

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
November 19, 2024
McHenry, Maryland

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 (via Zoom), Retired Maryland State Senator George C. Edwards, 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 (Zoom), Ms. Shelley Menear, Ms. Dallas Ouellette, Dr. Kelli Sisler, and Ms. Julie Yoder (via Zoom). Mr. Chris Painter was absent. Guests present included: Mr. Richard Lewis and Mr. Stacy Miller-Faculty Senate Co-Chairs, Ms. Carrie Hackett-Staff Senate Co-Chair, and Tawana Mirira-CAAB Student Representative (Zoom).
- 2. Communication from the Public:** None
- 3. Faculty Senate, Staff Senate, and Campus Advisory & Activities Board (Student) Updates:**

Faculty Senate: Mr. Richard Lewis, Faculty Senate co-chair, noted that Faculty Senate has not met since the last Board meeting. Many faculty members will be involved this Friday with the “Junior Preview Day” that is being held at Garrett College for Northern Garrett High School and Southern Garrett High School students.

Staff Senate: Ms. Carrie Hackett, Staff Senate co-chair, reported that Staff Senate met on November 15th and reviewed and discussed language changes to the Tuition Reimbursement section of the College Human Resources Manual. Suggested wording changes and related questions will be processed through College Governance.

CAAB: Mr. Tawana Mirira, CAAB representative, summarized several events sponsored by CAAB during the month of November, including Finish the Lyrics Game, Garrett College Trivia, MLS Playoffs Trivia, National Play Monopoly Day, and Thanksgiving Hand Turkey Drawing. The main event planned for December is the Exam Jam, where CAAB partners with the Library/Learning Commons to assist with games and provide grand prizes for raffles.
- 4. Approval/Changes to the Agenda:** Chair Rush added the following item to the agenda: Information Item D.1. Student Success Summit Overview. On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board unanimously approved the agenda as amended (Vote=7-0-0).

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

- 1. Approval of the minutes from the October 29, 2024 Board Meeting**

C. ACTION ITEMS:

1. **Garrett College revised Mission, Vision and Values and Strategic Goals:** President Midcap reported that Garrett College's Mission, Vision, and Values (MVV) statements have been reviewed through College Governance, with final recommendations approved by the College Council for Board of Trustees action this month. Board Members received the suggested revisions to the College MVV statements as of November 1, 2024 for review prior to the meeting.

Discussion ensued and various questions were answered by the College administrative team. Board Members then provided feedback and suggested revisions to the draft MVV to ensure that the statements distinctly address the fact that students from all walks of life are welcome and can be successful at Garrett College, and to highlight the continued importance and support of the community that the College serves (see below with board revisions).

BOARD REVISED MISSION STATEMENT: Garrett College empowers **our** students, **regardless of circumstances**, to achieve their goals through accessible, high-quality education and support. We are dedicated to developing innovative and sustainable programs that adapt to a changing world, while respecting and supporting aspirations that benefit our community and students.

VISION STATEMENT (No changes suggested by Board): Garrett College is an institution committed to student success, real-world preparedness, and community enrichment.

BOARD REVISED VALUES STATEMENT AND DEFINITIONS: Garrett College believes that every human being is entitled to dignity, worth, respect, and the opportunity to learn in a safe environment. Therefore, Garrett College commits to . . .

- **Accessibility:** A proactive design and implementation of environments, systems, and communications that ensure equitable participation, remove barriers, and empower all individuals to engage fully and independently, regardless of their **diverse** abilities, backgrounds, or circumstances.
- **Excellence:** A commitment to exceptional performance, continuous growth, and principled action that consistently exceeds expected standards while maintaining integrity, fostering innovation, and creating positive impact.
- **Innovation:** The active pursuit of knowledge and experiences beyond the classroom, fostering curiosity and personal growth, empowering individuals to discover new interests and opportunities that contribute to their academic and personal development.
- **Integrity:** Honest, ethical behavior, and accountability in all actions and decisions.
- **Sustainability:** A comprehensive approach that supports environmental, fiscal, and societal vitality for current and future generations.

On a motion by Trustee Yoder, seconded by Vice-Chair Myers, the Board unanimously approved the revised Garrett College Mission, Vision, and Values Statements as noted above (Vote=7-0-0).

