

## **GARRETT COLLEGE BOARD OF TRUSTEES MEETING MINUTES**

**October 29, 2024**

**McHenry, Maryland**

### **A. COMMUNICATION ITEMS:**

- 1. Call to Order and Attendance:** Chair Jason Rush called the meeting to order at 5:30 p.m. Other Board Members in attendance included: Ms. Karen Myers-Vice-Chair, Ms. Madeleine Collins, Retired Maryland State Senator George C. Edwards, Mr. Kurt Heckman, Mr. Gary Ruddell, and Mr. Duane Yoder. College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Christa Bowser, Ms. Cherie Krug (Zoom), Ms. Shelley Menear, Ms. Dallas Ouellette, Mr. Chris Painter, Dr. Kelli Sisler (Zoom) and Ms. Julie Yoder. Guests present included: Ms. Chantel Lowdermilk-Staff Senate Co-Chair (Zoom), Tawana Mirira-CAAB Student Representative (Zoom), Mr. Brant Moorhead-Director, The Rodeheaver Group, P.C., Mr. Dillon Lucas-Accountant, The Rodeheaver Group, P.C., and Ms. Lynn Heller and Ms. Janelle Gendrano (via Zoom)-representing The Climate Access Fund.

- 2. Communication from the Public:** None

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

**CAAB:** Student representative Tawana Mirira summarized several events that were sponsored by CAAB during the month of October. He then noted that the November and December events were still in the planning stages, and more information would be provided to the Board during the November meeting.

**Faculty Senate:** Faculty Senate Co-Chairs, Mr. Richard Lewis and Mr. Stacy Miller, were unable to attend the meeting this evening. In their absence, President Midcap reported that Faculty Senate reviewed the College's Mission, Vision, and Values during their last meeting as part of the College Strategic Planning process. Feedback acquired during that meeting will now be reviewed by College Council this Friday.

**Staff Senate:** Ms. Chantel Lowdermilk, Staff Senate Co-Chair, reported that Staff Senate met on Friday, October 18<sup>th</sup> and also reviewed the College's Mission, Vision, and Values. Members then provided input for College Council to also review on November 1<sup>st</sup>. The next meeting of Staff Senate is scheduled for Friday, November 15<sup>th</sup>.

- 4. Approval/Changes to the Agenda:** Chair Rush added the following item to the agenda: Action Item: C.5-Sole Source Authorization. On a motion by Vice-Chair Myers, seconded by Trustee Ruddell, the Board unanimously approved the agenda as amended (Vote=7-0-0).

### **B. CONSENT AGENDA:** On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board unanimously approved the Consent Agenda as distributed and listed below (7-0-0).

- 1. Approval of the minutes from the September 17, 2024 Board Meeting*

**C. ACTION ITEMS:**

1. **Garrett College Audited Financial Reports-June 30, 2024:** President Midcap introduced Dean Ouellette, who presented a brief overview of the FY2024 financial reports to the board that included: Management Discussion and Analysis, Financial Statements and Notes, Required Supplementary Information (RSI), Other Supplementary Information, and the MHEC CC-4 Report. She also provided some key financial highlights from the reports, information on the unrestricted fund balance, a summary of the Colleges Primary Reserve Ratio (PRR), and College responsibilities related to the Single Audit.

Dean Ouellette then introduced Mr. Brant Moorhead, Director and Mr. Dillion Lucas, Accountant from The Rodeheaver Group, P.C. Mr. Moorhead then summarized the two required communication letters, explained the adoption of the new standard from the Governmental Accounting Standards Board (GASB), provided a summary of the financial statements, and reviewed internal controls and related compliance. An unmodified opinion (clean audit) was issued, which indicates that the financial report identified no deficiencies and no internal control weaknesses during the process.

On a motion by Trustee Heckman, seconded by Trustee Collins, the Board unanimously accepted and approved the Garrett College Audited Financial Reports-June 30, 2024 as presented (Vote=7-0-0).

2. **Garrett College Federal Award Programs-Single Audit Report June 30, 2024**

Mr. Dillon Lucas summarized the Single Audit and noted that internal controls are good. He thanked Dean Ouellette and Director of Financial Aid Andrew Harvey for navigating the financial aid compliance so well. He further noted that there were no findings and The Rodeheaver Group, P.C. issued an unmodified opinion (clean audit). The College also qualified again this year as a low-risk auditee.

On a motion by Trustee Heckman, seconded by Trustee Collins, the Board unanimously accepted and approved the Garrett College Audited Financial Reports-June 30, 2024 as presented (Vote=7-0-0). Mr. Moorhead and Mr. Lucas then left the meeting.

3. **700 Building Renovation – Authorization to Seek Funding:** President Midcap reported that a few months ago, the board authorized the College administration to explore viable options to address athletics space shortages with an emphasis on keeping costs down as we seek State and County funding. He then summarized projected budget figures and recent meetings held with Senator McKay, Delegate Hinebaugh, and the County Commissioners. After some discussion and clarifications, the Board voted to update the College's Facilities Master Plan by moving the #700 Building renovation to the top of the project list. This renovation would entail renovating a portion of the #700 Building for intercollegiate athletics and relocating the art suite to the 600 Building, likely in the old chemistry lab. They then authorized the College to move forward in seeking state and county funding for this renovation project. The motion was made by Vice-Chair Myers and seconded by Trustee Ruddell (Vote=7-0-0).

