

GARRETT COLLEGE BOARD OF TRUSTEES
OPEN SESSION MEETING MINUTES
August 20, 2024
McHenry, Maryland and Via Zoom

Prior to the Open Session Board Meeting, the Garrett College Board of Trustees honored Don Morin, by naming the main conference room #958 in the Department of Intercollegiate Athletics “The Don Morin Conference Room”. Don served as a Trustee for 13 years, the past six years as Board Chair and the prior four years as Vice-Chair. He resigned on July 31, 2024 to accept a position on the Garrett County Board of Education. Under Don’s leadership, Garrett College built the Daniel Offutt III STEM Center, the Performing Arts Center at Garrett College, and a multi-team turf field that is home to all of the Lakers’ outdoor sports. Don and his wife Liz have also been regular and generous donors to the Garrett College Foundation, with an emphasis on scholarship support that continues to increase access to higher education for deserving students. The College and the Board are grateful for Don’s leadership and support over the last 13 years and look forward to working together with him in his new role on the County Board of Education.

A. COMMUNICATION ITEMS

1. **Call to Order and Attendance:** Chair Jason Rush called the meeting to order at 5:30 p.m. Other Board Members in attendance included: Ms. Karen Myers-Vice-Chair, Ms. Madeleine Collins, Mr. Kurt Heckman, Mr. Gary Ruddell, and Mr. Duane Yoder. College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Christa Bowser, Ms. Janis Bush, Dr. Robert 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.

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

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

CAAB: No updates this month.

Faculty Senate: Mr. Richard Lewis, Faculty Senate Co-chair, reported that Faculty returned to campus yesterday after summer break. A Faculty Senate Meeting was held earlier today after a morning AI Training Session. AJ DeLauder will now serve on the Academic Dismissals Committee since Jeff Reitz retired. The next meeting is scheduled for September 20th.

Staff Senate: Staff Senate Co-Chairs were unable to attend the meeting this evening, but Ms. Carrie Hackett provided the following report in advance to President Midcap:

- Staff Senate met July 19th. Governance updates included: The HRC Committee will be reviewing the Tuition Reimbursement Policy at their next meeting.
- Staff Senate also met on August 16th and discussed upcoming College events. Staff Members were also reminded to cast their ballot for the new staff representative on the Student Life and Services Committee that is vacant due to a recent employee departure.

4. **Approval/Changes to the Agenda:** On a motion by Vice-Chair Myers, 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 Myers, seconded by Trustee Collins, the Board unanimously approved the Consent Agenda as distributed and listed below (6-0-0).

1. Approval of the minutes from the June 18, 2024 Board Meeting
2. Approval of the minutes from the July 8, 2024 Special Board Meeting
3. Pregnancy and Related Conditions and Parenting Policy (*mandated update/previously emailed*)
4. Title IX Regulations (*mandated update/previously emailed*)-Policy on Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees and Third-Parties

C. ACTION ITEMS:

1. **Garrett College Performance Accountability Report for MHEC-August 2024:** Board Members previously reviewed this report that included three combined documents:
 1. A narrative discussing progress made toward the goals, objectives, and performance measures that align with the goals of the 2022 State Plan for Postsecondary Education. The narrative also includes a response section that addresses the selected questions provided by the Commission.
 2. The Degree Progress Analysis includes data on success and persistence of various cohorts of students. The results of the calculations are used in the Performance Accountability Report spreadsheet and narrative.
 3. The performance accountability spreadsheet includes data for various indicators and accountability measures, some compared to established benchmarks.

President Midcap reported that the College's PAR data is impressive. Retention rates, graduation/transfer rates, and market shares are all really healthy, most of them being above the College's identified benchmarks. The only area of concern is developmental students' retention and completion rates. The College revamped the developmental strategy this past year, moving to a co-requisite model where students take their developmental course or courses in tandem with credit-level courses in English and/or math. He further noted that he is anxious to see how the developmental rates are impacted over the next couple of PARS as the new strategy takes hold.

On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board unanimously approved the August 2024 Garrett College Performance Accountability Report to be submitted to MHEC by September 1, 2024 (Vote=6-0-0).

