

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

A. COMMUNICATION ITEMS:

1. Call to Order and Attendance: Dr. Brenda McCartney, Vice-Chair, called the meeting to order at 5:30 p.m. Other board members in attendance included: Mr. Don Morin-Chair (via Zoom), Ms. Madeleine Collins (via Zoom), 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 (via Zoom), Dr. Robert Kerns, Ms. Cherie Krug, Ms. Shelley Menear, Ms. Dallas Ouellette (via Zoom), Mr. Chris Painter, Dr. Kelli Sisler, and Ms. Julie Yoder. Guests present included: Mr. Rich Lewis-Faculty Senate Co-Chair, Mr. Stacy Miller (via Zoom)-Faculty Senate Co-Chair, and Mr. Richard Schofield (via Zoom) Past Chair/Secretary for Staff Senate.

2. Communication from the Public: None.

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

CAAB: Since a student representative was not available to attend the board meeting this month, President Midcap provided the following update:

- Several students and CAAB advisor Drew Catone participated in Student Advocacy Day (virtually) that was held today and sponsored by the Maryland Association of Community Colleges. President Midcap also joined the students as they connected with local state legislators.
- Recent events sponsored by CAAB included: Black History Month Movie Nights, Coffee Mondays, Valentine's Day activities, Mardi Gras, and Souper Bowl-combined with Garrett College Human Resources for a fun college-wide event.

Faculty Senate: Mr. Lewis reported that Faculty Senate is scheduled to meet this Friday. There were no other updates at this time.

Staff Senate: Mr. Schofield reported that Staff Senate is scheduled to meet this coming Friday as well. Members are currently voting to fill open staff leadership positions and open staff positions on governance committees.

4. Approval/Changes to the Agenda: Vice-Chair McCartney reported that there were two additions to the agenda: Item B.3. FY23 Budget Amendment #2 and Item C.5. CAO Position. Also, agenda items C.4. Faculty Emeritus and C.5. CAO Position will be discussed during the Executive Session before returning to Open Session to vote. On a motion by Trustee Rush, seconded by Chair Morin, the Board unanimously approved the 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 listed below (Vote=7-0-0): 1) Approval of the minutes from the January 17, 2023 Regular Board Meeting; 2) Policy Review: Human Resource

Manual Updates, Procurement Policy, and Vehicle Use and Driver Authorization Policy; and 3) FY23 Budget Amendment #2.

C. ACTION ITEMS:

- 1. FY2024 County Funding Request:** President Midcap summarized the FY2024 County Funding Request letter that included: a 5% increase in operating funding in order to implement year two of the compensation plan and help address rising healthcare costs; an additional \$15,000 in the Garrett College Scholarship Program to expand the Phase Three Workforce Development Initiative; \$25,000 to support a Garrett College Foundation athletics campaign feasibility study; officially requesting the previously committed \$750,000 in year two funding for the multi-purpose turf field; and \$90,000 in local capital for one-time capital items that are not eligible for state funding.

On a motion by Trustee Rush, seconded by Trustee Ruddell, the Board unanimously approved the FY2024 County Funding Request as presented.

- 2. 600 Building Renovation Part I & II:** The College administration requested Board approval for the 600 Building Part I and Part II documentation. The Part I and Part II are required submittals in order to have the 600 Building partial renovation considered for FY25 state funding.

Part I and Part II provide the rationale and outline the scope of the proposed 600 Building partial renovation that is currently scheduled for FY25-27. This project will feature renovation of the 600 Building to support a new dining facility and begin the process of creating a recognizable College entrance off Bumble Bee Road. Current project costs are coming in higher than prices originally presented to the Board in the fall.

On a motion by Vice-Chair McCartney, seconded by Chair Morin, the Board unanimously approved the documentation for the 600 Building Part I and Part II to be submitted to the State for FY25 funding consideration (Vote=7-0-0).

- 3. Multipurpose Turf Field:** The Board reviewed the proposal to contract with BYCO Enterprises to provide the construction services necessary for the multipurpose turf field. This field will be located at the site of the current baseball field.

The College went through a Request for Proposals (RFP) process for the construction component of the turf field project. BYCO Enterprises, which provided the low bid, provided similar services for the Garrett County Public Schools turf fields and received highly favorable recommendations.

A second contractor will also be hired to install the Field Lighting Foundations, with the contract costs not to exceed \$233,000. This contract will be presented to the Board for approval at a future date.

The total project costs of the multipurpose turf field, including design and engineering services, BYCO's construction contract, the Lighting Foundations contract, and FFE (furniture, fixtures, and equipment) are \$2,848,804. This total is \$98,804 over the \$2,750,000 in county and state funding currently committed to the project. On a motion by Trustee Rush, seconded by Trustee Ruddell, the Board voted that the College will fund the total project overage if no other funding source is found (Vote=7-0-0).

4. **Faculty/Dean Emeritus:** Note: A vote on this agenda item was delayed until review of confidential nomination materials and discussion during the Executive Session Meeting.

The Board then resumed the Open Session Meeting at 6:48 p.m. to vote on this prestigious award for the College. On a motion by Vice-Chair McCartney, seconded by Trustee Ruddell, the Board unanimously approved Mr. James Allen, Jr. to be awarded the status of Dean Emeritus during the May 2023 Commencement Ceremony (Vote=7-0-0). Mr. Lonnie Brewster, who was awarded Faculty Emeritus status by the board in 2022 but was not available to attend the May 2022 ceremony, will also be present during the May 2023 ceremony to receive his official award.

5. **CAO Position:** Note: A vote on this agenda item was also delayed until discussion during the Executive Session Meeting.

As reported to the board last week via email, Dean Ryan Harrod has informed the President that he will be returning to the University of Alaska Anchorage in July. Per the recommendation of President Midcap and a unanimous vote by the Faculty, the College is requesting board approval to appoint Associate Dean Christa Bowser to serve as the Interim Dean of Academic Affairs from July 1, 2023 through June 30, 2024. The Board further amended the requirements for candidates for the full-time search next spring to be "master's degree required, doctorate desired, with the successful candidate agreeing to complete a doctorate by January 2028 if they do not already possess that credential". On a motion by Vice-Chair McCartney, seconded by Trustee Ruddell, the board unanimously approved the recommendation to appoint Associate Dean Bowser as Interim Dean of Academic Affairs as of July 1, 2023 as well as the amendment for the full-time search requirements as noted above (Vote=7-0-0).

D. INFORMATION/DISCUSSION ITEMS:

1. Report of the Chair of the Board

- a. **Upcoming Events:** In addition to the previously distributed list of upcoming events, President Midcap reminded Board Members that the College's Annual Commencement Ceremony is scheduled on Saturday, May 20, 2023 at 10:30 a.m. Additional details will be sent out via email soon.
- b. **State Ethics Commission-Financial Disclosure Forms:** Chair Morin reminded members to submit their Financial Disclosure Forms electronically to the Maryland State Ethics Commission by the April 30, 2023 due date.

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 and Ms. Janis Bush, Director of Human Resources.

Respectfully submitted by:

Richard Midcap, Ed.D.
President, Garrett College
Secretary/Treasurer, GC Board of Trustees

Dr. Brenda McCartney
Vice-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 21, 2023 **Time:** 6:08 p.m.

Location: Board Room #102 & Zoom **Motion By:** Trustee Rush **Seconded By:** Trustee Ruddell

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:

Personnel (1)	Board Award (2)
Health Care Coalition (2)	Faculty/Dean Emeritus (2)

This statement is made by Dr. Brenda McCartney, Board Vice-Chair

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