

GARRETT COLLEGE BOARD OF TRUSTEES
MEETING MINUTES
June 20, 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: Dr. Brenda McCartney-Vice-Chair, Ms. Madeleine Collins, Ms. Karen Myers, Mr. Gary Ruddell (via Zoom), Mr. Jason Rush, and Mr. Duane Yoder. College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Janis Bush, Dr. Ryan Harrod, Ms. Cherie Krug (via Zoom), Ms. Shelley Menear, Ms. Dallas Ouellette, Mr. Chris Painter, Dr. Kelli Sisler (via Zoom), and Ms. Julie Yoder. Dr. Robert (JR) Kerns was absent. Guests present included: Mr. Richard Lewis-Faculty Senate Co-Chair, Mr. Stacy Miller, J.D.-Faculty Senate Co-Chair (via Zoom) Mr. Richard Schofield, Staff Senate Co-Chair (via Zoom) Mr. Andy Durst, Staff Senate Co-Chair and Mr. John Rudd, Marketing Assistant and Creative Services Specialist.

Chair Morin then announced that tonight would be the last board meeting for Vice-Chair McCartney, since she resigned from the Board effective June 30, 2023 in order to take on the role of Interim Superintendent of Garrett County Schools for FY2024. He noted his appreciation for Dr. McCartney's dedication to the board over the past seven years and that he has learned a lot from her and enjoyed working with her. He then presented a Board Resolution and gift of appreciation to Dr. McCartney and Mr. John Rudd took a few photos.

2. **Communication from the Public:** None.
3. **Faculty Senate, Staff Senate, and Campus Advisory & Activities Board (Student) Updates**

CAAB: Mr. Andrew Catone, Student Activities Manager, provided a written report to the Board this month that included the following information:

- CAAB finalized events for the semester prior to commencement
- Prepared budget for end of FY23 and new FY24
- Beginning planning for new student orientation in September
- Beginning planning for "Welcome Week" events for students in September
- Gathering ideas and brainstorming events for new academic year.

Faculty Senate: Mr. Richard Lewis, Faculty Senate Co-chair, reported that he will be serving as an Academic Director of Computer Information Systems and Engineering (CIS&E) as of July 1st. Also, Faculty will return to campus on Monday, August 21st to prepare for the start of the fall semester.

Staff Senate: Mr. Andy Durst, Staff Senate Co-Chair, reported that Ms. Chantel Lowdermilk would join him as the new Staff Senate Co-Chair starting in July and Mr. Richard Schofield would be stepping down. The next Staff Senate Meeting is scheduled for next week.

4. **Approval/Changes to the Agenda:** On a motion by Trustee Rush, seconded by Trustee Myers, the Board unanimously approved the June 20, 2023 Board Agenda as distributed (Vote=7-0-0).

B. **CONSENT AGENDA:** On a motion by Vice-Chair McCartney, seconded by Trustee Collins the Board unanimously approved the Consent Agenda as distributed and listed below (7-0-0):

1. Approval of the minutes from the May 16, 2023 Board Meeting

C. **ACTION ITEMS:**

1. **FY2024 Budget – Final Draft:** President Midcap reported that a memo summarizing any updates to the FY2024 Budget from first draft presented to the Board in April through June was previously distributed to the board in the agenda packets. Board members then asked some clarifying questions related to enrollment projections and tuition waivers. Discussion ensued. Trustee Myers then made a motion to approve the FY2024 Budget as presented and Trustee Rush seconded the motion. The Board unanimously voted to approve the FY2024 budget (Vote =7-0-0).

2. **FY2024 Board Officers vote:** Trustee Duane Yoder, who served as the Chair of the Board Officer Nominating Committee, reported that Chair Don Morin has agreed to serve as the Board Chair for another year and Trustee Jason Rush has agreed to serve as the Board Vice-Chair for FY2024. On a motion by Trustee Yoder, seconded by Trustee Myers, the Board unanimously approved Mr. Don Morin to serve as Board Chair for FY2024 and Mr. Jason Rush to serve as Board Vice-Chair for FY2024 (Vote=7-0-0).

D. **INFORMATION/DISCUSSION ITEMS:**

1. **Cultural Diversity Report – Annual Update and Narrative:** Board members previously received the Equity, Diversity, and Inclusion (EDI) Narrative (required by MHEC) and the 2023-2024 MHEC Cultural Diversity Report to review prior to the Board Meeting. Director Menear then presented an overview of the College's Equity, Diversity, and Inclusion Goals-FY23 Closeout and FY24 Plan during this board meeting. Trustee Yoder noted that Director Menear is also part of the County-wide Equity, Diversity, & Inclusion Committee and has been part of recent listening sessions. Discussion ensued. President Midcap then reported that this narrative and related report would be on the August 2023 Board Consent Agenda.

2. **Turf Field Update:** Director Painter reported that the Turf Field project is currently ahead of schedule for substantial completion by August 28, 2023. He then noted that we have contingency plans in place for fall athletic practices and women's soccer games in case of any unforeseen delays.

3. **Capital Project Update:** President Midcap reported that we paused our capital project plan earlier in the spring when our funding formula change request died in the Maryland State Finance Committee and the state also ruled that kitchens were ineligible for state funding. Since then, our current administrative facilities staff have conducted a thorough

internal review in order to develop a different strategy to address as many of our most-critical capital needs as possible. President Midcap also recently appointed a campus committee, chaired by Andrew Harvey, to review and discuss critical college capital needs and to determine the best location for a “college entrance”. The College hopes to be able to address the identified critical needs by using other available funding sources (i.e. state facilities renewal grants, the county capital allocation, approved College fund balance, community college capital project funding, and Garrett College Foundation funding). Additional details will be shared and discussed with the Board this fall.

4. **Report of the Chair of the Board:** Chair Morin reported that the College campus has seen a flurry of activities recently including the Fire Academy, Gran Fondo, the Deep Creek Farmer’s Market, and symphony performances. Additional upcoming events were previously distributed to members in the board agenda packet or can be found on the College website.
5. **Report of Board Members:** None.
6. **Report of the President of the College:** President Midcap summarized summer enrollment numbers and preliminary fall enrollment numbers. He also reported that tonight is Dr. Ryan Harrod’s last board meeting as Dean of Academic Affairs since he would be moving on to a new opportunity. He thanked Ryan for everything that he has done for the College in the last two years. As previously announced via email, Ms. Christa Bowser has been appointed the Interim Dean of Academic Affairs and Ms. Kym Newmann has been appointed the Interim Associate Dean of Academic Affairs for FY2024. President Midcap stated his appreciation to Christa and Kym for taking on these important roles.
7. **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 Vice-Chair McCartney, seconded by Trustee Myers, the Board unanimously recessed the Open Session at 6:10 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=7-0-0): Personnel (1).
- F. **NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for August 15, 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 6:15 p.m. on a motion by Trustee Myers, seconded by Trustee Yoder. (Vote=7-0-0).

Summary of the June 20, 2023 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, June 20, 2023 in the Garrett College Board Room and via Zoom videoconference. 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. Seven 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:** June 20, 2023 **Time:** 6:10 p.m.

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

Vote to Close Session:

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
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 Mr. Don Morin, Board Chair

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