

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**February 15, 2022**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS:**

1. **Call to Order and Attendance:** Mr. Don Morin-Chair, who joined the meeting via Zoom videoconferencing, called the meeting to order at 5:30 p.m. Other Board members in attendance virtually (*via Zoom videoconference*) included: Dr. Brenda McCartney-Vice Chair, Ms. Madeleine Collins, Ms. Karen Myers, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. College administrators in attendance virtually included: Dr. Richard Midcap-President, Ms. Janis Bush, Dr. Ryan Harrod, Mr. Robert Kerns, Ms. Cherie Krug, Ms. Kathy Meagher, Ms. Shelley Menear, Ms. Dallas Ouellette, and Ms. Julie Yoder. Guests present virtually included: Ms. Christa Bowser and Mr. Stacy Miller-Faculty Senate Co-Chairs, Mr. Richard Schofield-President/Chairperson for Staff Senate, and Ms. Marlysse Calling-Campus Advisory & Activities Board student representative.
2. **Communication from the Public:** None.
3. **Faculty Senate, Staff Senate, and Campus Advisory & Activities Board (Student) Updates**

**Campus Advisory & Activities Board (CAAB):** Student Representative Marlysse Calling reported that students had participated virtually in the Maryland Student Advocacy Day that morning. Student Advocacy Day is sponsored by the Maryland Association of Community Colleges (MACC) and it provides an opportunity for students to meet with elected officials and advocate for strong state support of community colleges. After the event, Garrett College student representatives were given the opportunity to meet virtually with representatives from the offices of Senator George Edwards and Delegate Wendell Beitzel to advocate on behalf of Garrett College and its students for community college funding.

Ms. Calling also reported that CAAB had organized a Valentine's Day booth where they distributed hot chocolate and coffee. She said students stopped by to chat, and it was good to see students return to campus for the Spring semester.

**Staff Senate:** President/Chairperson of Staff Senate Rich Schofield stated that new staff were introduced at the January Staff Senate meeting, and their next meeting would be held on Friday, February 18, 2022.

**Faculty Senate:** Faculty Senate Co-Chair Christa Bowser indicated that faculty members are busy with assessments and working on establishing the summer and fall class schedules.

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

- B. CONSENT AGENDA:** On a motion by Trustee Yoder, seconded by Vice-Chair McCartney, the Board unanimously approved the Consent Agenda as distributed and listed below (Vote=7-0-0).
- a. *Approval of the minutes from the January 18, 2022 Regular Board Meeting*
  - b. *Disciplinary Action Policy*
  - c. *Involuntary Separation of Employment Policy Update*

**C. ACTION ITEMS:**

- 1. FY2023 County Funding Request:** Dr. Midcap conveyed that the annual local funding request is due to the County by February 25, 2022. Prior to formally adopting the College's request, he wanted to discuss some budget details with the Board in Executive Session. The Board agreed to his request and will reconvene the Open Session to vote on this agenda item after the Executive Session concludes (*see Adjournment section for meeting reconvening and voting details*).

**D. INFORMATION/DISCUSSION ITEMS:**

**1. POLICY REVIEW:**

**a. Sex Offender Policy Update:** President Midcap informed the Board that the Sex Offender Policy Update contains minor modifications, including the administrator responsible for reviewing required information, and expanding the prohibition against hiring sex offenders to include the Federal Work-Study program. The Board will be asked to formally approve this policy at the March Board Meeting.

**2. 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.

**b. State Ethics Commission-Financial Disclosure:** Chair Morin reminded Board members to complete these forms, which are available online and due by April 30, 2022.

**c. 2022 Board Award:** All Board members will serve as committee members this year to review the nominations and select a recipient at an upcoming Board meeting. Ms. Knepp will update and distribute the nomination materials soon.

**3. Report of Board Members:** No report this month.

- 4. Report of the President of the College:** President Midcap recognized the recent achievements of the women's and men's basketball teams. The women's team currently boasts a record of 17-3 while the men's team currently has a 14-8 record. He also announced Garrett College will be hosting both the men's and women's Region 20 Division II Basketball Tournaments on March 4<sup>th</sup> and 5<sup>th</sup>, 2022.

President Midcap then shared the final, official winter and spring credit enrollment data with the Board. While winter yields the smallest enrollment of the four credit semesters, it did generate large percentage increases this year because of using federal funding to offer a free "Semester of Savings" for students taking winter classes. When winter and spring enrollment are combined – which takes place for budgeting projection purposes – unduplicated headcount is up 6.1% while credit hours are down 2.2%. This is an improvement over the Fall data. Questions were asked about how Garrett College's enrollment data compared to other Maryland Community Colleges. President Midcap noted that he would not have updated information until this Friday at the Maryland Council of Community Colleges Presidents' (MCCCP) meeting.

President Midcap then reported on the collaboration of the President's Office, the Foundation, and Marketing & Public Relations in regard to the public relations rollout associated with the PAC Endowment Campaign. He acknowledged the work of Janet Kepple, Cherie Krug, John Rudd, and Stacy Holler on this project that continues to recognize the generosity of the PAC donors, raises awareness about the new performing arts center, and generates new donor leads. Discussion ensued regarding construction aspects, budget, and projected opening date.

**5. College Administrative & Financial Reports:**

**a. College Administrative Reports:** There were no updates to the previously submitted reports on file.

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

- E. EXECUTIVE SESSION:** On a motion by Vice-Chair McCartney, seconded by Trustee Rush, the Board unanimously recessed the Open Session at 5:48 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): Healthcare Coalition Update, FY2023 Compensation Strategy Discussion, County Funding Request, GCPS CTE Program Update, and Mask Mandate.

- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for March 15, 2022 at 5:30 p.m.
- G. ADJOURNMENT:** The Board reconvened the open session at 7:18 p.m. via acclamation to approve the county funding letter as amended in executive session.

On a motion by Chair Morin, seconded by Trustee Myers, the Board unanimously approved the amended county funding letter based on discussion during the Executive Session (Vote=7-0-0).

The Board then adjourned the Open Session Meeting at 7:19 p.m. via acclamation.

**Summary of the February 15, 2022 Board Executive/Closed Session Meeting:** A closed session of the Garrett County Board of Trustees was held on Tuesday, February 15, 2022 via Zoom videoconference. The purpose of this session was to discuss confidential matters related to Healthcare Coalition Update, Compensation Strategy, County Funding Request, GCPS CTE Program Update, and Mask Mandate.

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, and Ms. Dallas Ouellette-Dean of Business & Finance.

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:** February 15, 2022 **Time:** 5:49 p.m.

**Location:** Via Zoom Videoconference **Motion By:** Vice-Chair McCartney **Seconded By:** Trustee Rush

**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:**

Healthcare Coalition Update – CBIZ (1)	County Funding Request (2)
FY2023 Compensation Strategy Discussion (1)	GCPS CTE Program Update (2)
Mask Mandate (1)	

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

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