

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
November 21, 2017
Garrett College, Board Room #127
McHenry, Maryland 21550

A. COMMUNICATION ITEMS

- 1. Call to Order and Attendance:** Vice-Chair Morin called the meeting to order at 5:30 p.m. Other board members in attendance included: Ms. Madeleine Collins, Dr. Brenda McCartney, Mr. Jason Rush, and Mr. Duane Yoder. Board members absent included: Ms. Vianne Bell and Ms. Linda Sherbin. College administrative staff members present included: Dr. Richard Midcap-President, Mr. James Allen, Mr. Randall Bittinger, Ms. Janis Bush, Ms. Cherie Krug, Mr. Mike Tumbarello, and Ms. Julie Yoder. College administrative staff absent included: Dr. Qing Yuan. Guest present included: Mr. Jim Murray, Mr. Daniel Porter, and Mr. Cody Brill from The Rodeheaver Group P.C. to present the college financial statements/audit.
- 2. Communication from the Public:** None at this time.
- 3. Faculty Senate, Staff Senate, and SGA Updates:** None at this time.
- 4. Approval/Changes to the Agenda:** Vice-Chair Morin reported that Item #B.1. Garrett College Financial Reports/Audit Presentation would be discussed first followed by a brief break for dinner around 6:30 p.m. He also noted that this would be Mr. Murray's last audit presentation to the College since he is retiring. The agenda was approved with the above noted changes via acclamation.
- 5. CONSENT AGENDA:** On a motion by Trustee Rush, seconded by Trustee Collins, the board unanimously approved the consent agenda as follows:
a. Approval of the minutes from the October 17, 2017 Regular Meeting
b. Approval of the minutes from the October 27, 2017 Special Meeting (Vote=5-0-0).
- 6. Report of the Chair of the Board:** Vice-Chair Morin stated that Chair Bell asked him to report on the recently held President's Circle breakfast in her absence. Faculty members and students from the Cybersecurity program were in attendance to present and demonstrate current classroom projects, which were very impressive.

 - a. Upcoming Events:** No updates to the previously distributed list.
- 7. Report of Board Members:** None at this time.

- 8. Report of the President of the College:** Dr. Midcap reported on the current budget, the appointment of four issues-specific committees (Documenting and Enhancing the Student Experience; On-campus Residents' Academic Success Challenges; Sports Management Committee; and STEM Building Committee) and their specific duties and deadlines, and he provided a capital funding update. He also personally thanked the following departments and leadership teams for their great work with the audit: Finance, Business and Payroll, Financial Aid, Information Technology, Records and Registration, and Continuing Education. He also noted that the auditors praised college staff in the "remarkable improvement in key controls to prevent issues," which is especially impressive given the Jenzabar System conversion.
 - a. Garrett College Financial Reports:** There were no questions about the previously submitted reports.
 - b. College Administrative Reports:** There were no updates to or questions about the previously submitted reports.

B. DISCUSSION ITEMS/ACTION ITEMS:

- 1. Garrett College Financial Reports/Audit Presentation/CC-4:** Mr. Murray read the required communication letter to the board and then summarized and discussed each section of the financial report as of June 30, 2017. He noted that the financial statements reflect all good news this evening and then answered clarifying questions. He also acknowledged the great cooperation from everyone at the College during the audit process.

Mr. Porter then summarized the June 30, 2017 Single Audit Report and answered questions. He reported that there were no audit findings or material weaknesses and the College was determined to be a low-risk auditee again this year. He noted that the financial aid staff does a great job staying on top of all federal requirements.

Mr. Murray and Mr. Porter then thanked the College on behalf of The Rodeheaver Group P.C. and departed the meeting. The Board thanked all Garrett College employees who assisted with this successful audit. On a motion by Trustee McCartney, seconded by Trustee Collins, the Board unanimously voted to accept the Garrett College Financial Report and Single Audit Report dated June 30, 2017 as presented (Vote=5-0-0).

- 2. Policy #6004-Expenditure of Funds and Budget Amendments (and related procedures #6004-A):** Vice-President Bittinger summarized Policy #6004-Expenditure of Funds and Budget Amendments and related procedure and answered related questions. This policy was vetted through the College Governance Structure and was drafted to clearly define roles and

approval paths for budget amendments and transfers. On a motion by Trustee Rush, seconded by Vice-Chair Morin, the board unanimously approved the policy (Vote=5-0-0).

- 3. Chamber of Commerce SWOT Analysis:** The Garrett County Chamber of Commerce asked the Garrett College Board of Trustees to participate in their county-wide SWOT analysis. Detailed information was distributed to members in advance of the board meeting. During the meeting, Mr. Mike Tumbarello conducted the SWOT. The information was collected, summarized, and submitted to the Chamber after the meeting.
 - 4. OPEB:** Dr. Midcap reported that the College has recently received letters from the other two members of the Garrett County Health Care Coalition (The Board of Garrett County Commissioners and Garrett County Public Schools/Board of Education) regarding retiree healthcare benefits. All entities are in agreement that if the College chooses to change the retiree benefits, it would not affect their ability to participate in the Garrett County Employees Healthcare Plan. On a motion by Trustee McCartney, seconded by Trustee Rush, the Garrett College Board of Trustees voted to stop this benefit for any new employee hired after June 30, 2018. Current employees would not be affected by this change (Vote=5-0-0).
- C. EXECUTIVE SESSION:** The Board did not convene an executive session meeting this evening.
- D. ADJOURNMENT:** On a motion by Vice-Chair Morin, seconded by Trustee Collins, the Board unanimously adjourned the meeting at 7:35 p.m. (Vote=5-0-0).

Respectfully submitted by:

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

Don Morin
Vice-Chair
Garrett College Board of Trustees