

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 17, 2024
McHenry, Maryland

Prior to the Open Session Board Meeting, the Garrett College Board of Trustees toured the newly renovated Laker Café in the College's #400 Building. The meeting was then held in Room #511 in the Learning Commons/Library, since it is located directly across from the café.

A. COMMUNICATION ITEMS:

1. **Call to Order and Attendance:** Chair Jason Rush called the meeting to order at 5:34 p.m. Other Board Members in attendance included: Ms. Karen Myers-Vice-Chair, Ms. Madeleine Collins, 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, Ms. Cherie Krug, Ms. Shelley Menear, Ms. Dallas Ouellette, Mr. Chris Painter, and Ms. Julie Yoder. Guests present included: Mr. Richard Lewis-Faculty Senate Co-Chair, Ms. Carrie Hackett-Staff Senate Co-Chair, Mr. Ben Reigsecker and Mr. Aaron Lapp-representing Casselman Café at Garrett College.

Chair Rush then welcomed new Board Member, Retired Maryland State Senator George C. Edwards, to his first Board Meeting.

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

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

CAAB: Mr. Drew Catone, Student Activities Manager/CAAB Advisor, submitted the following report to President Midcap prior to the board meeting:

- Several "welcome back" events were recently held for students including: new student orientation, welcome fair, free Kona Ice, Chamber of Commerce welcome activities and lunch at the Wisp Resort, tie dye shirt-making activity, Laker Launch Party held in the College Learning Commons/Library, and constitution day/national voter registration day.
- Events planned in October include: "Dig Pink" game and pink beanie giveaway at the home women's volleyball match versus Allegany on October 24th, soccer scarf giveaway at the October 8th women's soccer game versus Potomac State, and on October 28th pumpkin painting and free candy giveaway for Halloween and National Chocolate Day.

Faculty Senate: Mr. Richard Lewis, Faculty Senate Co-Chair, reported that students have been engaged and enjoying classes so far this semester. He did not have any other updates right now since the next Faculty Senate meeting is scheduled for this Friday, September 20th.

Staff Senate: Ms. Carrie Hackett, Staff Senate Co-Chair, reported that she is new to this leadership role that she shares with Co-Chair Chantel Lowdermilk. She further noted that this is also the first Board meeting that she has ever attended during her tenure at Garrett College. The next meeting of Staff Senate is this Friday, September 20th.

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

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

1. *Approval of the minutes from the August 20, 2024 Board Meeting*

C. ACTION ITEMS:

1. **October Board Meeting Proposed Date Change:** The College Administration asked the Board to postpone the regularly scheduled October 15th Board Meeting to Tuesday, October 29th. The extra time will ensure that the FY24 Garrett College Financial Audit is complete and provide sufficient time for members to review in advance of the meeting. On a motion by Trustee Collins, seconded by Vice-Chair Myers, the Board unanimously approved the proposed date change for the October Board Meeting to October 29, 2024 (Vote=7-0-0).

D. INFORMATION/DISCUSSION ITEMS:

1. **#400 Building Phase I & Phase II Presentation and Updates:** Garrett College Dean of Business Dallas Ouellette and Director of Facilities and Capital Projects Chris Painter presented before-and-after pictures of the recent Laker Café renovation and summarized all upgrades for the Board. Dean Ouellette then introduced representatives from the College's new food vendor, Casselman Café, Mr. Ben Reigsecker and Mr. Aaron Lapp. Mr. Reigsecker then discussed their plan for success, how they will strive for continual improvement, shared their vision for the future, and welcomed feedback. Board Members thanked them for their time and efforts to get the café ready for the residence hall students and beginning of the fall semester within such a short timeframe.

2. **Continuing Education & Workforce Development Presentation:** President Midcap reported that before coming to Garrett College, his experience with Continuing Education was limited. He noted that the Continuing Education and Workforce Development (CEWD) Division at Garrett College does a great job in bringing in non-credit enrollment numbers and FTE, and in connecting with the community and local businesses each year. He asked Dean Julie Yoder to provide a detailed update on CEWD's operations to the Board.

