

GARRETT COLLEGE BOARD OF TRUSTEES
OPEN SESSION MEETING MINUTES
May 21, 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, Mr. Kurt Heckman, 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 (via Zoom), Ms. Cherie Krug (via Zoom), Ms. Shelley Menear, Ms. Dallas Ouellette, Mr. Chris Painter, and Dr. Kelli Sisler (via Zoom). Dean Julie Yoder was absent. Guests present included: Mr. Richard Lewis-Faculty Senate Co-Chair, Ms. Chantel Lowdermilk-Staff Senate Co-Chair (via Zoom), and Ms. Janelle Gendrano and Ms. Lynn Heller-Representatives of The Climate Access Fund/Solar4Us.

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 the last meeting was held on May 3rd. Dean Julie Yoder and Ms. Chantel Lowdermilk attended the meeting to conduct a work session with Faculty to collect feedback on the current and future strategic plans. The faculty are involved in outcomes assessment workshops this week and will be off-contract next week through mid-August.

Staff Senate: Ms. Chantel Lowdermilk, Staff Senate Co-Chair, reported that the last meeting was held on Friday, May 10th. Ms. Erica Hook assisted her in conducting a work session with Staff to collect feedback on the current and future strategic plans. She also discussed upcoming event updates with Staff Members.

4. **Approval/Changes to the Agenda:** On a motion by Trustee Myers, seconded by Trustee Collins, the Board unanimously approved the Board Agenda as distributed (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 distributed and listed below (Vote=7-0-0):

1. Approval of the minutes from the April 16, 2024 Board Meeting

C. ACTION ITEM:

1. **Appointment of Board Leadership Nominating Committee (Vote during June Meeting):** Chair Morin appointment Trustee Yoder (who will serve as the Chair) and Trustee Collins to the FY2025 Board Leadership Nominating Committee. The Board will vote on the Chair and Vice-Chair positions during the June 18, 2024 meeting.

D. INFORMATION/DISCUSSION ITEMS:

- 1. Solar Energy Presentation:** President Midcap summarized that the College administration has been working with The Climate Access Fund on a potential solar project. Ms. Janelle Gendrano and Ms. Lynn Heller, representing The Climate Access Fund, then presented information on a proposed community solar project that included: background information on the Climate Access Fund, explanation of community solar, benefits of community solar, initial project proposal that included three locations on campus, benefits to Garrett College, community benefits, related assumptions, and next steps. Board Members then asked some clarifying questions. Additional information will be sent to College Administration and the Board soon to review and potentially act on at a future board meeting.
- 2. FY25 Budget – Questions/Updates:** President Midcap provided a positive update to the Board regarding our local funding requests that were presented at the County Commissioner’s Meeting held late this afternoon. He then thanked Dean Ouellette and College budget managers for their work to balance the FY2025 budget after the vast cuts from the State.
- 3. Governance Charter Update:** President Midcap explained that the College’s Governance Charter is scheduled to be reviewed every three years and the last review was conducted in 2021. The draft document presented to the Board had previously been distributed college-wide and discussed at each Governance Council and Committee meeting this spring. The document was then updated to remove repetition and reformatted for better flow. No changes were made as to how Governance functions at the College. This document will be on the June Board Consent Agenda for final approval.
- 4. Radiologic Technology A.A.S. Degree-MHEC Proposal:** Dean Bowser provided a summary on the previously distributed document and answered related questions from Board Members. She reported on the research that has been done regarding the need for this program, which included local markets (with the nearest in-state program being located in Hagerstown). On-campus space has also been identified for the program (including lab space in room #604). Grant funding is also being sought to support the equipment that will be needed for the program. The College projects annual, 15-student cohorts. These students are anticipated to be “new” students rather than current students switching programs. This proposal will be on the June Board Consent Agenda for final approval.
- 5. MHEC Cultural Diversity Report-Annual Update and Narrative:** President Midcap reported that the Board previously received the following documents to review: The Equity, Diversity, and Inclusion (EDI) Narrative; and The 2024 Cultural Diversity Report Draft. This report is completed each year and approved by the Board outlining goals, strategies, and objectives for the upcoming academic year and beyond. These documents will be on the June Board Consent Agenda for final approval.
- 6. Report of the Chair of the Board:** Chair Morin reported that he has heard many positive comments about the recent College Commencement Ceremony. He then congratulated the students and all employees that helped make this day special.

a. **Upcoming Events:** There were no updates to the previously distributed list of upcoming events.

7. **Report of Board Members:** Board Members who also attended the College Commencement Ceremony echoed the Board Chair comments and noted that it was nice to see such a wide age range of students in the graduating class – the youngest being 16 years old and oldest being 70 years old.

8. **Report of the President of the College:** In addition to his previously distributed Board Report, President Midcap updated Board Members on summer and fall enrollment numbers, which are currently trending up. He also reported that MHEC is experiencing problems awarding scholarships due to the new federal FAFSA system issues. He noted that our Financial Aid Staff are doing their best to work through these issues and assist our students so they can register for classes, but this may have an impact on fall enrollment numbers.

He then displayed an internal picture of the #400 Building renovation of the Laker Café, kitchen, and bathrooms that began on May 15th. An update on the current costs and estimated timeframe on the Student Affairs section of the building was also provided to the Board.

9. College Administrative & Financial Reports

a. **College Administrative Reports:** There were a few questions related to the recent repairs in the CARC Building that Director Painter addressed.

b. **Garrett College Monthly Financial Reports:** There were no questions or updates to the previously distributed reports on file.

E. **EXECUTIVE SESSION:** On a motion by Vice-Chair Rush, seconded by Trustee Myers, the Board unanimously recessed the Open Session at 6:44 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): GLAF MOU-Update (2); Board Self-Evaluation (1); President’s Evaluation (1); and College Legal Services Contract (2).

F. **NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for June 18, 2024 at 5:30 p.m. in the GC Board Room #102.

G. **ADJOURNMENT:** The Board did not reconvene the Open Session and adjourned the Executive Session at 6:58 p.m. on a motion by Chair Morin, seconded by Vice-Chair Rush (Vote=7-0-0).

Summary of the May 21, 2024 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, May 21, 2024 in the Garrett College Board Room. The purpose of this session was to discuss confidential matters regarding GLAF MOU-Update, Board Self-Evaluation, President’s Evaluation, and College Legal Services Contract.

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:

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:** May 21, 2024 **Time:** 6:44 p.m.

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

GLAF MOU-Update (2)	President’s Evaluation (1)
Board Self-Evaluation (1)	College Legal Services Contract (2)

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

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