee Yoder, seconded by Trustee Collins, the Board unanimously approved the Consent Agenda as distributed and listed below (Vote=5-0-0).

1. *Approval of the minutes from the November 15, 2022 Regular Board Meeting*
2. *Recommended Vendor for 600 Building Part I & Part II Program Documents*
3. *AY2023-2024 Academic Calendar and FY2024 Holiday Schedule*

**C. ACTION ITEMS:**

1. **Garrett College 2023 Facilities Master Plan Update:** President Midcap explained that the Maryland Higher Education Commission requires each community college to submit an annual Facilities Master Plan Update. The update was shared earlier with the Board via email and includes the revised 600 building partial renovation and also the Five-Year Facilities Renewal Program. On a motion by Trustee Rush, seconded by Trustee Myers, the Board unanimously approved the previously distributed Garrett College 2023 Facilities Master Plan Update (Vote=5-0-0).
2. **Tuition and Fee Recommendations:** President Midcap stated that although there was uncertainty with the level of state funding for next fiscal year because of the transition of a new governor, he was recommending maintaining the strategy implemented in 2020. This strategy first reduced and then froze in-county tuition rates and has had the intended effect of slowing the formula-driven increase in out-of-county and out-of-state tuition rates. His recommendation is to maintain the freeze in the in-county rate, with a \$3 per-credit increase in the combined fee. President Midcap also explained that he was proposing holding residence hall rates at their present levels. On a motion by Trustee Myers, seconded by Trustee Rush, the Board unanimously approved the recommendation to maintain the current in-county rate for tuition, increase the combined fee by \$3 per-credit hour, and maintain the current residence hall rates (Vote=5-0-0).

**D. INFORMATION/DISCUSSION ITEMS:**

1. **Turf Field Update:** Mr. Chris Painter reported that the College received five bids on Friday for the construction contract for the multi-purpose turf field. This contract would include all grading and infrastructure for lights, etc. A proposal will be brought to the board in February for review and contract approval.
2. **Policy Review:** President Midcap summarized the following policies that included: relatively minor updates to the College's Human Resource Manual; a procurement policy that reaffirms that the College abides by Maryland's procurement laws; and updates to the College's Vehicle Use and Driver Authorization Policy which clarifies the procedures to support the policy. Board members noted one typographical error in the procurement policy that will be corrected prior to final board review and approval at the February Board Meeting.
  - Human Resource Manual Updates
  - Procurement Policy
  - Vehicle Use and Driver Authorization Policy

### 3. Report of the Chair of the Board

a. **Upcoming Events**-previously included in monthly board agenda packets for review.

b. **February/March Board Meeting-Location Discussion:** Dr. McCartney-Vice Chair discussed the possibility of holding a monthly board meeting at the College's Career Technology Training Center in Accident, Maryland. After some discussion, board members agreed to hold the March Board Meeting at the CTTC. The President's Office will send out additional details once finalized.

4. **Report of Board Members:** Trustee Myers will be attending the Maryland Association of Community Colleges' Trustee Leadership Conference and Legislative Reception in Annapolis, Maryland on Monday, January 23, 2023 along with President Midcap.

5. **Report of the President of the College:** President Midcap reported that Dr. Chris Gilmer, campus president of Potomac State College of West Virginia University, will be touring the College's CTTC Facility in Accident, Maryland tomorrow with a special emphasis on our paramedic program.

He further reported that he would also be in Annapolis at the end of this week to attend the Mountain Maryland PACE Conference, meet with legislators, and attend the state community college presidents meeting on Friday. Dr. Kelli Sisler will also be attending the PACE Conference to operate the table that Garrett College, Allegany College, and Frostburg State University share.

### 6. College Administrative & Financial Reports

a. **College Administrative Reports:** Board Members asked a few clarifying questions and provided kudos on enrollment and grant funding received.

b. **Garrett College Monthly Financial Reports:** There were no additions to the previously distributed financial reports.

E. **EXECUTIVE SESSION:** On a motion by Trustee Myers, seconded by Trustee Rush, the Board unanimously recessed the Open Session at 6:07 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=5-0-0): Personnel (1).

F. **NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for February 21, 2023 at 5:30 p.m.

G. **ADJOURNMENT:** The Board did not reconvene the open session and the Executive Session adjourned at 6:20 p.m. on a motion by Trustee Yoder, seconded by Trustee Myers (Vote=5-0-0).

**Summary of the January 17, 2023 Board Executive/Closed Session Meeting:**

A Closed session of the Garrett College Board of Trustees was held on Tuesday, January 17, 2023 in person and via Zoom teleconference. The purpose of this session was to discuss confidential matters relating to Personnel. Each Board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. Five 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:

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Richard Midcap, Ed.D.  
President, Garrett College  
Secretary/Treasurer, GC Board of Trustees

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Dr. Brenda McCartney  
Vice-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:** January 17, 2023 **Time:** 6:07 p.m.

**Location:** Board Room #102 & Zoom **Motion By:** Trustee Myers **Seconded By:** Trustee Rush

**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. Gary Ruddell				✓	
Mr. Jason Rush	✓				
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 Dr. Brenda McCartney, Board Vice-Chair

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