D. INFORMATION/DISCUSSION ITEMS:

1. **Vehicle Use and Driver Authorization Updates:** The College acquired a new insurance carrier for FY25 which now requires the College to comply with their "Motor Vehicle Record (MVR) Driver Guidelines". The College's *Vehicle Use and Driver Authorization* Policy has been updated to reflect this compliance, specifically *Section C. Penalty Provisions* under the *Driver Authorization* procedural section.
2. **Solar Energy – The Climate Access Fund – Lease Proposal:** The Climate Access Fund (CAF) delivered a proposed lease via email last week to President Midcap who then asked for clarification on several items. He also had the draft lease reviewed for legal, compliance, and

fiscal issues by appropriate parties. CAF would like to lease multiple campus building rooftops and create a leased parking canopy in Lot B as part of a solar energy project. The Board was originally briefed on the broad parameters of the proposal at its May meeting.

Discussion ensued regarding the amount of spaces that would be lost in the main parking lot for the proposed solar canopies, a plan for decommissioning the panels at end-of-life, liability, the number of local low-income families that would benefit from the College Solar panels, plowing complications in the winter, and related issues for delivery trucks and events on campus. President Midcap noted that he would relay the questions and concerns back to CAF representatives and report their responses back to the Board. The CAF representatives plan to be available online for the September Board Meeting to answer any additional questions.

3. **FY21-25 Strategic Plan Update (FY24 Results and FY25 Initiatives):** Board Members previously received the FY21-25 Strategic Plan Update with the August Board materials. Dr. Kelli Sisler annually coordinates a report on the previous year's Strategic Plan-related results and the Strategic Plan initiatives for the upcoming year. President Midcap noted that this is really an excellent way to make sure the College is implementing the Strategic Plan in an intentional manner. The College accomplished a lot in FY24 and has identified important initiatives to prioritize this year. There were no questions or additional comments.
4. **Report of the Chair of the Board**
 - a. **Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
 - b. **Board Stipends:** Details related to the Garrett College Board of Trustees annual stipends were provided as part of the monthly agenda materials. Board Members will complete their "Stipend Authorization Forms" and return to the President's Office for processing.
5. **Report of Board Members:** Trustee Ruddell congratulated President Midcap on the amount of public media coverage that the College has been getting in the local newspapers recently.
6. **Report of the President of the College:** President Midcap provided an update to Board Members regarding current enrollment numbers, student housing challenges, and Monday's All-College Forum. Board Members will receive the final All-College Forum presentation and notes via email tomorrow.
7. **College Administrative & Financial Reports:**
 - a. **College Administrative Reports:** There were no updates or questions related to the previously distributed College Administrative Reports.
 - b. **Garrett College Monthly Financial Reports:** There were no financial reports distributed this month.

- E. EXECUTIVE SESSION:** On a motion by Trustee Collins, seconded by Trustee Heckman, the Board unanimously recessed the Open Session at 6:14 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): FY26 Budget (1); Personnel (1); and Athletic Campaign (2).
- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for September 17, 2024 at 5:30 p.m.
- G. ADJOURNMENT:** The Board did not reconvene an Open Session and adjourned the Executive Session at 6:36 p.m. on a motion by Trustee Yoder, seconded by Vice-Chair Myers (Vote=6-0-0).

Summary of the August 20, 2024 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, August 20, 2024 in the Garrett College Board Room. The purpose of this session was to discuss confidential matters regarding the FY26 Budget, Personnel, and Athletic Campaign.

Each board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. All 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 Mr. Chris Painter-Director of Facilities, Security, and Capital Projects.

Respectfully submitted by:

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

Mr. Jason Rush
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 20, 2024 **Time:** 6:14 p.m.

Location: Board Room #102 & Zoom **Motion By:** Trustee Collins **Seconded By:** Trustee Heckman

Vote to Close Session:

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT	TOTALS
Mr. Jason Rush, Chair					
Ms. Karen Myers, Vice-Chair					
Ms. Madeleine Collins					
Mr. Kurt Heckman					
VACANT					
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:

FY26 Budget (1)	Athletic Campaign (2)
Personnel (1)	

This statement is made by Mr. Jason Rush, Board Chair

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