

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 31, 2023
McHenry, Maryland

A. COMMUNICATION ITEMS:

1. Call to Order and Attendance: Vice-Chair Rush called the meeting to order at 5:30 p.m. Other Board Members in attendance included: Mr. Don Morin-Chair (via phone), Ms. Madeleine Collins, Mr. Kurt Heckman, Ms. Karen Myers, and Mr. Duane Yoder (via Zoom). Trustee Ruddell was absent. College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Christa Bowser, Ms. Dallas Ouellette, Mr. Chris Painter, and Ms. Julie Yoder. Ms. Janis Bush, Dr. Robert Kerns, Ms. Shelley Menear, and Dr. Kelli Sisler were unable to attend the meeting. Guests present included: Mr. Richard Lewis-Faculty Senate Co-Chair, Mr. Andy Durst-Staff Senate Co-Chair and Mr. Stuart Stickel and Ms. Brianna Bell from The Rodeheaver Group P.C.

2. Communication from the Public: None.

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

CAAB: No updates.

Faculty Senate: Mr. Richard Lewis, Faculty Senate Co-chair, reported that the following items were discussed during the October 27th Faculty Senate Meeting: E-campus book adoptions, Reposting the Engineering Faculty Position, and Sabbatical Updates. The next meeting is scheduled for November 17, 2023.

Staff Senate: Mr. Andy Durst, Staff Senate Co-Chair, reported that Staff Senate Leadership recently met with President Midcap for the first of their regularly-scheduled monthly update meetings. President Midcap will emphasize to his Direct Reports the importance of regular staff involvement and in-person attendance at the monthly Staff Senate meetings (typically held on the third Friday of each month).

4. Approval/Changes to the Agenda: Vice-Chair Rush noted one update to the previously distributed agenda. Action Item C.2-Garrett College Federal Award Programs-Single Audit Report June 30, 2023 will be tabled until the November 21, 2023 Board of Trustees Meeting. On a motion by Trustee Heckman, seconded by Trustee Collins, the Board unanimously approved the Board Agenda as amended (Vote=6-0-0).

B. CONSENT AGENDA: On a motion by Trustee Myers, seconded by Trustee Collins, the Board unanimously approved the Consent Agenda as previously distributed and listed below (6-0-0):

1. Approval of the minutes from the September 19, 2023 Board Meeting
2. Professional Technical Studies Program Proposal Updates

C. ACTION ITEMS:

1. **Garrett College Audited Financial Reports-June 30, 2023:** President Midcap introduced Dean Ouellette, who presented a brief overview of the FY2023 financial reports to the Board that included: Management Discussion and Analysis, Financial Statements and Notes, Required Supplementary Information, Other Supplementary Information, and the MHEC CC-4 Report.

Dean Ouellette then introduced Mr. Stuart Stickel and Ms. Brianna Bell from The Rodeheaver Group, P.C. Mr. Stickel 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 internal control weaknesses during the process. Ms. Brianna Bell then 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.

On a motion by Trustee Myers, seconded by Trustee Collins, the Board unanimously accepted and approved the Garrett College Financial Report-June 30, 2023 as presented (Vote=6-0-0). Mr. Stickel and Ms. Bell then left the meeting.

2. **Garrett College Federal Award Programs-Single Audit Report June 30, 2023:** Tabled until the November 21, 2023 Board of Trustees Meeting.

D. INFORMATION/DISCUSSION ITEMS:

1. **Report of the Chair of the Board:** No report. The list of upcoming events was provided in the Board agenda packets.
2. **Report of Board Members:** Board Members asked a few clarifying questions regarding student life and related activities on campus.
3. **Report of the President of the College:** President Midcap reported that Dean Julie Yoder, Interim Dean Christa Bowser, and Mr. Doug Beitzel all presented the new regional paramedic studies partnership initiative to regional hospital CEOs and other hospital administrators this afternoon at Allegany College of Maryland (ACM). The CEOs seemed impressed with the collaborate nature of the pilot initiative, which will provide students from the ACM, Potomac State College, and Eastern West Virginia Service regions with seats in our paramedic studies program beginning in Fall 2024. At the request of Dean Yoder, a winter meeting will also be held with representatives of the other institutions' admissions, advising, financial aid, and marketing departments to iron out implementation details in those areas.

We are also pursuing a radiologic technology program that will come to the board this spring for approval. President Midcap publicly commended the work of Dean Yoder, Interim Dean Bowser, and their staff members for identifying programmatic opportunities in Allied Health fields where there are no regional competitors.

4. College Administrative & Financial Reports

- a. College Administrative Reports:** There were no questions about the previously distributed reports on file.
- b. Garrett College Monthly Financial Reports:** There were no questions about the previously distributed reports on file.

E. EXECUTIVE SESSION: There was no Executive Session held this evening.

F. NEXT REGULARLY SCHEDULED MEETING: The next regular meeting of the Garrett College Board of Trustees is scheduled on Tuesday, November 21, 2023 at 5:30 p.m in the Garrett College Board Room (GIEC Building, Room #127).

G. ADJOURNMENT: The Board adjourned the Open Session Meeting at 5:59 p.m. on a motion by Trustee Myers, seconded by Trustee Heckman (Vote=6-0-0).

Respectfully submitted by:

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

Mr. Jason Rush
Vice-Chair
Garrett College Board of Trustees