Dean Yoder then presented the "2024 Year in Review" for CEWD at Garrett College. Dean Yoder summarized the following: CEWD goals/metrics for revenue, FTE, and enrollment, including 10-year trend data; current staffing numbers; workforce training program enrollments and student testimonials; business solutions programming, enrollment successes and collaborations; community education programming and enrollment; CEWD scholarships and student appreciation. Board Members then asked some clarifying questions and thanked Dean Yoder for her thorough presentation.

3. **Report of the Chair of the Board**

- a. **Upcoming Events:** Chair Rush reported that he recently contacted Dean Yoder with some questions and issues related to local and state electrical apprenticeships. She was able to contact the Chair of the Maryland Association of Community Colleges Continuing Education and Training Affinity Group, who was able to help in a very timely manner. Chair Rush

thanked her for her efforts and noted his appreciation for the College's connections across the state to assist local residents.

Chair Rush also noted that fall sports are in full swing with baseball, women's soccer, and women's volleyball teams all competing. He also noted that the 2024 Athletic Hall of Fame dinner and induction ceremony is scheduled for Saturday, October 19th in the CARC gymnasium.

4. **Report of Board Members:** Trustee Collins noted that she recently attended a home Garrett College women's soccer match and our home team did a great job against a tough competitor.
5. **Report of the President of the College:** President Midcap provided an update on fall enrollment and the recent water leak in Laker Hall. He also reported that the Laker Launch Party, recently held in the Library/Learning Commons for students, featured Giant Jenga, Laker Bingo, cornhole, virtual reality welding, a slackline activity by the Outdoor Leadership and Adventure Education program, therapy dogs, demonstrations by the Combat Robotics Club, and plenty of refreshments. Many faculty and staff members were there interacting with students. He further noted that while the College wanted this event to be fun, the overarching purpose was for students to begin connecting as early as possible in the semester with faculty and staff. Statistics show that students who feel comfortable with faculty and staff are more likely to seek them out as soon as they encounter difficulties. This type of early intervention is key to student success. That's one reason the College had staff from Advising, Tutoring, Financial Aid, and faculty prominently deployed for this event. He thanked Director of the Learning Commons and Academic Success Ashley Ruby for all of her efforts in planning this successful event. He further noted that an article featuring the event will be in *The Republican* newspaper soon.
6. **College Administrative & Financial Reports**
 - a. **College Administrative Reports:** In addition to the previously distributed administrative board reports, Dean Bowser reported that Faculty are scheduled to be available in the College Library/Learning Commons for one hour each week so that they can engage with students more outside of the classroom.
 - b. **College Financial Reports for August 2024:** In addition to the previously distributed College Financial Reports for August 2024, Dean Ouellette reported that fall revenue would be included in the September 30th reports during the October Board Meeting.
- E. **EXECUTIVE SESSION:** On a motion by Trustee Heckman, seconded by Vice Chair Myers, the Board unanimously recessed the Open Session at 6:40 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): Facilities Master Plan Discussion (2) and Student Issue (2).
- F. **NEXT REGULARLY SCHEDULED MEETING:** Per agenda item C.1. above, the next Board Meeting has been rescheduled from Tuesday, October 15, 2024 to Tuesday, October 29, 2024 in the College Board Room, #102.

- G. ADJOURNMENT:** The Board did not reconvene an Open Session and adjourned the Executive Session at 6:59 p.m. on a motion by Trustee Heckman, seconded by Vice Chair Myers (Vote=7-0-0).

Summary of the September 17, 2024 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, September 17th in Room 511 of the Library/Learning Commons at Garrett College. The purpose of this session was to discuss confidential matters regarding the College Facility Master Plan and also a student issue.

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:** September 17, 2024 **Time:** 6:40 p.m.

Location: Room #511 **Motion By:** Trustee Heckman **Seconded By:** Vice-Chair Myers

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:

- _____ (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;
- X (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:

Facilities Master Plan Discussion (2)	Student Issue (2)

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

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