

**GARRETT COLLEGE BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**February 20, 2024**  
**McHenry, Maryland and via Zoom**

**A. COMMUNICATION ITEMS:**

**1. Call to Order and Attendance:** Chair Don 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 (via Zoom), Mr. Kurt Heckman, Ms. Karen Myers (via Zoom), 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 (via Zoom), Ms. Cherie Krug (via Zoom), Ms. Shelley Menear (via Zoom), Ms. Dallas Ouellette, Mr. Chris Painter, Dr. Kelli Sisler (via Zoom), and Ms. Julie Yoder. Guests present included: Mr. Richard Lewis and Mr. Stacy Miller (via Zoom)-Faculty Senate Co-Chairs, Ms. Chantel Lowdermilk-Staff Senate Co-Chair (via Zoom) and Ms. Samantha Preaskorn (via Zoom)-Student Representative with the Campus Advisory & Activities Board.

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

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

**Staff Senate:** Ms. Chantel Lowdermilk, Staff Senate Co-Chair, reported that during the February 16th meeting, Staff Senate members discussed establishing a nominating committee for Co-Chair positions and for open staff positions on two Governance Committees: Student Life and Services Committee (SL&SC) and Human Resource Committee (HRC). Staff Senate leadership hopes to have the positions filled by June 24, 2024.

**CAAB:** Ms. Samantha Preaskorn, CAAB Student Representative, provided the following report:

- CAAB has planned, provided, or participated in the following activities in February: Coffee Mondays, various Black History Month events, Student Advocacy Day in Annapolis, Tubing at Wisp Resort, and Leap Day.
- Student activities planned so far in March include: continue Coffee Mondays and a Tie Dye Event.

**Faculty Senate:** Mr. Richard Lewis, Faculty Senate Co-chair, reported that President Midcap attended the February 17<sup>th</sup> Faculty Senate Meeting to discuss the results of the recent Employee Survey and members also reviewed the Free Speech and Expression Policy with no additions or changes. The next Faculty Senate Meeting is scheduled to be held on Friday, February 23<sup>rd</sup>. Mr. Lewis also mentioned that the College Professor of Engineering search is going well and phone interviews will be conducted soon. Finally, Assistant Professor of Cybersecurity, Mr. Kenneth Allman, is planning an Earth Day Initiative with his students to recycle “functioning old computer equipment” for a student cyber project. Additional details will be sent out collegewide soon.

**4. Approval/Changes to the Agenda:** There were no changes to the previously distributed agenda. On a motion by Vice-Chair Rush, seconded by Chair Morin, the Board unanimously approved the Board Agenda as distributed (Vote=7-0-0).

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

1. Approval of the minutes from the January 16, 2024 Board Meeting
2. Free Speech and Expression Policy
3. Strategic Plan Goal 4 Update

**C. ACTION ITEMS:**

1. **FY25 County Funding Letter:** President Midcap reported that the Garrett County Government requires all county agencies and outside entities funded by them to submit annual funding requests in late February. He summarized the draft FY25 County Funding Letter from Garrett College that includes asking for \$500,000 in new County aid as follows:
  - Since the College will not know what FY25 State Funding will be until the end of March or early April, and our State Funding may be reduced significantly, we included two distinct scenarios:
    - Scenario I: If the State reduces funding to Garrett College by \$900,000, then the College will reduce spending by \$400,000 and ask for \$500,000 in new County aid.
    - Scenario II: If the State reduces funding to Garrett College by \$400,000, then the College will still ask for \$500,000 in new County aid to:
      - Fund Year 3 of the Faculty and Staff Compensation Plan;
      - Fund increased academic and student service costs to effectively support the Blueprint/High School Dual Enrollment; and
      - Manage the increase in Dual Enrollment tuition via an increase to the Garrett County Scholarship program cap.

On a motion by Trustee Heckman, seconded by Trustee Ruddell, the Board unanimously approved the draft FY25 Garrett College Funding Letter to the Garrett County Commissioners as previously distributed and summarized above (Vote=7-0-0).

**D. INFORMATION/DISCUSSION ITEMS:**

1. **Report of the Chair of the Board:** Chair Morin reminded Board Members to file their annual Financial Disclosure Forms by the April 30<sup>th</sup> deadline and to send the confirmation submission statement to Ms. Knepp in the President's Office when complete. He also noted that there were no updates to the previously distributed upcoming events.
2. **Report of Board Members:** Trustee Ruddell thanked College personnel who assisted with snow removal as well as cleanliness inside of the PAC for an event this past Saturday. Trustee Heckman thanked the College for allowing him to present this past week in the PAC on artificial intelligence.
3. **Report of the President of the College:** President Midcap provided updates to the Board regarding the following: recent changes to board member reappointment procedures within the Governor's Appointments Office; and on a Western Maryland Cyber Range grant request to fund a cyber range initiative with Hagerstown Community College and Allegany College of Maryland.

**4. College Administrative & Financial Reports**

- a. **College Administrative Reports:** Chair Morin commented on the 14% increase in enrollment and the related article that was recently in the local newspapers. There were no other questions or comments related to the previously distributed administrative reports.
- b. **Garrett College Monthly Financial Reports:** There were no additions or questions related to 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 5:50 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): President’s Contract (1); County Health Coalition Update (2); State Funding and Funding Formula (2); Athletic Capital Project/Feasibility Study (2); Food Service Update (2); CAO Search Update (1).

**F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for March 19, 2024 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 6:32 p.m. on a motion by Trustee Ruddell, seconded by Vice-Chair Rush (Vote=7-0-0).

**Summary of the February 20, 2024 Board Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, February 20, 2024 in the Garrett College Board Room. The purpose of this session was to discuss confidential matters regarding the President’s Contract, County Health Care Coalition Update; State Funding and Funding Formula, Athletic Capital Project/Feasibility Study; Food Service Update, and CAO Search Update.

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, Ms. Janis Bush-Director of Human Resources, and Ms. Dallas Ouellette-Dean of Business & Finance.

Respectfully submitted by:

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

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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:** February 20, 2024 **Time:** 5:50 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 | TOTALS |
|----------------------------|-----|-----|---------|--------|--------|
| 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:**

|  |                                       |                         |
|--|---------------------------------------|-------------------------|
| President’s Contract (1)                       | County Health Care Coalition (2)      | Food Service Update (2) |
| Athletic Capital Project/Feasibility Study (2) | State Funding and Funding Formula (2) | CAO Search Update (1)   |

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

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