

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
November 21, 2023
McHenry, Maryland

A. COMMUNICATION ITEMS:

1. Call to Order and Attendance: Chair Morin, who joined the meeting via Zoom videoconference, called the meeting to order at 5:30 p.m. Other Board Members in attendance included: Mr. Jason Rush-Vice-Chair, Ms. Madeleine Collins, Mr. Kurt Heckman (via Zoom), Ms. Karen Myers (via Zoom), 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 (via Zoom), Ms. Dallas Ouellette (via Zoom), Mr. Chris Painter, Dr. Kelli Sisler, and Ms. Julie Yoder. Dr. Robert Kerns and Ms. Shelley Menear were unable to attend the meeting. Guests present included: Mr. Richard Lewis-Faculty Senate Co-Chair, Mr. Stacy Miller-Faculty Senate Co-Chair (via Zoom), Ms. Chantel Lowdermilk-Staff Senate Co-Chair (via Zoom), and Ms. Samantha Preaskorn, Campus Advisory & Activities Board Student Representative (via 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, reported that members discussed updated contract language for first-year faculty, addition of a one-year probationary period, during their November 17th Faculty Senate Meeting. The next meeting is scheduled for January 17, 2024.

Staff Senate: Ms. Chantel Lowdermilk, Staff Senate Co-Chair, reported that Staff Senate did not meet in November. The next meeting is scheduled for December 15th where members will review updates to the bylaws and ways to assist the College Quality of Work Life Committee with events.

CAAB: Ms. Samantha Preaskorn, Student Representative, reported that CAAB members have scheduled several free events for students in November to include: Coffee Mondays in the café, World Kindness Day, National Cookie Day, and Exam Jam.

4. Approval/Changes to the Agenda: Chair Morin moved Agenda Item C.1. Garrett College Federal Award Programs-Single Audit Report June 30, 2023 to the Consent Agenda as item B.2. On a motion by Trustee Heckman, seconded by Trustee Myers, the Board unanimously approved the Board Agenda as amended (Vote=7-0-0).

B. CONSENT AGENDA: On a motion by Trustee Yoder, seconded by Trustee Collins, the Board unanimously approved the Consent Agenda as amended and listed below (7-0-0):

1. Approval of the minutes from the October 31, 2023 Board Meeting
2. Garrett College Federal Award Programs-Single Audit Report June 30, 2023

C. ACTION ITEMS:

1. **Addictions Counseling Certificate:** President Midcap explained that this proposed 24-credit certificate will be offered fully online. Students who already hold a college degree in health or human services are able to take the courses in this certificate to become eligible to sit for the test for Maryland Certification. This certificate is intended to appeal to working professionals who want to add addictions counseling to their current certifications. GC students enrolled in our Addictions Counseling AAS degree already take these courses and will become eligible to sit for Maryland Certification after graduation. On a motion by Chair Morin, seconded by Trustee Heckman, the Board unanimously approved the proposal as presented (Vote=7-0-0).
2. **Engineering, Robotics, and Technology Certificate:** President Midcap explained that this 19-credit certificate has been built at the request of Garrett County Public Schools (GCPS). The school system is no longer offering its Engineering Project Lead the Way (PLTW), and this certificate provides an opportunity for those students to gain coursework in preparation for engineering-based degrees. Students will be able to complete this certificate in their senior year, prior to high school graduation. The first semester of this certificate will be taught in the high schools. The second semester will be taught on our campus. We have confirmation from local businesses that a student would be hired at a higher level if they have achieved this certificate. On a motion by Chair Morin, seconded by Trustee Heckman, the Board unanimously approved the proposal as presented (Vote=7-0-0).

D. INFORMATION/DISCUSSION ITEMS:

1. **#400 Building Renovation Update:** President Midcap reported that the Board approved a design-build contract for the 400 Building Renovation during the September meeting with Daikin Applied. Daikin has been working with Director Chris Painter and his staff to develop the plans for the renovation, scheduled to take place between May and August of next year. Director Painter then provided a brief update and displayed some tentative building designs for the #400 building. He also provided an update on the #700 building work that is now underway.

President Midcap then thanked Director Painter, his staff, and Dean Ouellette for their work in planning and budgeting these projects and explained next steps and preliminary budgetary and project timelines.

2. **Report of the Chair of the Board:** Chair Morin noted that he continues to be impressed with the College's press releases and recent articles in the local newspapers.
 - a. Upcoming Events – there were no additions to the previously distributed upcoming events.
3. **Report of Board Members:** Trustee Heckman shared a recent experience that he had with the College's faculty and staff taking a sincere interest in each student's wellbeing and assisting when needed. Trustee Ruddell noted how impressed he was with the College's student athletes who recently spoke as part of the President's Circle breakfast and presentation. He also commended the College's food service on a very good meal.

- 4. Report of the President of the College:** President Midcap updated the Board on mid-term deficiencies, that are trending below the average for the previous five years, and also on the Maryland's Time to Care Act that impacts any Maryland entity employing at least one employee effective January 1, 2026.

- 5. College Administrative & Financial Reports**
 - a. College Administrative Reports:** There were no additions or questions related to the previously distributed reports.

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

- E. EXECUTIVE SESSION:** On a motion by Vice-Chair Rush, seconded by Chair Morin, the Board unanimously recessed the Open Session at 6:10 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): County Health Coalition Update (2) and Performing Arts Center Operations Update (1).

- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for January 16, 2024 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 6:32 p.m. on a motion by Trustee Ruddell, seconded by Vice-Chair Rush (Vote=7-0-0).

Summary of the November 21, 2023 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, November 21, 2023 in the Garrett College Board Room. The purpose of this session was to discuss confidential matters regarding the County Health Care Coalition Update and the College Performing Arts Center Operations Update.

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. Janis Bush-Director of Human Resources, Ms. Dallas Ouellette-Dean of Business & Finance, and Ms. Julie Yoder-Dean of Continuing Education and Workforce Development.

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

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 21, 2023 **Time:** 6:12 p.m.

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

Vote to Close Session:

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT		TOTALS
Mr. Don Morin, Chair	√					
Mr. Jason Rush, Vice-Chair	√					
Ms. Madeleine Collins	√					
Mr. Kurt Heckman	√					
Ms. Karen Myers	√					
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;
- (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:

Health Coalition (2)	
PAC Operations Update (1)	

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

Signature of Presiding Officer: (On file in the President’s Office)