

GARRETT COLLEGE BOARD OF TRUSTEES
MEETING AGENDA
July 19, 2022
McHenry, Maryland

A. COMMUNICATION ITEMS:

1. Call to Order and Attendance: Mr. Don Morin-Chair, called the meeting to order at 5:31 p.m. and welcomed new Board member Mr. Gary Ruddell to his first board meeting. Other Board members in attendance (*in-person*) included: Dr. Brenda McCartney-Vice Chair, Ms. Karen Myers, Mr. Jason Rush (*who joined the meeting at 5:35 p.m. after agenda item C.1.*), and Mr. Duane Yoder. Board member in attendance virtually (*via Zoom teleconference*) included: Ms. Madeleine Collins. College administrators in attendance (*in-person*) included: Dr. Richard Midcap-President, Dr. Ryan Harrod, Ms. Kathy Meagher, and Ms. Shelley Menear. College administrators in attendance (*virtually*) included: Ms. Janis Bush, Mr. Robert Kerns, Ms. Cherie Krug, Ms. Dallas Ouellette, Dr. Kelli Sisler, and Ms. Julie Yoder. Guests present virtually included: Mr. Richard Lewis and Mr. Stacy Miller-Faculty Senate Co-Chairs, Mr. Alexander (AJ) Savopoulos-President/Chairperson for Staff Senate, and Mr. Rick Morrison-Grimm + Parker Architecture.

2. Communication from the Public: None.

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

Faculty Senate: New Faculty Senate Co-Chair Mr. Richard Lewis stated that since most faculty were off-contract for the summer, they did not have a report this month.

Staff Senate: New Staff Senate President/Chairperson Alexander (AJ) Savopoulos introduced himself and stated that Staff Senate did not meet in June but their next meeting would be held on Friday, July 22nd.

Chair Morin welcomed Mr. Lewis and Mr. Savopoulos to their first board meeting and thanked them for their attendance and for serving in their respective leadership positions for the College.

Campus Advisory & Activities Board (CAAB): No updates this month.

4. Approval/Changes to the Agenda: On a motion by Trustee Myers, seconded by Vice-Chair McCartney, the Board unanimously approved the agenda as distributed (Vote=6-0-0).

B. CONSENT AGENDA: On a motion by Vice-Chair McCartney, seconded by Trustee Myers, the Board unanimously approved the Consent Agenda as distributed and listed below (Vote=6-0-0).

- a. *Approval of the minutes from the June 21, 2022 Regular Board Meeting*
- b. *Approval of the minutes from the July 6, 2022 Special Board Meeting*

C. ACTION ITEMS:

1. **FY2023 Board Election of Officers:** As reported during the June 2022 Board Meeting, the Board nominating committee nominated Mr. Don Morin to continue to serve as the Board Chair and Dr. Brenda McCartney to continue to serve as the Board Vice-Chair for FY2023. Both Mr. Morin and Dr. McCartney agreed to continue to serve in these roles. On a motion by Trustee Yoder, seconded by Trustee Collins, the Board unanimously voted to accept the nominations of Chair Morin and Vice-Chair McCartney to continue in their current board leadership roles for FY2023 (Vote=6-0-0).
2. **MHEC Equity, Diversity, & Inclusion (EDI) Documents:** President Midcap reported that Ms. Shelley Menear had presented a summary of the completed Equity, Diversity, and Inclusion (EDI) Narrative and the Garrett College Cultural Diversity Plan 2022 Update and Progress Report, which outlined the goals, strategies and objectives for the upcoming academic year, at the June Board meeting. Trustee Yoder asked if there were plans to provide EDI progress reports to the Board a few times each year to measure and track the progress. It was agreed that Ms. Menear would provide progress reports to the Board semi-annually, at the January and July Board meetings, unless needed more often. On a motion by Trustee Myers, seconded by Chair Morin, the Board unanimously approved the Equity, Diversity, and Inclusion Narrative and the Garrett College Cultural Diversity Plan 2022 Update and Progress Report and directed the College to submit the Narrative and the Plan to the Maryland Higher Education Commission (MHEC) (Vote=7-0-0).
3. **Academic Recommendations:** President Midcap stated that based on recommendations from the Curriculum & Academic Standards Committee (CASC) and Dr. Ryan Harrod as CAO, he was recommending to the Board that the College discontinue the Electrical Engineering Associate of Science in Engineering Degree and the Adventure Sports Management Certificate. The College has already implemented a Board-approved Engineering Transfer degree that offers broader transferability than the Electrical Engineering degree, which has seen low enrollment for several years. The Adventure Sports Management Certificate has also experienced low enrollment for several years. There were also other hinderances encountered with this certificate program, including the inability of most students to complete in one year as well as limited direct job path opportunities available when the certificate was complete. On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the Board unanimously approved the recommendations to discontinue the Electrical Engineering ASE degree and the Adventure Sports Management certificate, supported by the appropriate teach-out plans (Vote=7-0-0).

