

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 15, 2025
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 (via conference phone), Retired Maryland State Senator George C. Edwards, Mr. Kurt Heckman, Mr. Gary Ruddell (via conference phone), and Mr. Duane Yoder. College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Christa Bowser-Dean of Academic Affairs, Ms. Janis Bush-Director of Human Resources, Ms. Cherie Krug-Executive Director GC Foundation/Director of Development, and Ms. Julie Yoder-Dean of Continuing Education and Workforce Development. Other College representatives present included: Mr. Richard Lewis, Co-Chair of Faculty Senate.

2. Communication from the Public: None

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

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

- The last meeting was held on March 28th.
- Faculty Senate membership reviewed the Award of Emeritus Status Policy.
- Replacement of representative for the statewide AFACCT (Association of Faculties for Advancement of Community College Teaching): AJ DeLauder was selected to fill this position on an interim basis. AJ is replacing Jack DuBose, who retired in late December 2024.
- The next meeting is scheduled for Friday, April 25th.

Staff Senate: Ms. Chantel Lowdermilk, Staff Senate Chair, was unable to attend in-person but provided a report in advance of the meeting. President Midcap read the report that included the following:

- Staff Senate met on Friday, April 4th.
- Dr. Midcap attended the beginning of the meeting and provided an update on the progress of the FY26 budget and the Dean of Administrative Services search.
- New members of the Quality of Work Life Committee were announced.
- Staff nominations are currently being accepted to fill the following open governance positions: Staff Senate Chair/Co-Chair, Human Resources Committee, and the Finance, Facilities, Safety, & Technology Committee. Ballots will be emailed to members next week.
- The next meeting is scheduled for Friday, May 23rd.

CAAB: No representative was present to provide an update.

4. **Approval/Changes to the Agenda:** Chair Rush noted that Agenda Item C.3. Room Namings has been added to the Agenda. On a motion by Vice-Chair Myers, seconded by Trustee Heckman, 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 March 18, 2025 Board Meeting*

C. **ACTION ITEMS:**

1. **Draft Objectives to Accomplish the FY2026-2030 Strategic Plan:** The objectives to accomplish the FY2026-2030 Strategic Plan goals were provided to the Board for review during the March Board Meeting and were also included in the April Board Agenda packets to prepare for a vote this evening.

The following updates were suggested:

- Goal 1:
Objective 2: Grow alliances with local schools, businesses, and non-profits.
- Goal 3: Human Resources: Objective 1 – Ensure the organization remains a reputable desirable employer by maintaining competitive wages and benefits, thereby supporting a robust recruitment and retention strategy.

On a motion by Trustee Collins, seconded by Vice-Chair Myers, the Board unanimously approved the draft objectives to accomplish the FY2026 Strategic Plan as amended above (Vote=7-0-0).

2. **Dean of Administrative Services Search:** President Midcap reported that the search committee brought three candidates to campus recently for in-person interviews. A recommendation was then sent to the Board electronically on Friday of last week to review prior to the April Board Meeting.

The Board tabled this agenda item until after discussion during the Executive Session. The Board then reconvened the Open Session Meeting at 6:21 p.m. to vote. On a motion by Vice-Chair Myers, seconded by Trustee Heckman, the Board unanimously approved Ms. Lisa Nichols as the new Dean of Administrative Services at Garrett College (Vote=7-0-0).

3. **Room Namings:** The Board discussed a gift and associated room namings in the Executive Session, then reconvened the Open Session at 6:21 p.m. to vote. On a motion by Vice-Chair Myers, seconded by Trustee Heckman, the Board unanimously approved the following room namings in the soon-to-be renovated #700 Building (Vote=7-0-0). The namings were made possible through the generosity of Rob and Barb Michael.

- The Dr. Stephen J. Herman Athletic Training Center; and
- The Dr. George R. Dailey Fitness Studio

D. INFORMATION/DISCUSSION ITEMS:

1. **FY2026 Budget Draft Summary:** President Midcap noted that the Board previously received, within the April Board Agenda packet, a Draft of the FY26 Budget for review prior to the meeting. He then summarized the draft budget as follows:
 - Includes a 5% faculty salary increase called for in Year 4 of the compensation plan;
 - Includes a 2% COLA for all employees;
 - There is a 3.2% increase in health rates that the College would absorb so as not to reduce employees' effective salary increases in FY26;
 - The budget also funds new positions directly tied to Board-approved initiatives intended to increase enrollment:
 - A faculty member for the new radiologic technology program;
 - An admissions counselor to help manage the huge increase in High School Dual Enrollment;
 - A head coach for the new men's soccer program; and
 - A third athletic trainer to help support our rapidly expanding student athletic cohort.

The draft budget also includes a contingency since there is a real chance the state legislature will come back for a special session this fall to consider budget reductions that could include cuts to community college funding.

