

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**September 16, 2025**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS:**

1. **Call to Order and Attendance:** Vice-chair Karen Myers called the meeting to order at 5:31 p.m. Other Board Members in attendance included: Ms. Madeleine Collins, Retired Maryland State Senator George C. Edwards, Mr. Gary Ruddell, and Mr. Duane Yoder. Chair Jason Rush and Mr. Kurt Heckman were not able to attend. College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Christa Bowser-Dean of Academic Affairs, Dr. Robert "JR" Kerns-Dean of Student Affairs, Ms. Shelley Menear-Director of Institutional Compliance, Ms. Lisa Nichols-Dean of Administrative Services, and Ms. Julie Yoder-Dean of Continuing Education and Workforce Development. Other College representatives present included: Mr. Richard Lewis, Co-Chair of Faculty Senate; Ms. Erica Hook, Co-Chair of Staff Senate; and Ms. Tasha Mongold, Co-Chair of Staff Senate. Ms. Mongold was welcomed by all to her first board meeting since taking on her new role as Co-Chair of Staff Senate in July.

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

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

**CAAB:** Dean Robert "JR" Kerns provided the following report:

- New Student Orientation was held on September 2<sup>nd</sup> with approximately 200 students in attendance.
- The Kona Ice Truck was on campus on September 3<sup>rd</sup> for the first day of fall classes.
- On September 5<sup>th</sup>, the annual Chamber of Commerce Welcome Event was held at the Wisp. Approximately 150 students attended this year.
- The Laker Launch Party was held in the Learning Commons on September 10<sup>th</sup>. Approximately 112 students attended this event.
- Upcoming informative tabling events include:
  - September 17<sup>th</sup> is National Constitution and Voter Registration Day.
  - The week of September 22<sup>nd</sup> is Hazing Awareness Week.

**Faculty Senate:** Co-Chair Richard Lewis provided the following update:

- The next Faculty Senate meeting is scheduled for Friday.
- Anthony Oliverio was appointed to serve on the CASC Governance Committee.

**Staff Senate:** Ms. Erica Hook and Ms. Tasha Mongold, Staff Senate Co-Chairs, were both present and shared the following report:

- Staff Senate Leadership has been discussing ways to engage more staff members during their monthly meetings.
  - A monthly \$25 Visa Gift Card Drawing will be held each month.
  - In December, there will be a \$50 Visa Gift Card Drawing.
  - The final drawing in June will be for a \$100 Visa Gift Card.
  - Athletic Coaches have been invited to attend in the near future and provide updates on recruiting strategies/progress; current athletes; how their seasons are going; and remind staff about home games to boost attendance.

- More involvement from Governance Committee memberships to provide regular updates.
- Finding a better way to submit agenda items – especially for employees who do not have access to a computer to submit comments and/or concerns (i.e. facilities staff).
- Discuss whether Fridays are the best days to hold meetings and if a virtual meeting option can be available again for staff who are not able to leave their offices for meetings.
- Distribute newly developed Garrett College Staff Senate Rack Cards (thank you to Tasha for drafting) that explains the purpose of Staff Senate, ways to get involved, connecting, etc.
- The next Staff Senate Meeting is scheduled for Friday, September 26<sup>th</sup>.

4. **Approval/Changes to the Agenda:** On a motion by Trustee Ruddell, seconded by Trustee Collins, the Board unanimously approved the agenda as distributed (Vote=5-0-0).

- B. **CONSENT AGENDA:** On a motion by Trustee Ruddell, seconded by Trustee Edwards, the Board unanimously approved the Consent Agenda as distributed and listed below (5-0-0).

1. *Approval of the minutes from the August 19, 2025 Board Meeting*
2. *Approval of the "Corrected Minutes" from the April 15, 2025 Board Meeting*

C. **ACTION ITEMS:**

1. **Immigration Enforcement Policy (State Mandate):** President Midcap reported that Maryland House Bill 1222 requires colleges to adopt a policy that addresses immigration enforcement compliance. This policy was developed in accordance with guidance from the Office of the Attorney General, including definition of key terms, designation of Immigration Enforcement Officer (IMO), a Response Protocol for ICE visits, process to address records/information requests, and training for front-line employees. Some clarifying questions were asked by Board Members and addressed by College Administration. On a motion by Trustee Collins, seconded by Trustee Yoder, the Board approved the Immigration Enforcement Policy as distributed and discussed (Vote=3-0-2).

D. **INFORMATION/DISCUSSION ITEMS:**

1. **#700 Building Renovation Contract:** Board Members recently received a memo from President Midcap via email providing #600 Building Project Closeout details and an updated funding estimate for the #700 Building Renovation. President Midcap and Dean Nichols summarized some options for the #700 Building Renovation for Board consideration and discussion, but additional research and meetings still need to be held to narrow down final options and associated project costs. More information will be presented to the Board in October.
2. **Student Housing Update:** Dean Kerns provided an update regarding a recent meeting held with representatives from The Wisp Resort to discuss possible options for student housing during the fall 2026 semester. More discussion will follow as the College researches the best housing options for our growing student athlete and out-of-county student populations.
3. **MSCHE Accreditation-2027 Self-Study Update:** Board Members previously received the updated membership list for the Garrett College Self-Study Working Groups as well as the tentative schedule for MSCHE Vice President for Institutional Field Relations, Michael Bowden's

visit to Garrett College on Monday, September 29, 2025. President Midcap then summarized Board involvement during this visit to campus and answered related questions.

**4. Report of the Chair of the Board:**

- a. Upcoming Events:** Vice-Chair Myers reminded Board Members that the October Board Meeting was pushed to October 28<sup>th</sup> because of the audit and the November Meeting may be held in the #600 Building with a tour of the newly renovated Art Classroom and Rad-Tech Classroom. She also highlighted the November 19<sup>th</sup> Evening Abroad Event w/International Students and the December 11<sup>th</sup> Chamber Business After Hours Event in the PAC.
- b. Joint GC and ACM Board Meeting:** Vice-Chair Myers reported that Trustee Ruddell had recently been approached (and that she had similarly been approached a couple of years ago) by Mr. Kim Leonard, Chair of the Allegany College Board of Trustees regarding holding a joint “Get-to-know You” Board Meeting with Garrett and Allegany Board of Trustees. President Midcap will work with President Jones to work out the meeting details.

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

- 6. Report of the President of the College:** President Midcap provided a positive fall credit enrollment update since the final fall numbers will freeze next week. He also reported on the recent Inauguration of Allegany College of Maryland’s new President, David Jones, and recent athletic contests results.
- 7. College Administrative & Financial Reports:** A question regarding comparative CARC membership data was discussed. Dean Kerns will work with Director Putnam to provide additional data for the October Board Meeting.

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

**F. NEXT REGULARLY SCHEDULED MEETING:** The next regularly scheduled meeting of the Garrett College Board of Trustees is October 28<sup>th</sup> at 5:30 p.m. in the College’s #100 Building, Board Room #102.

**G. ADJOURNMENT:** The Board adjourned the Open Session Meeting at 6:22 p.m. via acclamation.

Respectfully submitted by:

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

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Ms. Karen Myers  
Vice-Chair  
Garrett College Board of Trustees