

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 28, 2022
McHenry, Maryland

A. COMMUNICATION ITEMS:

1. Call to Order and Attendance: Mr. Don Morin-Chair, called the meeting to order at 1:00 p.m. Board members in attendance (*in person*) included Ms. Madeleine Collins, Ms. Karen Myers, and Mr. Duane Yoder. Board members in attendance virtually (*via Zoom teleconference*) included: Dr. Brenda McCartney-Vice Chair, Mr. Gary Ruddell, and Mr. Jason Rush. College administrators in attendance (*in-person*) included: Dr. Richard Midcap-President, Dr. Ryan Harrod, Ms. Kathy Meagher, Ms. Dallas Ouellette, Ms. Julie Yoder, and Ms. Kim DeGiovanni. College administrators in attendance (*virtually*) included: Ms. Janis Bush, Ms. Cherie Krug, Ms. Shelly Menear, and Dr. Kelli Sisler. Mr. Robert Kerns was absent. Guests present in person included: Mr. Richard Lewis-Faculty Senate Co-Chair, Ms. Madison O'Brien-Campus Advisory & Activities Board Student Representative, and Mr. Brant Moorhead and Ms. Brianna Callis-The Rodeheaver Group, P.C., representatives. Guests present virtually included: Mr. Stacy Miller-Faculty Senate Co-Chair and Ms. Jenny Meslener-Staff Senate Chair.

2. Communication from the Public: None.

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

Faculty Senate: Mr. Richard Lewis, Co-Chair of Faculty Senate, reported that we are halfway through the semester and faculty have submitted mid-term grades. He then shared that Faculty Senate met earlier that day and had filled several vacancies on internal academic committees.

Staff Senate: Ms. Jenny Meslener, Staff Senate Chair, stated that Staff Senate had met on October 21st and approved updates to their by-laws so that their leadership positions would include a Chair and a Chair-Elect, which would be more in line with Faculty Senate. She also reported that Staff Senate had voted on Human Resource Manual updates.

Campus Advisory & Activities Board (CAAB): CAAB Representative Madison O'Brien introduced herself and reported on activities that had recently taken place, including: Coffee Mondays, Halloween Around the World, Bingo Day, Breast Cancer Awareness, and Movie Night. She also shared plans for upcoming events, including National Peace Day and Cornhole Tournaments. She also noted that CAAB representatives have also been showing new members around campus.

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

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

a. Approval of the minutes from the September 20, 2022 Regular Board Meeting.

C. ACTION ITEMS:

1. Garrett College Audited Financial Reports-June 30, 2022: President Midcap introduced Dean Ouellette, who presented a brief overview of the FY 2022 financial reports to the Board regarding supplementary information, key financial highlights, and a summary of the Prime Reserve Ratio. She then introduced Mr. Brant Moorhead and Ms. Brianna Callis from The Rodeheaver Group, P.C. Mr. Moorhead provided a summary of the financial statements, internal control and compliance, and required communication. An unmodified opinion was issued and indicates that the financial report identified no deficiencies and no issues during the process. It was noted that, due to unforeseen circumstances, the Single Audit would not be presented this evening. This report will be provided to board members to review and approve during the November Board of Trustees meeting.

Discussion ensued regarding deadlines for submission to MHEC and how to best handle meeting these deadlines in the future. On a motion by Trustee Collins, seconded by Trustee Myers, the Board unanimously accepted and approved the Garrett College Financial Report-June 30, 2022 as presented (Vote=7-0-0). Mr. Moorhead and Ms. Callis then left the meeting.

D. INFORMATION/DISCUSSION ITEMS:

1. Facilities Use Policy: Dr. Midcap explained that the Facilities Use Policy and the supporting operational guidelines were being revised when COVID first hit in early 2020. Then, the College facilities were not being used as much as they were prior to the pandemic, so other higher-priority issues took precedence over finalizing this policy update and related guidelines. With facilities use once again increasing, especially with the opening of the Performing Arts Center (PAC) and the upcoming availability of a multi-purpose turf field, a team was organized to review policies of other Maryland community colleges, hold broad, cross-divisional meetings to discuss facilities use, and draft an updated Use of College Facilities Policy and Operational Guidelines. They also created a facilities webpage and intranet page to make this information more easily accessible. Discussion

ensued regarding community access to the facilities and associate fees. The policy will be placed on the November Board Agenda as an Action Item for Board approval.

- 2. Performing Arts Center (PAC) Update:** Ms. Kathy Meagher, Garrett College Director of Campus Facilities & Safety, presented an update on the Performing Arts Center (PAC). Highlights include: upcoming scheduled events, finishing construction punch-list items, orchestra shell progress, and internal employee trainings on various building systems. Several board members expressed their admiration of the building after attending a few early events held there.
- 3. Report of the Chair of the Board:** No report this month.
 - a. Upcoming Events:** Chair Morin recognized the upcoming Grand Opening of the Performing Arts Center which will be held on Saturday, December 3, 2022 at 9:00 a.m.
- 4. Report of Board Members:** No report this month.
- 5. Report of the President of the College:** President Midcap then provided additional information on the Performing Arts Center (PAC) Grand Opening for the Board members. Invitations, both electronic and hard-copy, will be sent out next week along with a news release with additional details.

President Midcap then provided updated information on the search for a Director of Facilities, the recent Garrett College Foundation's President's Circle event, and fall enrollment numbers.
- 6. College Administrative & Financial Reports**
 - a. College Administrative Reports:** Questions pertaining to student meal plans were discussed.
 - b. Garrett College Monthly Financial Reports:** There were no additions to the previously submitted financial reports on file.
- E. EXECUTIVE SESSION:** The Board did not hold an Executive Session meeting.
- F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for November 15, 2022 at 5:30 p.m. in the Garrett College Board Room.

- G. ADJOURNMENT:** On a motion by Trustee Myers, seconded by Trustee Collins, the board unanimously adjourned the meeting at 2:00 p.m. (Vote=7-0-0).

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