

**GARRETT COLLEGE BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**May 16, 2023**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS:**

1. **Call to Order and Attendance:** Chair Morin called the meeting to order at 5:29 p.m. Other Board Members in attendance included: Dr. Brenda McCartney-Vice-Chair, Ms. Madeleine Collins, Ms. Karen Myers (via Zoom), Mr. Gary Ruddell, Mr. Jason Rush, and Mr. Duane Yoder. College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Janis Bush, Dr. Ryan Harrod, Dr. Robert “JR” Kerns (via Zoom), Ms. Cherie Krug (via Zoom), Ms. Shelley Menear, Ms. Dallas Ouellette, Mr. Chris Painter, Dr. Kelli Sisler (via Zoom), and Ms. Julie Yoder. Guests present included: Mr. Richard Lewis-Faculty Senate Co-Chair, Mr. Stacy Miller, J.D.-Faculty Senate Co-Chair (via Zoom) and Mr. Richard Schofield, Staff Senate Co-Chair (via Zoom).

Vice-Chair McCartney reported that she has agreed to go back to work full-time with the Garrett County Board of Education as the Interim Superintendent of Schools. By accepting this position, she will resign from the College Board of Trustees effective June 30, 2023. She noted that being a Board Member has been a great experience. She has learned a lot and will take this knowledge forward in her next adventure.

Chair Morin thanked Dr. McCartney for her dedication and service to the College Board of Trustees. He noted that he has learned a lot from her and was impressed that she wanted to go back to work full-time! He further noted that she will be missed.

2. **Communication from the Public:** None.
3. **Faculty Senate, Staff Senate, and Campus Advisory & Activities Board (Student) Updates**

**CAAB:** No updates.

**Faculty Senate:** Mr. Richard Lewis, Faculty Senate Co-chair, reported that officer elections were recently held and that he would continue to share the Co-chair responsibilities with Mr. Stacy Miller for FY2024. Faculty Senate also voted on Governance Committee positions and discussed the procedural changes for the Emeritus Policy that were submitted and vetted through College Governance.

**Staff Senate:** Mr. Richard Schofield, Staff Senate Co-Chair, reported that officer elections were recently held. Chantel Lowdermilk will serve as the new Co-Chair with Andy Durst and Mr. Schofield will be stepping down. Other updates included: Results of the recent Governance Committee votes were discussed; the Admissions Department is coordinating a Junior Preview Day for Northern and Southern Garrett high schools with tours and presentations across campus on May 26<sup>th</sup>; staff are gearing up for commencement; and resident students are moving out of the halls.

4. **Approval/Changes to the Agenda:** On a motion by Vice-Chair McCartney, seconded by Trustee Collins, the Board unanimously voted to approve the agenda as distributed (Vote=7-0-0).

- B. CONSENT AGENDA:** On a motion by Vice-Chair McCartney, seconded by Trustee Ruddell, the Board unanimously approved the Consent Agenda as distributed and listed below (Vote=7-0-0):
1. Approval of the minutes from the April 18, 2023 Board Meeting
  2. Animals/Pets on Campus Policy Update
  3. Portable Outfield Fencing-Sole Source

**C. ACTION ITEMS:**

1. **Exercise Science Program Proposal:** President Midcap reported that this program is intended to:
  - provide the basis for further study in the exercise science and recreational fields;
  - provide a course of study designed to meet the needs of students who plan to either enter the workforce with a professional certification or transfer to a college or university that grants a baccalaureate or graduate degree in athletic training, exercise physiology, kinesiology, coaching, outdoor recreation, and other related programs.

This program was also requested by our students and will align with the College's strategic objective to "Provide Garrett College students, credit and noncredit, with innovative, relevant curriculum delivered by dedicated faculty/instructors who remain current in their field of study." (Garrett College FY2021-2025 Strategic Plan).

Board members asked some clarifying questions related to goals for student headcount and if students in this program would be working with the Outdoor Leadership & Adventure Education Program to which President Midcap and Dean Harrod responded. On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the board unanimously approved the Exercise Science Program Proposal to be submitted to MHEC (Vote=7-0-0).

**D. INFORMATION/DISCUSSION ITEMS:**

1. **Policy Review: Award of Emeritus Policy.** There were no updates to the policy statement, but to the procedural section only. Updates that were vetted through College Governance are as follows:
  - Reduces from 20 to 15 years a full-time faculty member must have served at GC to qualify for emeritus status consideration.
  - Reduces from 2 to 1 year the time period after retirement that a faculty member may be nominated for emeritus status.
  - Reduces from 2 to 1 year the time period after retirement that an administrator or president may be nominated for emeritus status

There were no questions related to the procedural updates. No board vote is needed.

2. **FY24 Budget Draft Q & A:** The Board of Trustees were provided a draft FY24 budget in the April Board Agenda packets. President Midcap and Dean Ouellette then presented the budget during the April Board Meeting and answered related questions.

The final FY2024 draft budget with a memo highlighting any necessary updates from April through June 2023 will be presented to the Board for final review and vote on June 20<sup>th</sup>.

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

**a. Upcoming Events:** There were no updates to the previously distributed schedule.

**b. Appointment of Committee for Board Officers (Election is in June this year):** Chair Morin appointment Trustee Yoder and Trustee Collins to the FY2024 Board Officer Nominating Committee. The board will vote on the Chair and Vice-Chair positions during the June 20, 2023 meeting.

**4. Report of Board Members:** None

**5. Report of the President of the College:** President Midcap updated the board on the Maryland Blueprint implementation and related issues regarding dual enrollment and non-tuition associated costs. Garrett College and Garrett County Public Schools officials are in continued discussions to work out the best solutions moving forward.

**6. College Administrative & Financial Reports**

**a. College Administrative Reports:** There were no updates or questions related to the previously distributed reports.

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

**E. EXECUTIVE SESSION:** On a motion by Trustee Collins, seconded by Vice-Chair McCartney, the Board unanimously recessed the Open Session at 5:58 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): Personnel (1), Board Self-Evaluation and President Evaluation (1), Legal Services Contract Review (2), Food Services (2), and Acting President (1).

**F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for June 20, 2023 at 5:30 p.m. in the GC Board Room #102.

**G. ADJOURNMENT:** The board did not reconvene an Open Session Meeting and adjourned the Executive Session Meeting at 6:42 p.m. on a motion by Vice-Chair McCartney, seconded by Chair Morin. (Vote=7-0-0).

**Summary of the May 16, 2023 Board Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, May 16, 2023 in the Garrett College Board Room and via Zoom videoconference. The purpose of this session was to discuss confidential matters regarding Personnel, Board Self-Evaluation and President Evaluation, Legal Services Contract Review, Food Services, and Acting President.

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, Ms. Dallas Ouellette-Dean of Business & Finance, 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 16, 2023 **Time:** 5:58 p.m.

**Location:** Board Room #102 & Zoom **Motion By:** Trustee Collins **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. Gary Ruddell	√				
Mr. Jason Rush	√				
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:**

Board Self-Evaluation and President Evaluation (1)	Legal Services Contract Review (2)
Personnel (1)	Food Services (2)

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

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