

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
January 16, 2024
Meeting held virtually
(due to inclement weather)

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: Mr. Jason Rush-Vice-Chair, Ms. Madeleine Collins, Mr. Kurt Heckman, and Ms. Karen Myers. Mr. Gary Ruddell and Mr. Duane Yoder were not able to attend the meeting. 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, Ms. Chantel Lowdermilk-Staff Senate Co-Chair, Mr. Sean McCarthy-Account Manager, Daikin Applied and Mr. Andrew C. Neil, P.E.-Regional Development Engineer, Daikin Applied.

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

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

CAAB: Dr. Robert “JR” Kerns, Dean of Student Affairs, provided the following report for the Campus Advisory & Activities Board (Students):

 - CAAB provided the following activities for students in December: Coffee Mondays, National Cookie Day Celebration with the College Quality of Work Life Committee; and Exam Jam in collaboration with the College Academic Advising and Success Center.
 - Student activities planned in January and February include: continue coffee Mondays; Spring Welcome Fair for students in collaboration with the Academic Advising and Success Center; February Black History Month events (currently in planning stage); and participate in Student Advocacy Day on February 6th.
 - The CAAB also has an open position since a member graduated in December. Interviews for this vacant position will be held early in the spring semester.

Faculty Senate: Mr. Richard Lewis, Faculty Senate Co-chair, reported that the College Engineering Faculty position has been reposted. He is working to schedule a field trip for GC engineering students to visit the Engineering Department at the University of Maryland this spring. The next Faculty Senate meeting is scheduled for January 17th.

Staff Senate: Ms. Chantel Lowdermilk, Staff Senate Co-Chair, reported that during the December 15th meeting, Staff Senate voted to change their bylaw language under Article 5 regarding membership. The next meeting is scheduled for January 19th. Members will be reviewing the draft Free Speech and Expression Policy and planning to form a nominating committee for Staff Senate Leadership position vacancies and Governance Committee vacancies.

- 4. Approval/Changes to the Agenda:** There were no changes to the previously distributed agenda. On a motion by Trustee Heckman, seconded by Trustee Myers, the Board unanimously approved the Board Agenda as distributed (Vote=5-0-0).

B. CONSENT AGENDA: On a motion by Vice-Chair Rush, seconded by Trustee Myers, the Board unanimously approved the Consent Agenda as listed below (5-0-0):

1. Approval of the minutes from the November 21, 2023 Board Meeting
2. AY2024-2025 Academic Calendar and FY2025 Holiday Schedule

C. ACTION ITEMS:

- 1. Garrett College 2024 Facilities Master Plan Update:** Board Members previously reviewed proposed updates to the Garrett College 2024 Facilities Master Plan that was emailed to them on December 8, 2023. The Maryland Higher Education Commission (MHEC) requires an annual update to the decennial Facilities Master Plan (FMP), with the update to be submitted by each Maryland community college by February 1st. Garrett College's annual update **1.)** confirms 400 Building project scope; **2.)** employs the 600 Building as a placeholder for the College's next project (tentatively scheduled for design in FY2028); and **3.)** bumps the 700 Building to the *next* FMP (FY2032-41) as key 700 Building infrastructure issues are already being addressed. On a motion by Trustee Heckman, seconded by Trustee Myers, the board unanimously approved the annual update to the College's Facilities Master Plan as presented (Vote=5-0-0).

Representatives from Daikin Applied (who are working with Facilities Director Chris Painter and his staff to develop the plans for renovation of the #400 building) Mr. Sean McCarthy-Account Manager and Mr. Andrew C. Neil, P.E.-Regional Development Engineer were also online this evening to provide an update and answer questions. Draft external building renderings were displayed as well as internal floor diagrams. Board Members asked related questions and provided feedback. Additional details regarding this renovation project will be provided to board members in February.

- 2. FY25 Revenue Recommendations:** The Garrett College Senior Leadership Team is recommending the following updates for the FY25 budget year:
 - Proposed credit tuition rates for FY25 are \$99 for in-county (flat since FY21), \$324 for out-of-county (\$7/hour state-mandated increase), \$330 for border rate (\$4/hour increase), and \$422 for out-of-state (\$21/hour state-mandated increase).
 - The proposed combined fee is \$49 per credit hour (\$3/hour increase).
 - The College's strategy of holding in-county tuition flat to slow down the state-mandated increases in out-of-county and out-of-state rates is continuing to have the intended effect. In addition, the administration is requesting level funding of the Tuition Assistance Grant (TAG), established in FY23 by the Board to ameliorate the impact of out-of-county and out-of-state increases.
 - Residence Hall rates are proposed to remain the same for the fourth straight year: \$3,615 for Garrett, \$5,833 for Laker Double, and \$6,906 for Laker Single.