Also, as a part of the MVV review, the College Council endorsed a recommendation to use *strategic goals* being developed by the Strategic Planning Steering Committee (SPSC) as the College's institutional goals. The rationale was that having two sets of goals was duplicative and confusing. The College requested that the Board consider for approval the use of strategic goals as institutional goals. There was consensus to move forward in this manner. Chair Rush serves as a member of the Strategic Planning Steering Committee and will be involved throughout this process. President Midcap noted that the draft Strategic Goals from the Steering Committee will be presented to the Board in January for a formal vote.

2. **FY25 Budget Amendment:** President Midcap and Dean Ouellette provided details related to this budget amendment in advance of the meeting. The FY2025 Budget Amendment accounts for **1.)** tuition revenue over budgeted revenue for the summer and fall 2024 credit semesters, **2.)** expenses not included in the initial FY2025 budget, and **3.)** adds to the FY2025 budget contingency. On a motion by Vice-Chair Myers, seconded by Trustee Ruddell, the Board unanimously approved the FY25 Budget Amendment as presented and discussed (Vote=7-0-0).
3. **FY2026 Tuition, Fees, and Residence Hall Rates:** President Midcap reported that the Board generally approves tuition, fee, and residence hall rates for the upcoming fiscal year at the January Board Meeting, but the College admissions, registration, and financial aid offices requested that the Board move up that approval to the November Board Meeting. This new timeline will help communicate costs to returning and prospective students earlier. President Midcap and Deans Ouellette and Kerns finalized recommendations for those rates, and emailed those recommendations to Board Members in advance of this meeting for review.

President Midcap then explained that one of the most challenging problems the College has dealt with as we've attempted to increase our out-of-county and out-of-state students is that we don't control those rates – they are formula-driven by the state. And for years the formula was yielding increases that were negatively impacting recruitment. The Board has supported two initiatives to address this issue. The first was reducing and then freezing our in-county tuition rates, which influence the formula for the other rates. The second was the approval of a Tuition Assistance Grant for non-county students that ameliorated those increasing rates.

Five years of frozen tuition rates and other tweaks have had their intended effect. For several years, these strategies slowed the tuition increases in out-of-county and out-of-state. This year, the College actually has the flexibility to reduce those extremely high tuition rates.

The administration's recommendation was to reduce all non-in-county categories by \$16 per credit hour. This also permits the College to reduce the Tuition Assistance Grant (TAG) while still slightly reducing the effective net rate students in non-in-county categories will pay next academic year. That will make Garrett College more competitive in the recruitment of student athletes, most of whom also live in our

residence halls. The College administration recommended keeping residence hall rates flat for the fifth straight year: \$3,615 for Garrett, \$5,833 for Laker Double, and \$6,906 for Laker Single. On a motion by Vice-Chair Myers, seconded by Trustee Ruddell, the Board unanimously approved the FY2026 Tuition, Fees, and Residence Hall Rate recommendations as presented and noted above (Vote=7-0-0).

D. INFORMATION/DISCUSSION ITEMS:

- 1. Student Success Summit Overview:** President Midcap and Chair Rush recently attended a Student Success Summit in Rockville, Maryland sponsored by the Maryland Higher Education Commission (MHEC). They then shared highlights from the summit via a presentation with the board.

The purpose of the summit was to discuss Draft Post-2025 Goals for Higher Education in Maryland. These goals were then shared and discussed with the Board. Discussion ensued regarding where Garrett College currently stands in terms of these goals and related challenges as the smallest community college in the state. Next steps include a 3-5-page "Reflections Report" from each college that is due by the end of January 2025. President Midcap will email the draft report to Board Members for input in a few weeks, but noted that it does not require Board approval prior to submission.

- 2. Middle States Commission on Higher Education (MSCHE)-Accreditation/Self-Study Preparation Updates to Board:** President Midcap noted that Board Members received general information regarding MSCHE in the previously distributed November Board Agenda packets. The College plans to provide regular updates as a means to provide "refresher" professional development for experienced Trustees and to familiarize new Trustees with information about the ongoing accreditation process (including the self-study process and site team visit that play key roles in reaccreditation).

