

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 19, 2023
McHenry, Maryland

A. COMMUNICATION ITEMS:

1. Call to Order and Attendance: Chair Morin called the meeting to order at 5:31 p.m. Other Board Members in attendance included: Mr. Jason Rush-Vice-Chair, Ms. Madeleine Collins, Mr. Kurt Heckman, Ms. Karen Myers, Mr. Gary Ruddell, and Mr. Duane Yoder (via Zoom). College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Christa Bowser, Dr. Robert “JR” Kerns, Ms. Cherie Krug, Ms. Shelley Menear, Ms. Dallas Ouellette, Mr. Chris Painter, Dr. Kelli Sisler (via Zoom), and Ms. Julie Yoder. Ms. Janis Bush was unable to attend the meeting. 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. Andy Hershey, Program Director for Garrett College’s Outdoor Leadership and Adventure Education Program.

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 the following items were discussed during the August 22nd Faculty Senate Meeting: High School Dual Enrollment - grades must be recorded as a percentage per County Board of Education requirements; the current Honors Program; Phi Theta Kappa; and current Student Clubs.

Staff Senate: Mr. Andy Durst, Staff Senate Co-Chair, reported that Staff Senate members met on September 15th. The meeting attendance was recorded as the best in-person attendance that the group has experienced since COVID. Agenda topics discussed included: assisting the Quality of Work Life Committee with upcoming events, sharing the responsibility of taking meeting minutes each month, and continuing the hybrid meeting format.

4. Approval/Changes to the Agenda: Chair Morin added two items to the agenda as follows: B.3. Daikin – Limited Notice to Proceed with the 400 Building renovations and D.3. OLA Presentation. On a motion by Trustee Myers, seconded by Vice-Chair Rush, the Board unanimously approved the Board Agenda as amended (Vote=7-0-0).

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

1. Approval of the minutes from the August 15, 2023 Board Meeting
2. Procurement Policy Update
3. Daikin – Limited Notice to Proceed (*with design work for 400 Building renovation*)

C. ACTION ITEMS:

1. **Garrett College Revised Capital Projects/Facilities Master Plan:** President Midcap summarized documentation that was previously distributed to board members regarding updates to the College's Facilities Master Plan. This agenda item includes three board actions as follows:
 - a. Approve moving the 400 Building renovation project to the top priority within the Facilities Master Plan. If approved, that will be accomplished as part of our annual Facilities Master Plan Update.
 - b. Request authorization from the County Commissioners to begin spending the \$1.25 million they have allocated for Garrett College capital projects. As part of this action, the Board will be authorizing the College to move forward with the turf field press box, the athletics campaign feasibility study (the Board will be voting separately on the consultants for this project under Agenda Item C.2), the 400 Building architectural planning, and the 400 Building renovation (as noted in Agenda Item C.1.a above).
 - c. Approve up to \$700,000 of fund balance for the 400 Building renovation. As noted in the previously distributed President's Board Report, the College is recommending holding back the other \$550,000 the Board has set aside for capital projects until the FY24 state turf field funding issue is resolved.

On a motion by Trustee Collins, seconded by Chair Morin, the Board unanimously approved the three board actions related to the College Facilities Master Plan update as explained above (Vote=7-0-0).

2. **Athletics Fundraising Campaign-Feasibility Study Contract:** President Midcap reported that the Garrett County Foundation Office, as well as the Garrett College Foundation Board of Directors, recommended the approval of Charitable Development Consulting to conduct the Athletics Fundraising Campaign Feasibility Study for the College. Charitable Development Consulting was also the low bidder and has a strong reputation for conducting feasibility study campaigns. He further noted that this study is similar to the studies conducted prior to the STEM and PAC campaigns. On a motion by Trustee Myers, seconded by Chair Morin, the board unanimously approved Charitable Development Consulting to conduct the College's Athletics Feasibility Study (Vote=7-0-0).

D. INFORMATION/DISCUSSION ITEMS:

1. **Board Scholarship and Board Stipends:** Board Members reviewed the most recent Garrett College Foundation Board of Trustees Scholarship MOU and current fund balance, the GC Foundation Held Funds List as of September 7, 2023, and the FY24 GC Board of Trustees Stipend Authorization Forms. Board Members will complete the authorization forms, sign, and submit to the President's Office soon for processing.

2. **Turf Field Update:** Director Painter reported that the final project punch list should be completed soon and we hope that final inspections will follow by next week. Once we receive “substantial completion” for this project, the athletic teams can begin practicing. He further noted that due to issues with re-pouring cement for some of the lights, we will not be able to hold any games in the evenings for a while. The first soccer game is scheduled for October 7th in the afternoon, so we are hoping to be able to host this game.

3. **Outdoor Leadership and Adventure Education (OLA) Presentation:** Mr. Andy Hershey, Program Director for Garrett College’s Outdoor Leadership and Adventure Education Program, presented a program update to the Board. This update included an explanation of the history of the past “Adventure Sports Program at Garrett College” that has evolved into the current “OLA Program at Garrett College” and included the following:
 - Academic Programs:
 - Outdoor Leadership & Adventure Education (AAS)
 - Outdoor Industry Certificate(s)
 - FYE Orientation Programs
 - Study Abroad Programs
 - Adventure Equipment Center:
 - Retail Store
 - Equipment Rental
 - Experiential Education Service:
 - Outdoor Industry Professional Development
 - Outdoor & Adventure Education Camps
 - Guided Outdoor & Adventure Activities
 - Grant-Funded Programs:
 - Transitional Age Youth (TAY)=GC 8th Graders w/mentors
 - Transitional Age Youth Continuation
 - FUTURE = Competition Teams

Director Hershey also provided hard copies of the detailed OLA programs and organizational structure and then answered related questions. Chair Morin thanked Director Hershey for attending the meeting and presenting the thorough program update to the Board.

4. **Report of the Chair of the Board:** No report. The list of upcoming events was provided in the Board agenda packets.

5. **Report of Board Members:** Trustee Ruddell thanked the College for the email update on Foundation Scholarship recipients and for the related article and photos that were recently in the local newspapers and on the College’s website.

6. **Report of the President of the College:** President Midcap provided updates on enrollment and women’s soccer. He also reminded Board Members about the upcoming CARC and CTTC Building Dedication Ceremony on September 27th and the Mosser Road Heritage Trail Dedication Ceremony on October 10th.

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:** A few clarifying questions were asked and discussed regarding the previously distributed reports.

- E. EXECUTIVE SESSION:** On a motion by Vice-Chair Rush, seconded by Trustee Ruddell, 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 regular meeting of the Garrett College Board of Trustees was originally scheduled on October 17, 2023 at 5:30 p.m., but was later postponed until October 31, 2023 at 5:30 p.m. in the Garrett College Board Room (GIEC Building, Room #127).
- G. ADJOURNMENT:** The board did not reconvene an Open Session Meeting and adjourned the Executive Session Meeting at 6:25 p.m. on a motion by Vice-Chair Rush, seconded by Trustee Myers (Vote=7-0-0).

Summary of the September 19, 2023 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, September 19, 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. 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. Julie Yoder, Dean of Continuing Education and Workforce Development.

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:** September 19, 2023 **Time:** 6:10 p.m.

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

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	√ (Zoom)			

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)