

**GARRETT COLLEGE BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**March 19, 2024**  
**GIEC Building, Room #102**  
**McHenry, Maryland and Via Zoom**

**A. COMMUNICATION ITEMS:**

**1. Call to Order and Attendance:** Chair Don Morin, who attended the meeting via Zoom, called the meeting to order at 5:29 p.m. Other Board Members in attendance included: Mr. Jason Rush-Vice-Chair, Ms. Madeleine Collins (via Zoom), Mr. Kurt Heckman (via Zoom), Ms. Karen Myers, 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 (via Zoom), and Ms. Julie Yoder. Guests present included: Mr. Richard Lewis (via Zoom)-Faculty Senate Co-Chair, Mr. Andy Durst-Staff Senate Co-Chair, Ms. Samantha Preaskorn (via Zoom)-Student Representative with the Campus Advisory & Activities Board, and Dr. Carol Kolmerten and Dr. Bruce Bigelow-representing Charitable Development Consulting.

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

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

**Staff Senate:** Mr. Andy Durst, Staff Senate Co-Chair, reported that President Midcap attended the March 15<sup>th</sup> meeting to discuss results of the recent Employee Survey and update members on the preliminary FY25 budget. Staff Senate members then discussed first-year faculty contracts, review of the Governance Charter, and open governance positions on HRC, SL&SC and Co-Chair position. The next meeting will be held on Friday, April 19<sup>th</sup>.

**Faculty Senate:** Mr. Richard Lewis, Faculty Senate Co-chair, reported that no meeting has been held since February 23<sup>rd</sup>. President Midcap attended that 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. Faculty Senate also forwarded a nomination for Emeritus Status to Dean Bowser and the President recently. The next Faculty Senate Meeting is scheduled to be held on Friday, April 5<sup>th</sup>.

**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.

**4. Approval/Changes to the Agenda:** Chair Morin motioned to move item C.2 Award of Emeritus Status to the Consent Agenda Item B.6. The motion was seconded by Trustee Heckman. The Board then unanimously approved the amended Board Agenda (Vote=7-0-0).

**B. CONSENT AGENDA:** On a motion by Trustee Ruddell, 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 February 20, 2024 Board Meeting
2. Policy Update-Board Award for Outstanding Contributions to Garrett College
3. Chief Academic Officer
4. Satisfactory Academic Progress for Financial Aid Policy-Mandated Update
5. Return of Title IV Funds (R2T4) Policy-Mandated Update
6. Award of Emeritus Status

**C. ACTION ITEMS:**

1. **Board Award for Outstanding Contributions to Garrett College:** The Board created the Board Award for Outstanding Contributions to Garrett College to recognize individuals or organizations that have significantly or positively impacted Garrett College's mission and educational goals. The policy change that was approved under this meeting's consent agenda gives the Board the ability to select a recipient through a Board-appointed subcommittee, or through the Board acting as a "committee of the whole". The Board can also solicit nominations from the community, or simply make a selection through a Board discussion of potential candidates. Board Members decided that they would table this agenda item until they could discuss confidential candidate details in the Executive Session. When the Board reconvened the Open Session Meeting at 6:33 p.m., Trustee Yoder motioned to select the late Daniel E. Offutt, III as the 2024 Board Award Recipient due to his significant contributions to Garrett College. The motion was seconded by Trustee Myers and unanimously approved by all members (Vote=7-0-0).

**D. INFORMATION/DISCUSSION ITEMS:**

1. **Athletic Capital Campaign/Feasibility Study:** Garrett College and the Garrett College Foundation hired Dr. Bruce Bigelow and Dr. Carol Kolmerten, principals of Charitable Development Consulting, to conduct a feasibility study for a potential athletics capital campaign. The Board previously received and reviewed the executive summary and full report from Charitable Development Consulting. Dr. Bigelow and Dr. Kolmerten were present to provide report highlights and answer related questions. Board members asked some clarifying questions and discussed next steps. Chair Morin publicly commended the consultants and the Garrett College Foundation team for their work on this project. The consultants then departed.
2. **Report of the Chair of the Board:** Chair Morin reminded members to file their annual Financial Disclosure Forms by the April 30<sup>th</sup> deadline. He also thanked Trustee Ruddell for his assistance with a recent article on the College's State funding issues. He also noted that there were no updates to the previously distributed upcoming events.
3. **Report of the President of the College:** President Midcap provided updates to the Board regarding the following: FY25 budget scenarios and potential cuts, 400 Building Renovation Update, and an upcoming international student event in the CARC on March 28<sup>th</sup>.

**4. College Administrative & Financial Reports**

- a. **College Administrative Reports:** 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 Trustee Collins, seconded by Trustee Myers, the Board unanimously recessed the Open Session at 6:26 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): Athletic Capital Project/Feasibility Study (2) and Board Award (2).

**F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for April 16, 2024 at 5:30 p.m. in the GC Board Room #102.

**G. ADJOURNMENT:** The Board adjourned the Executive Session at 6:32 p.m. to reconvene the Open Session. The Open Session reconvened at 6:33 p.m. to vote on Item C.1. Board Award for Outstanding Contributions to Garrett College (see details on previous page). The Board then adjourned the Open Session at 6:35 p.m. on a motion by Trustee Myers, seconded by Trustee Ruddell (Vote=7-0-0).

**Summary of the March 19, 2024 Board Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, March 19, 2024 in the Garrett College Board Room. The purpose of this session was to discuss confidential matters regarding the Athletic Capital Project/Feasibility Study and the Board Award for Outstanding Contributions to Garrett College.

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.

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:** March 19, 2024 **Time:** 6:26 p.m.

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

**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:**

Board Award (2)		
Athletic Capital Project/Feasibility Study (2)		

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

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