Accreditation information provided to the Board included:

- MSCHE is one of the regional accrediting bodies recognized by the U.S. Department of Education. A key part of its mission is verifying the educational quality of its 500 member institutions. Middle States also serves as the gatekeeper to federal financial aid, since a non-accredited institution may not disperse federal financial aid.
- Garrett College is now ramping up for our next accreditation team visit in fall 2027. As part of that process, regular Middle States updates will be provided to the Board. While several Board members have been through one or more accreditation cycles, a majority of our Board was not on board for the most recent reaccreditation site visit in 2020.
- Standard I was selected as a topic for this month's Board update as it concentrates on mission and goals, which were action and information items, respectively, on this month's Board agenda. Middle States requires that a College periodically review its mission and goals, and do so in a manner that includes appropriate

collaborative and inclusive participation that results in a mission and goals that the Board of Trustees approves and supports. That is why the College set up the broad-based process that resulted in the institutional recommendations for revisions to our Mission, Vision, and Values, and have begun the process to develop our institutional goals through the strategic planning process.

- A key part of the Middle States process is documenting how the institution is implementing its mission as well as its goals. That is one reason why the College budget process requires funding be tied to strategic goals. It is also why each summer the Board receives an annual update on our progress and challenges in implementing our strategic goals. This process was developed with significant input from our Middle States liaison.

3. Impact of Enrollment “Mix” on Tuition Review: Dean of Business & Finance Dallas Ouellette presented “Credit Hours to Tuition Revenue Overview” to the Board that included the following:

- State reporting explanations with examples;
- State reporting and revenue accounting with examples; and
- Examination of the differences between revenue collected in credit hours, tuition revenue, tuition waiver revenue, revenue difference, and credit hour difference with examples.

Board members then asked some clarifying questions. Since some of the data related to board questions was not available at the meeting, it was to be collected and sent out via follow-up email.

4. Report of the Chair of the Board: Chair Rush reported that there is no Board meeting scheduled in December and the next meeting is scheduled for Tuesday, January 21, 2025. Also, the last day of fall classes is on December 6th and final exams will follow.

5. Report of Board Members: Vice-Chair Myers reminded Board members of the Deep Creek Lake Centennial 2025 celebration and discussed opportunities to include the College and students.

6. Report of the President of the College: President Midcap reminded Board members that the international student dinner event will be held in the PAC on Thursday evening. Students will be cooking meals from their respective countries with the assistance of College staff and community members. He thanked Janis Bush, Shelley Menear, Melissa Wass, and Brandon Jackson for their collaboration and extensive efforts to assist students with this event.

7. College Administrative & Financial Reports:

a. College Administrative Reports: There were no additional questions or comments regarding these previously distributed reports.

b. College Financial Reports: There were no additional questions or comments regarding these previously distributed reports.

- E. EXECUTIVE SESSION:** On a motion by Vice-Chair Myers, seconded by Trustee Heckman, the Board unanimously recessed the Open Session at 6:58 p.m. for the purpose of convening an Executive Session to discuss the following matter: *(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): Personnel (1).
- F. NEXT REGULARLY SCHEDULED MEETING:** The next regularly scheduled meeting of the Garrett College Board of Trustees is January 21, 2025 at 5:30 p.m. in the #100 Building, Board Room #102.
- G. ADJOURNMENT:** The Board did not reconvene an Open Session and adjourned the Executive Session at 7:20 p.m. on a motion by Vice-Chair Myers, seconded by Trustee Heckman (Vote=7-0-0).

Summary of the November 19, 2024 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, November 19th in the Board Room #102 in the GIEC #100 Building at Garrett College. The purpose of this session was to discuss confidential matters regarding Personnel.

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 Administrator 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. 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:** November 19, 2024 **Time:** 6:58 p.m.

Location: Board Room #102 **Motion By:** Vice-Chair Myers **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. George C. Edwards	√				
Mr. Kurt Heckman	√				
Mr. Gary Ruddell	√				
Mr. Duane Yoder	√				

**STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, Title 3-Open Meetings Act –
CHECK ALL THAT APPLY:**

- X (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:

Personnel (1)	

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

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