

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**November 19, 2019**  
**McHenry, Maryland 21541**

**A. COMMUNICATION ITEMS**

- 1. Call to Order and Attendance:** Mr. Don Morin-Chair, called the meeting to order at 5:30 p.m. Other board members present included: Dr. Brenda McCartney-Vice Chair, Ms. Vianne Bell, Ms. Madeleine Collins, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard Midcap-President, Mr. Randall Bittinger, Mr. Robert “JR” Kerns, and Ms. Julie Yoder. Guests present included: Mr. Brandon Jackson-Staff Senate Chair, Ms. Tierra Jones-Student Government Association, Ms. Kathy Meagher- Director of Facilities, Mr. Eric Swearengen-Mechanical Systems Supervisor/Chief Electrician, Ms. Monika Smith-Architect with the DLR Group, Mr. Daniel Porter-The Rodeheaver Group, P.C., Ms. Brianna Callis-The Rodeheaver Group, P.C., and Mr. Kevin Null, County Administrator, Garrett County Government.
- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate, Staff Senate, and SGA Updates:**

**SGA:** Ms. Tierra Jones reported that students are participating in the following activities: “No-shave November” competition, Holiday Hoopla, Holiday Hangout Program, and visits to Cherry Hill Assisted Living.

**Faculty Senate:** No representatives present.

**Staff Senate:** Mr. Brandon Jackson reported that Mr. Benjamin Morris-Wellness Coordinator, recently presented information regarding *Ventures in Vitality* and biometric screening to staff members. Also, many staff members are looking forward to the upcoming holiday events.
- 4. Approval/Changes to the Agenda:** President Midcap noted that he would provide an update regarding the new strategic plan and MTDI Trucks under his President’s Report. On a motion by Trustee Sherbin, seconded by Trustee Rush, the board unanimously approved the agenda as distributed (Vote=7-0-0).

**B. ACTION ITEMS:**

**1. Garrett College Financial Reports ending June 30, 2019/Single Audit/CC-4 Presentations:**

President Midcap introduced Mr. Daniel Porter and Ms. Brianna Callis from The Rodeheaver Group, P.C. He then commended the College's financial services professionals in the Business Office and Financial Aid Office who assisted throughout the audit process to ensure a smooth process and positive results.

Mr. Porter then passed out bound copies of the financial reports and noted that electronic copies were sent to the board last week in preparation of this meeting. He then read the required communication letter to the board and summarized and discussed each section of the financial report as of June 30, 2019. He noted that the financial statements reflect all good news and then answered clarifying questions. He also acknowledged the great cooperation from everyone at the College during the audit process and noted that there were no disagreements.

Ms. Callis then summarized the June 30, 2019 Single Audit Report and CC-4 and answered related questions. She then discussed the summary of audit results on the last page and noted that this page would be uploaded to the federal audit site. The College qualified as a low-risk auditee again this year.

Board members asked questions related to future planning during the discussion of the financial reports.

Mr. Porter and Ms. Callis then noted that it was a pleasure working with the College team and thanked the College on behalf of The Rodeheaver Group P.C. They then departed the meeting.

The Board thanked all Garrett College employees who assisted with this successful audit. On a motion by Trustee Bell, seconded by Trustee Collins, the Board unanimously voted to accept the Garrett College Financial Report and Single Audit Report dated June 30, 2019 as presented (Vote=7-0-0).

**2. CONSENT AGENDA: On a motion by Trustee Bell, seconded by Trustee Rush, the board unanimously approved the consent agenda as distributed (Vote=7-0-0):**

- a. Approval of the minutes from the October 15, 2019 Regular Meeting
- b. Policy Review and Approval:
  - Charitable Gifts and Donations Policy

- Political Activity Policy
- c. October Budget Amendment
- d. Board Resolution for CEPAC Labor
- e. Board Resolution for Special Events Center Property-Donations

## **C. INFORMATION/DISCUSSION ITEMS:**

- 1. Community Education and Performing Arts Center (CEPAC) Presentation Update:** President Midcap reported that the College received communication this morning from the Maryland Department of General Services that we are approved to move forward with procurement of construction services, noting the design submission satisfied all state requirements. He then thanked Ms. Meagher for all of her work on this project. Ms. Meagher then introduced Ms. Monika Smith, Architect with DLR Group, Mr. Eric Swearngen-Garrett College Mechanical Systems Supervisor/Chief Electrician, and Mr. Kevin Null-Garrett County Administrator. She then passed out a CEPAC information sheet that included project cost and square footage, administrative office space, performance main space and related performing arts areas, CEWD spaces, and construction timeframe. She then displayed a presentation and proceeded to discuss the design team that includes community partners, the design process, and other related room and building details. Board members asked several clarifying questions and also requested that additional design drawings of the building be sent to them. Ms. Meagher noted that additional information will be sent as it becomes available.
- 2. Self-Study Update:** Board Members received a draft of the Self-Study document last week via email to review and provide feedback.
- 3. Policies to Review in October for Action Item in Jan. 2020:** Board Members received the procedural updates to the Classification and Operation of Auxiliary Enterprises Policy. Since this is only a procedural update, it does not require board approval. The updated document will be posted to the College Intranet and Website soon.
- 4. Report of the Chair of the Board:**
  - a. Upcoming Events:** Board Members reviewed the list of upcoming events that was previously distributed.
- 5. Report of Board Members:** Trustee Bell reported that College International Students visited Crellin and Grantsville Schools again on November 9<sup>th</sup>. She further noted that Dr. Yuan will visit the schools in

December as a guest speaker to discuss her experiences growing up in China.

- 6. Report of the President of the College:** There were no updates to the previously distributed report on file.

**a. Monthly Board Training and Development Update:** Faculty Senate leadership will present to the board in January regarding Faculty at Garrett College.

**b. Strategic Planning/Board Retreat:** Dr. Midcap discussed the process to develop the new strategic plan for FY2021-FY2025. The board will participate in a special strategic planning session in December or January. Dean Kerns and Dean Yoder along with Coordinator Sisler are working together on this planning process. The process has been set up similar to the Self-Study process with working groups and committees.

**c. MTDI Trucks:** Dr. Midcap and Dean Yoder reported on a new truck lease draft for the College's Mountain Top Truck Driving Institute, noting continued maintenance issues with the older trucks. The board was in favor of the new lease agreement since it had been thoroughly reviewed by college administrative staff members. President Midcap will sign the lease agreement once finalized.

**7. College Administrative Reports:**

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

**b. College Administrative Reports:** Board members asked several clarifying questions related to mid-term deficiencies, residence halls, border county revenue, and enrollment.

- D. EXECUTIVE SESSION:** On a motion by Trustee Bell, seconded by Trustee Sherbin, the Board unanimously recessed the Open Session at 7:17 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 Insurance Coalition (2), Unionization Legislation (1), and Personnel (1).
- E. ADJOURNMENT:** The board did not reconvene the open session and adjourned the Executive Session at 8:30 p.m. on a motion by Vice-Chair McCartney, seconded by Trustee Collins (Vote=7-0-0).

**Summary of the November 19, 2019 Board Executive/Closed Session Meeting:**

A closed session of the Garrett College Board of Trustees was held on Tuesday, November 19, 2019 in the College Board Room. The purpose of this session was to discuss confidential matters related to the Health Insurance Coalition Contract, Unionization Legislation, and Personnel. Each board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. Six board members were present for this closed session (see the “roll call” section of the minutes for details). Dr. Richard Midcap-President and Vice President Bittinger were also present for this meeting.

Respectfully submitted by:

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

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Don Morin  
Chair  
Garrett College Board of Trustees