2. **MSCHE Accreditation/Self-Study Preparation Updates-Standard III:** President Midcap reported that this month's accreditation update highlights Standard III, Design and Delivery of the Student Learning Experience. Per the information that was previously provided in the April Board Agenda packets, this standard focuses on documenting that the College has highly qualified faculty that develops and delivers rigorous programs and courses to our students. Another key focus of this standard is documenting a General Education program that is based on essential skills including oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, technological competencies, and information literacy.

There were no questions or comments from the Board regarding this update.

3. **Report of the Chair of the Board:** Chair Rush reminded Board Members to review the Upcoming Events that were listed in the agenda packet. He also noted that the Garrett College baseball team continues to shine and set historical records with the third-highest batting average in the country right now. The team will host a doubleheader this Friday.
 - a. **Upcoming Events:** No updates to the previously distributed list.
4. **Report of Board Members:** No updates.

5. **Report of the President of the College:** President Midcap reported that the College hosted Explore Garrett (the annual spring Open House for prospective students and parents) on Saturday. According to our Admissions Office, this was the best-attended Explore Garrett since 2016. Students learned about the admissions, financial aid, and housing application processes, had the opportunity to talk with faculty about specific programs, and were able to take campus tours. He then thanked Admissions and Recruitment Director Melissa Wass for coordinating the event, as well as all of the faculty, staff, and administrators who participated in the event.
6. **College Administrative & Financial Reports:** No updates or related questions.
- E. **EXECUTIVE SESSION:** On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board unanimously recessed the Open Session at 5:44 p.m. for the purpose of convening an Executive Session to discuss the following matters: (*see also the attached Exclusionary Basis for Closing a Meeting Sheet* and related exceptions covered under the Maryland Open Meetings Act) (Vote=7-0-0): Student Housing (2); Personnel (1); Room Namings (2); Board Self-Evaluation Survey Content Review and Timeline (1); and President Evaluation Survey Content Review and Timeline (1).
- F. **NEXT REGULARLY SCHEDULED MEETING:** The next regularly scheduled meeting of the Garrett College Board of Trustees is May 20, 2025 at 5:30 p.m. in the #100 Building, Board Room #102.
- G. **ADJOURNMENT:** The Board reconvened the Open Session at 6:21 p.m. to vote on C.3. Room Namings (see details under those particular Action Items on previous pages). On a motion by Vice-Chair Myers, seconded by Trustee Heckman, the Board then adjourned the Open Session at 6:23 p.m. (Vote=7-0-0).

Summary of the April 15, 2025 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, April 15th in the Board Room #102 in the GIEC #100 Building at Garrett College. The purpose of this session was to discuss confidential matters regarding Student Housing, Personnel, Room Namings, Board Self-Evaluation Survey Content Review and Timeline, and President Evaluation Survey Content Review and Timeline.

Each Board member voted to close the session pursuant to the Maryland State General Provisions Article, Title 3-Open Meetings Act. All board members were present for this closed session (see the “roll call” section of the minutes for details). College Administrators present for this session included: Dr. Richard Midcap-President and Ms. Janis Bush-Director of Human Resources.

Respectfully submitted by:

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

Mr. Jason Rush
Chair
Garrett College Board of Trustees

EXCLUSIONARY BASIS FOR CLOSING A MEETING: The Board of Trustees of Garrett College adheres to the Open Meetings Act of the State of Maryland. The topics discussed and the exclusions permitting the Board to meet in closed session are stated below: **Date:** April 15, 2025 **Time:** 5:44 p.m.

Location: Board Room #102 **Motion By:** Trustee Heckman **Seconded By:** Vice-Chair Myers

Vote to Close Session:

| BOARD MEMBER | AYE | NAY | ABSTAIN | ABSENT | TOTALS |
|-----------------------------|-----|-----|---------|--------|--------|
| Mr. Jason Rush, Chair | √ | | | | |
| Ms. Karen Myers, Vice-Chair | √ | | | | |
| Ms. Madeleine Collins | √ | | | | |
| Mr. George C. Edwards | √ | | | | |
| Mr. Kurt Heckman | √ | | | | |
| Mr. Gary Ruddell | √ | | | | |
| Mr. Duane Yoder | √ | | | | |

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, Title 3-Open Meetings Act – CHECK ALL THAT APPLY:

- ☒ (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- ☒ (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- ☐ (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- ☐ (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- ☐ (5) To consider the investment of public funds.
- ☐ (6) To consider the marketing of public securities;
- ☐ (7) To consult with counsel to obtain legal advice on a legal matter;
- ☐ (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- ☐ (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- ☐ (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- ☐ (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- ☐ (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- ☐ (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- ☐ (14) Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.
- ☐ (15) Cybersecurity

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

| | | |
|---------------------|--|------------------|
| Student Housing (2) | President Evaluation Survey Review and Timeline (1) | Room Namings (2) |
| Personnel (1) | Board Self-Evaluation Survey Review and Timeline (1) | |

This statement is made by Mr. Jason Rush, Board Chair

Signature of Presiding Officer: (On file in College President's Office)