

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 21, 2023
Garrett College Career Technology Training Center and Zoom
Accident, Maryland

A. COMMUNICATION ITEMS:

1. **Call to Order and Attendance:** A few Board Members and College personnel gathered at 4:30 p.m. to tour the College's CTTC Facility and learn more about the current classes and training opportunities conducted at this site.

Chair Morin then called the meeting to order at 5:30 p.m. Other board members in attendance in-person included: Ms. Karen Myers, Mr. Jason Rush and Mr. Duane Yoder. Board members attending via Zoom included: Ms. Madeleine Collins and Mr. Gary Ruddell. Dr. Brenda McCartney, Vice-Chair, was absent. College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Janis Bush, Dr. Ryan Harrod, Dr. Robert "JR" Kerns, Ms. Cherie Krug, Ms. Shelley Menear, Mr. Chris Painter, and Ms. Julie Yoder. Guests present included: Mr. Andy Durst-Staff Senate Co-Chair.

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

Faculty Senate: No update.

Staff Senate: Mr. Andy Durst, Staff Senate Co-Chair, reported that members are currently voting via Survey Monkey to fill vacant positions on Governance Committees. Also, monthly meetings are still being held in a hybrid format.

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

B. CONSENT AGENDA: On a motion by Trustee Rush, seconded by Chair Morin, the Board unanimously approved the consent agenda as listed below (Vote=6-0-0).

1. Approval of the minutes from the February 21, 2023 Regular Board Meeting

C. ACTION ITEMS:

1. **Board Award:** This agenda item was tabled until after discussion during the Executive Session Meeting. The Board readjoined the Open Session Meeting at 6:47 p.m. to vote on the Board Award. On a motion by Trustee Myers, seconded by Chair Morin, the board unanimously voted to present Co-recipient awards for the 2023 Board Award for Outstanding Contributions to Garrett College to Ms. Linda Sherbin and Ms. Carissa Rodeheaver (Vote=6-0-0). Details of the award presentation will be announced publicly via a press release soon.

2. **FY23 Budget Amendment #3:** President Midcap summarized the third FY23 budget amendment that addresses the following items: an increase in propane and heating costs causing a move in funds that were previously earmarked for the food services subsidy, and the 600 Building Parts I and II funds to the appropriate budget lines. On a motion by Trustee Yoder, seconded by Trustee Myers, the Board unanimously approved the FY23 Budget Amendment #3 as distributed and discussed (Vote=6-0-0).

D. INFORMATION/DISCUSSION ITEMS:

1. **CEWD Update Presentation:** Dean Yoder presented an update on the Continuing Education and Workforce Development Division. All of Garrett College's workforce training programs that result in recognized certifications are developed and delivered by CEWD. This is an extremely important part of the College's mission: preparing people for our local workforce and providing specialized training requested by local businesses.
2. **600 Building-Parts I & II-Update:** President Midcap reported that there have been two recent developments connected to the 600 Building renovation project, both of which create significant challenges for the College. One challenge involves the delay in review of the state's capital funding formula until the 2024 General Assembly session, and the second involves funding to move and upgrade the College's kitchen. He then summarized his recommendation to delay the project one year to FY26 funding instead of FY25. No vote is needed at this time.
3. **Report of the Chair of the Board**
 - a. **Upcoming Events:** There were no updates to the previously distributed schedule.
 - b. **State Ethics Commission-Financial Disclosure Forms DUE: April 30, 2023:** Chair Morin reminded members to complete their online financial disclosure forms by April 30, 2023.
4. **Report of Board Members:** No updates.
5. **Report of the President of the College:** There were no additional updates to President Midcap's previously distributed March Board Report.
6. **College Administrative & Financial Reports**
 - a. **College Administrative Reports:** There were no updates or questions related to the previously distributed College Administrative Reports.
 - b. **Garrett College Monthly Financial Reports:** There were no updates or questions related to the previously distributed College Financial Reports.

- E. EXECUTIVE SESSION:** On a motion by Trustee Rush, seconded by Trustee Myers, 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=6-0-0): Personnel (1), Health Care Updates (2), Board Award (2), and Board Award (2).

- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for April 18, 2023 at 6 p.m. in the Garrett College Board Room #102.
- G. ADJOURNMENT:** The board reconvened an Open Session Meeting at 6:47 p.m. to vote on the Board Award (see agenda item C.1. for related details) after adjourning the Executive Session meeting at 6:46 p.m. on a motion by Trustee Myers, seconded by Chair Morin (Vote=6-0-0). The Board then adjourned the Open Session Meeting at 6:49 p.m. on a motion by Chair Morin, seconded by Trustee Myers (Vote=6-0-0).

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:** March 21, 2023 **Time:** 5:58 p.m.

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

Vote to Close Session:

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT	NOTES
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 Updates (2)	

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

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