

**GARRETT COLLEGE BOARD OF TRUSTEES**  
**OPEN SESSION MEETING MINUTES**  
**June 18, 2024**  
**McHenry, Maryland and Via Zoom**

**A. COMMUNICATION ITEMS**

1. **Call to Order and Attendance:** Chair Don Morin called the meeting to order at 5:33 p.m. Other Board Members in attendance included: Mr. Jason Rush-Vice-Chair (in at 5:44 p.m.), Ms. Madeleine Collins, Mr. Kurt Heckman, Ms. Karen Myers, Mr. Gary Ruddell, and Mr. Duane Yoder (via Zoom). College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Christa Bowser, Ms. Janis Bush, Dr. Robert Kerns, Ms. Cherie Krug (via Zoom), Ms. Shelley Menear, Ms. Dallas Ouellette, Mr. Chris Painter, Dr. Kelli Sisler (via Zoom) and Ms. Julie Yoder. Guests present included: Mr. Richard Lewis-Faculty Senate Co-Chair, Ms. Chantel Lowdermilk-Staff Senate Co-Chair (via Zoom), and Mr. Chad Yoder, Assistant Director of Marketing and Creative Services.

2. **Communication from the Public:** None.

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

**CAAB:** No updates this month.

**Faculty Senate:** Mr. Richard Lewis, Faculty Senate Co-chair, reported that since the Faculty are off contract right now, he did not have any updates to report. Their next meeting is scheduled for August 20, 2024.

**Staff Senate:** Ms. Chantel Lowdermilk, Staff Senate Co-Chair, stated that she did not have any updates to report right now since Staff Senate has not met since the May Board Meeting. The next meeting is scheduled this Friday, June 21, 2024.

4. **Approval/Changes to the Agenda:** Chair Morin noted one update to the agenda. Action Item C.3. Community Access Fund-Lease Proposal will be moved to Information Item D.1. and President Midcap will provide an update. On a motion by Trustee Collins, seconded by Trustee Myers, 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 Ruddell, the Board unanimously approved the Consent Agenda as distributed and listed below (6-0-0).

1. Approval of the minutes from the May 21, 2024 Board Meeting
2. Governance Charter Update
3. Radiologic Technology A.A.S. Degree-MHEC Proposal (*w/certificate option added*)
4. MHEC Cultural Diversity Report-Annual Update and Narrative
5. GLAF Updated MOU

**C. ACTION ITEMS:**

1. **FY2025 Board Officer Election:** Chair of the Nominating Committee, Trustee Yoder, reported that the Board nominating committee also consisted of Trustee Collins this year. The committee reached out to all board members to discuss the following nominations in advance

of this meeting: Mr. Jason Rush to serve as the Board Chair for FY25 and Ms. Karen Myers to serve as the Board Vice-Chair for FY25. On a motion by Trustee Heckman, seconded by Trustee Ruddell, the Board unanimously approved the nominations as presented (Vote=6-0-0). The newly-elected Board Leadership will begin serving as of July 1, 2024.

2. **FY2025 Budget – Final:** Board Members previously received the final version of the FY25 Budget to review prior to this meeting. The draft FY25 Budget was originally presented to the Board during their April 2024 Board Meeting. A few clarifying questions were discussed and answered. On a motion by Trustee Ruddell, seconded by Trustee Collins, the Board unanimously approved the budget as presented and discussed (Vote=7-0-0).

**D. INFORMATION/DISCUSSION ITEMS:**

1. **Community Access Fund – Lease Proposal:** President Midcap reported that the lease agreement was still in the process of being updated and reviewed by legal counsel. Once finalized, the agreement would be emailed to Board Members to review in advance of the August 20<sup>th</sup> Board Meeting.
2. **Report of the Chair of the Board:** Chair Morin publicly congratulated Trustee Myers on the well-deserved honor of being selected as the recipient of the 2024 Heise Entrepreneurial Spirit Award during the June 6<sup>th</sup> Garrett County Chamber of Commerce Annual Membership Meeting & Dinner. Additionally, he recently attended a meeting with several community members and College Personnel regarding the possibility of adding an Aviation Curriculum. After much research, the College determined it was not a good fit at this time for an institution of our size.

a. **Upcoming Events:** There were no updates to the previously distributed list of upcoming events.

3. **Report of Board Members:** Trustee Yoder thanked Chair Morin for his many years of service as a Board Member (2011-present), as the Board Vice-Chair (2014-2018), and Board Chair (2018-present).

Trustee Ruddell noted his excitement for the federally-funded Western Maryland Cyber Workforce Accelerator project being coordinated in partnership between Hagerstown Community College, Allegany College, and Garrett College. President Midcap added that this project will enhance cyber security education by installing two cyber ranges (state-of-the-art training in cyber security) for students enrolled in cyber security degree programs.

4. **Report of the President of the College:** President Midcap updated the board on the following summer enrollment numbers: There are 160 students registered, including 64 High-School Dual-Enrollment (HSDE) participants, taking 682 credit hours. Headcount is up 26 percent, credit hours are up 28.7 percent, and HSDE headcount is up a phenomenal 56 percent compared to last summer.

This summer's overall student headcount record beat the previous high-water mark of 145 students – set in 2013 – by 10.3 percent. The 682 credit hours topped the previous record of 669

hours, also set in 2013. The HSDE student headcount topped the previous record of 30 set in summer 2023.

Fall enrollment is currently up 3% in credit hours and 7% in headcount, but it is still early. The next apples-to-apples comparison will not be available until the end of July.

The College has also pushed our “drop dates” to August because of the FAFSA-related student financial aid issues. He further noted that the College’s financial aid staff is doing all that they can to assist students, but the new system is significantly slowing everything down.

Trustee Heckman asked if the Board could receive statistics on the number of student attending the College because of the generosity of the County Scholarship Program and out of that number, how many students are high school dual-enrolled students. President Midcap noted that this information could be emailed to Board Members soon.

President Midcap then reported on the Bucknell Community College Scholars Program and the dwindling number of students being accepted into the full program even if they participate in their on-campus summer sessions. He also recently shared his concerns with The Honorable Susan Crawford, Bucknell Board Member and Garret College Foundation Board Member, who has been a strong supporter of this program. Garrett College is the smallest school and the only Maryland School in the cohort. He further noted that he recently reached out to Bucknell University officials in an attempt to inform them of the College’s decision.

## **5. College Administrative & Financial Reports:**

- a. College Administrative Reports:** In addition to the previously distributed reports, Director Painter provided updates on the #300 and #700 buildings window-replacement project, the #600 and #700 buildings roofing project completion, and #400 building renovation.
- b. Garrett College Monthly Financial Reports:** There were no questions or updates to the previously distributed reports on file.

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

**F. NEXT REGULARLY SCHEDULED MEETING:** The next meeting of the Garrett College Board of Trustees is scheduled for August 20, 2024 at 5:30 p.m. in the Garrett College Board Room #102.

**G. ADJOURNMENT:** On a motion by Trustee Collins, seconded by Trustee Myers, the Board adjourned the Open Session at 5:52 p.m. (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. Don Morin  
Chair  
Garrett College Board of Trustees