On a motion by Trustee Collins, seconded by Trustee Myers, the Board unanimously approved the FY25 Revenue Recommendations as distributed, discussed, and listed above (Vote=5-0-0).

- 3. FY24 Budget Amendment #1:** President Midcap and Dean Ouellette reported that due to the increase in enrollment for the Summer/Fall/Winter semesters, this budget amendment includes an adjustment to tuition revenue and an increase in contingency funds.

This amendment shows adjustments for multiple special budget requests, including:

- reversing an approved special budget request for equipment that the College was able to instead purchase through capital funds;
- moving continuing education marketing funds to general marketing for billboard costs;
- purchasing of equipment for campus security;
- accounting for a minimal increase in compensation due to revisions to a facilities position;
- funding (out of the overage due to the vacant PAC executive director position) a temporary stipend for an existing employee who assumed additional PAC administrative responsibilities.

After accounting for adjustments due to approved special budget requests, the College added \$106,161.45 to contingency as a result of revenue from credit enrollment increases.

On a motion by Trustee Heckman, seconded by Trustee Myers, the Board unanimously approved the FY24 Budget Amendment #1 as distributed, discussed, and listed above (Vote=5-0-0).

D. INFORMATION/DISCUSSION ITEMS:

1. **Strategic Plan Goal 4 Update:** President Midcap and Dr. Sisler reported that The Strategic Plan Oversight Committee (SPOC) is recommending changes to Goal 4. Detailed information related to these changes were previously distributed to Board Members and summarized by Dr. Sisler. This item will be on the February Board Agenda as an Action Item.
2. **Policy Review – Free Speech & Expression Policy:** President Midcap reported that there will always be tension between protecting free speech, protecting the rights of those who are the targets of that free speech profession, and ensuring a safe campus environment. This past fall, the administration recognized that Garrett College needed a comprehensive policy to address an issue that is already covered in several policies, but not codified within one policy. This proposed policy accomplishes that goal and will ensure the ability for individuals/groups to exercise free speech rights without disruption, obstruction, impediment, or interference with college operations or the safety/rights of the college community. The College can place reasonable time, location, and manner restrictions on those expressive activities, or deny certain proposed activities for a specified list of reasons.

This policy will be on the February Board Agenda as an action item.

3. **Performing Arts Center (PAC) Update:** President Midcap reported that he recently provided the Board with an update regarding the new organizational structure that is being implemented within the PAC. The College will be responsible for PAC administration, with Chantel Lowdermilk's role as PAC/Events Coordinator becoming permanent and Susan Rexroad being tasked full-time to PAC/Events administrative support. Instead of hiring an executive director, the college is addressing the PAC's biggest need – sound and tech support – by hiring an AV technician who will be organizationally housed within the Garrett College Information Technology (GCIT) Department. President Midcap further noted that he believes this strategy addresses the main issues raised by PAC partners moving forward – sound and tech support.

4. **All-College Forum (ACF) Update:** President Midcap reported that earlier today he emailed the presentation to the board that he planned to present to employees that included updates on credit and CEWD enrollment, FY25 budget priorities, Facilities Master Plan, Employee Satisfaction Survey, and the current and next strategic plans. Due to inclement weather, the ACF will be rescheduled or the presentation and related notes will be emailed to employees and posted to the College Intranet.

5. **Report of the Chair of the Board:** Chair Morin reminded everyone to complete their State Ethics Forms (that were recently emailed) by April 30th. Also, there was a nice article in the local newspapers regarding Garrett College enrollment that members should review. Finally, he reported that the last piece of PAC electronic equipment was recently installed.
 - a. Upcoming Events: There were no additions to the previously distributed upcoming events.

6. **Report of Board Members:** None

7. **Report of the President of the College:** President Midcap provided an update to Board Members regarding solar energy opportunities for the College and a recent student complaint. Additional details will be provided as they become available.

8. **College Administrative & Financial Reports**
 - a. **College Administrative Reports:** There were no additions or questions related to the previously distributed reports.

 - b. **Garrett College Monthly Financial Reports:** There were no additions or questions related to the previously distributed reports.

- E. **EXECUTIVE SESSION:** The Board did not hold an Executive Session meeting.

- F. **NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for February 20, 2024 at 5:30 p.m. in the GC Board Room #102.

- G. **ADJOURNMENT:** On a motion by Trustee Collins, seconded by Trustee Myers, the Board unanimously adjourned the Open Session Board Meeting at 6:08 p.m. (Vote=5-0-0).

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