

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**May 17, 2022**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS:**

1. **Call to Order and Attendance:** Mr. Don Morin-Chair, called the meeting to order at 5:34 p.m. Board members in attendance (in-person) included: Dr. Brenda-McCartney-Vice Chair, Ms. Madeleine Collins, Ms. Karen Myers, and Mr. Jason Rush. Board member in attendance virtually (*via Zoom videoconference*), included: Ms. Linda Sherbin. Board member absent included: Mr. Duane Yoder. College administrators in attendance (in-person) included Dr. Richard Midcap-President, Ms. Kathy Meagher, and Ms. Dallas Ouellette. College administrators in attendance virtually included Ms. Janis Bush, Dr. Ryan Harrod, Mr. Robert Kerns, Ms. Shelley Menear, Dr. Kelli Sisler, and Ms. Julie Yoder. Ms. Cherie Krug was absent. Guests present virtually included: Ms. Christa Bowser and Mr. Stacy Miller-Faculty Senate Co-Chairs, and Mr. Richard Schofield-President/Chairperson for Staff Senate.

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

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

**Faculty Senate:** Faculty Senate Co-Chair Mr. Stacy Miller reported that Faculty were concluding final exams today and final grades were due tomorrow. They were also looking forward to commencement this Saturday. Mr. Miller also offered congratulations to his Faculty Senate Co-Chair, Ms. Christa Bowser, who will be serving as the Associate Dean of Academic Affairs as of July 1, 2022. He then informed the Board that Mr. Richard Lewis will be joining him as Faculty Senate Co-Chair on July 1<sup>st</sup>.

**Staff Senate:** Mr. Rich Schofield, President/Chairperson of Staff Senate, stated that Staff Senate did not have any updates this month, but noted that their next meeting will be held on May 20<sup>th</sup>.

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

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

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

- a. *Approval of the minutes from the April 19, 2022 Regular Board Meeting*
- b. *HR Manual Update – Part Three: Complaint Resolution Updates*

**C. ACTION ITEMS:**

1. **FY2022 Budget Amendment:** Dr. Midcap explained this budget amendment accounted for the shortfall in FY22 tuition and fee revenue as well as three purchases to support strategic plan initiatives: funding the part-time contractual mental health counselor; setting up an inter-library loan service that expands student research options; and updating the ESRI software subscription that is critical to Natural Resources and Wildlife Technology's academic activities. On a motion by Trustee Myers, seconded by Trustee Collins, the Board unanimously approved the FY2022 budget amendment #2 as presented by the College Administration (Vote=6-0-0).
2. **College Capital Project Planning:** Dr. Midcap summarized documents that were sent to the Board the previous week regarding the revision of Capital Project priorities for the next major College capital project based on available funding estimates. The documents provided detailed timelines for revising the capital projects within the current Facilities Master Plan to ensure that the resubmittal takes place in time to be considered for FY'5 state funding. The final document included priorities that the College administration felt should be addressed in the next capital project.

President Midcap reminded the Board that the State of Maryland will match the local funding dollar-for-dollar for a state-approved project. He then asked the Board to consider allocating monies from the fund balance in the future to add to the local potential contribution for planning purposes. On a motion by Trustee Rush, seconded by Trustee Myers, the Board of Trustees unanimously authorized the College administration to use up to \$1.25 million to augment the County's local share of the next capital project, with the stipulation that \$2 million remain in the fund balance after completion of the FY22 audit (Vote=6-0-0).

3. **College Food Service:** President Midcap updated the Board on the plan to stand up an internal food services operation. This plan was initiated after receiving zero responses to the recent Request for Proposal (RFP) and individual talks with potential vendors did not yield any third-party options. Dean Ouellette then worked with Director Bush to develop a draft business plan, a timeline, and job description for the food services coordinator. Discussion and questions ensued regarding options that were addressed and potential options to investigate further. On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the Board of Trustees unanimously authorized the creation of a Coordinator of Food Services position, with the expectation that the Board will officially approve that budget as part of a Fiscal Year 2023 Budget Amendment at the July 2022 meeting of the Board (Vote=6-0-0).