D. INFORMATION/DISCUSSION ITEMS:

- 1. Capital Project Planning w/Grimm + Parker:** President Midcap referenced the memo the Board received to review the previous week which outlined the revised proposal for Phase 1 of the 600 Building Renovation. Mr. Rick Morrison, from Grimm + Parker Architecture, then highlighted the proposed changes to the Facilities Master Plan that would address this renovation. He explained that because of a changing economy and financial challenges, the original project would need to be scaled back, but would still address the priority of replacing the kitchen and dining facilities. He then presented to the Board two conceptual options for renovating the 600 building to include new kitchen and dining spaces. President Midcap reminded the Board that they were working on several strategies that could assist with funding the project, including legislation to change the funding formula and searching out potential non-community college funding streams. Discussion ensued regarding the two conceptual options and the pros and cons for each option. On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the Board of Trustees unanimously authorized the College to update the 2022-2031 Facilities Master Plan to include the proposed renovation of the 600 building to establish new dining and kitchen facilities and to start the process to acquire funding for the project (Vote=7-0-0). Mr. Morrison then departed the meeting.
- 2. Analytics, Institutional Research & Effectiveness 2022 Summary Reports:** Three annual planning updates were provided to the Board, including AY2022 Annual Program Assessment and Curriculum Mapping Summary, Institutional Effectiveness FY2022 Final Report, and FY2022 Strategic Plan Summary. These reports are chiefly intended to document that the College's academic programs are regularly assessed; learning outcomes are appropriately mapped from course to program, and program to general education; and institutional effectiveness is being monitored, with an emphasis on implementation of the FY2021-25 Strategic Plan. President Midcap commended Dr. Kelli Sisler for her organized and systematic approach to monitoring assessment. Vice-Chair McCartney commented on her appreciation of the amount of detail included in the reports.
- 3. Board Meeting Schedule for Calendar Year 2023:** The Board typically meets monthly, except for the months of August and December. President Midcap suggested that the Board consider adjusting its schedule beginning in Calendar Year 2023 so that the Board would not meet in July and would instead meet in August. He then stated that many of the state reports are due in early September and most Boards use an August meeting to get a final update before the start of the fall semester. There were no further comments or discussion about this proposed calendar change, which will be implemented for FY2023.

4. **MHEC CC5 Report:** This document was previously emailed to the board members as part of the July Board Agenda packet as an informational item. The MHEC CC-5 Report is essentially the College budget in the annual budget report format required by the Maryland Higher Education Commission (MHEC). This report was provided for Board review only as the FY2023 budget was approved during the June 2022 Board Meeting.
 5. **Performing Arts Center at Garrett College (PAC) Update:** President Midcap referenced the email the Board received earlier in the day detailing the delay of the projected opening of the PAC due to a malfunctioning piece of equipment. Ms. Kathy Meagher then reported that all of the air-handling unit tests were successful and the theatre seats had recently been installed. She also reported on a recent construction update on the craftsmanship of the curtain wall. The manufacturer worked with the installer to identify issues and the reinstall was recently completed. Work continues on the installation of the wood panels in the conference center and recital hall. Weather permitting, paving and landscaping will begin next week.
 6. **Report of the Chair of the Board:** No report this month.
 - a. **Upcoming Events:** There were no updates to the previously distributed list of upcoming events.
 7. **Report of Board Members:** Trustee Yoder stated that he has been hearing very positive and complimentary comments pertaining to the Senior Health & Fitness Club that has been utilizing space in the Community Aquatic and Recreation Complex (CARC).
 8. **Report of the President of the College:** President Midcap gave an update on the progress of the food service contract with the College's new food service vendor, Metz Culinary Management. Representatives from Metz were on site last week and are expected to be back on campus later this week. He stated that there were no anticipated issues with having the new food service operation up and running in time for the return of students for the Fall semester.
 9. **College Administrative & Financial Reports**
 - a. **College Administrative Reports:** There were no additions to the previously submitted administrative reports on file.
 - b. **Garrett College Monthly Financial Reports:** There were no additions to the previously submitted financial reports on file.
- 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 September 20, 2022 at 5:30 p.m.
- G. ADJOURNMENT:** On a motion by Vice-Chair McCartney, seconded by Chair Morin, the board unanimously adjourned the meeting at 6:21 p.m. (Vote=7-0-0).

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