4. **Climate Access Fund (CAF) – Solar Energy Lease:** The Board previously received documents related to the Climate Access Fund’s solar project proposal. CAF has provided an alternate to the original project (see Option #1 and Option #2 below). The Board now has two potential project designs to discuss and determine the best option moving forward.
- Option #1.** The original option presented to the Board of Trustees (100 and 200 Building roofs and Parking Lot B solar canopies); and
- Option #2.** An alternate option (100, 200, 300, 600, 700, and 800 Building roofs and Parking Lot A solar canopies).

The second option was developed to address Board concerns about having solar canopies in Parking Lot B, which is in front of the College’s newest buildings. While the second option eliminates Parking Lot B’s usage for solar canopies, it significantly expands the number of roofs that would be involved in the project.

CAF representatives, Ms. Lynn Heller and Ms. Janelle Gendrano, joined the meeting via Zoom to answer related questions. President Midcap then noted that Board approval of a preliminary design does not lock Garrett College into a lease agreement; it simply permits CAF to continue seeking available grant funding (particularly for a solar canopy grant with an October 30<sup>th</sup> application deadline).

On a motion by Trustee Ruddell, seconded by Trustee Collins, the Board unanimously approved CAF to seek grant funding for Option #2 - 100, 200, 300, 600, 700, and 800 Building roofs and Parking Lot A solar canopies (Vote=7-0-0).

5. **Sole Source Authorization: Higher Reach/Campus Marketplace CEWD ERP:** President Midcap reported that back in 2016, the College made the decision to move from SCAN to Jenzabar for the College’s Enterprise Resource Planning (ERP) software system and to Higher Reach for CEWD’s ERP software. This dual decision was made in part because Higher Reach is a Jenzabar product that integrates with the Jenzabar system. There is no other product that connects the CEWD component with Jenzabar while meeting all of the Maryland Higher Education Commission’s requirements. The College and the vendor have negotiated a five-year, \$257,160 contract for Higher Reach’s Campus Marketplace ERP, which is the latest version of the CEWD software that integrates with our Jenzabar system. The Board’s policy requires that all “sole source” requests over \$50,000 be approved by the Board of Trustees. This request has gone through the College’s sole source approval process, including approval by the Procurement Officer (Director Shelley Menear) and the President.

On a motion by Trustee Yoder, seconded by Vice-Chair Myers, the board unanimously approved the Sole Source Authorization to move forward with the five-year contract for Higher Reach’s Campus Marketplace ERP, which is the latest version of the CEWD software that integrates with the College’s Jenzabar system as noted above (Vote=7-0-0).

**D. INFORMATION/DISCUSSION ITEMS:**

1. **Strategic Plan FY2026-2030 – Garrett College Mission, Vision, and Values Internal Review Update:** Board Members were previously provided a document containing the College's current Mission, Vision, Values and Institutional Goals for review.

College Governance Councils and Committees are currently in the process of reviewing the Mission, Vision and Values (MVV) and will be providing feedback and recommendations to possibly revise the MVV as appropriate. A summary of recommendations will be available for Board review and discussion during the November 19<sup>th</sup> Board Meeting.

2. **Report of the Chair of the Board:** Chair Rush reported that he recently attended the College's Athletics Hall of Fame Induction Ceremony along with Trustee Yoder. He noted that there was a great turnout and he wanted to thank everyone who had a part in assisting with this event. He then provided an update to the Board on other upcoming athletic team events in case anyone was available to attend.

3. **Report of Board Members:** None

4. **Report of the President of the College:** President Midcap updated the board on recent Women's Volleyball and Women's Soccer playoff games. He also reported that the men's and women's basketball teams open their respective seasons this weekend at home and the men's wrestling team opens their season this Saturday at the Patrick & Henry Community College tri-match that also includes Southern Virginia University.

He then reminded members that the Fall President's Circle Breakfast is scheduled for tomorrow morning at 8:30 a.m. in the Performing Arts Center at Garrett College where we will be honoring the late Daniel E Offutt, III and the late Dick Orenstein, who both played such critical roles in the STEM and PAC campaigns – Mr. Offutt with his gifts and Mr. Orenstein with his management of those gifts. Dean Bowser will also present on the College's Radiologic Technology program, which launches next fall.

5. **College Administrative & Financial Reports**

**a. College Administrative Reports:** Trustee Yoder asked a clarifying question regarding tuition rates. Dean Ouellette noted that she would have an in-depth report for the board to review during the November Board Meeting that will include tuition rate figures.

**b. College Financial Reports:** There were no additions to or questions about the previously distributed College Financial Reports ending September 30, 2024.

- E. **EXECUTIVE SESSION:** The Board did not hold an Executive Session this evening.

- F. NEXT REGULARLY SCHEDULED MEETING:** The next regularly scheduled meeting of the Garrett College Board of Trustees is November 19, 2024 at 5:30 p.m. in the #100 Building, Board Room #102.
- G. ADJOURNMENT:** The Board adjourned the Open Session at 7:26 p.m. on a motion by Vice-Chair Myers, seconded by Trustee Heckman (Vote=7-0-0).

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. Jason Rush  
Chair  
Garrett College Board of Trustees