**D. INFORMATION/DISCUSSION ITEMS:**

1. **Business Credit Cards:** President Midcap previously sent a memo to the Board of Trustees explaining some difficulties that the College is encountering gaining online access with a current credit card vendor. Although no action is required by the Board at this time, application of new credit, if necessary, will require Board signatory. Dean Ouellette will work on options to address this situation and will present updates to the Board at a meeting in the near future.
2. **Report of the Chair of the Board**
  - a. **Upcoming Events:** Chair Morin reminded the Board that Commencement will be held this Saturday, May 21<sup>st</sup> at 10:30 a.m. in the CARC gymnasium. Board Members who are participating in the ceremony should plan to arrive by 10 a.m. for robing and procedural instructions.
  - b. **Appointment of Nominating Committee for Board Officers:** Chair Morin nominated Trustee Yoder to serve as the Chair of the Nominating Committee for Board Officers. Trustee Yoder will pull in other Board Members to assist him with this process when needed.
3. **Report of Board Members:** No report this month.
4. **Report of the President of the College:** President Midcap reminded the Board that May was a busy month for higher education with the end of the spring semester last week, final exams concluding today, the due date for grade submission tomorrow, and commencement on Saturday. He recognized the work of Ms. Jeanne Meyers, Coordinator of Academic Affairs, and Ms. Marcia Knepp, Executive Assistant to the President/ Board/Event Operations in coordinating commencement, along with the critical support of the facilities, IT, and Marketing & Creative Services departments. The College would be graduating their 50<sup>th</sup> class and also celebrating their first in-person commencement since 2019.

President Midcap reiterated that although commencement had not yet taken place, the College had been open for fall enrollment for a month. He further noted that the preliminary fall enrollment numbers were slightly higher than the enrollment numbers from the same time last year.

**5. College Administrative & Financial Reports**

**a. College Administrative Reports:** Board Members asked clarifying questions regarding the following topics: the timeline to open the Performing Arts Center (PAC)/obtaining an occupancy permit, the status of the PAC project budget, and the status of a few fleet vehicles that were ordered in July 2021.

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

- E. EXECUTIVE SESSION:** On a motion by Chair Morin, seconded by Vice-Chair McCartney, 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: Evaluation of the President, Board Self-Evaluation, Legal Counsel Contract Update, and Personnel.
- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for June 21, 2022 at 5:30 p.m.
- G. ADJOURNMENT:** The Board did not reconvene the open session and the Executive Session adjourned at 6:52 p.m. on a motion by Trustee Myers, seconded by Chair Morin (Vote=6-0-0).

**Summary of the May 17, 2022 Board Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, May 17, 2022 in person and via Zoom videoconference. The purpose of this session was to discuss confidential matters related to the President’s Evaluation, the Board Self-Evaluation, the College’s Legal Counsel Contract, and Personnel.

Each Board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. Six Board members were present for this closed session (see the “roll call” section of the minutes for the details). College administrators present for this session included: Dr. Richard Midcap-President and Ms. Janis Bush-Director of Human Resources.

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:** May 17, 2022 **Time:** 6:40 p.m.

**Location:** Board Room #102 & Via Zoom **Motion By:** Chair Morin **Seconded By:** Vice-Chair McCartney

**Vote to Close Session:**

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT	TOTALS
Mr. Don Morin, Chair	✓				
Dr. Brenda McCartney, Vice-Chair	✓				
Ms. Madeleine Collins	✓				
Ms. Karen Myers	✓				
Mr. Jason Rush	✓				
Ms. Linda Sherbin	✓				
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:**

President Evaluation (1)	Board Self-Evaluation (1)
Legal Counsel Contract Update (2)	Personnel (1)

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

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