

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**August 19, 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, Retired Maryland State Senator George C. Edwards, Mr. Kurt Heckman, Mr. Gary Ruddell, and Mr. Duane Yoder (via Zoom). 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. Cherie Krug-Executive Director GC Foundation/Director of Development, Ms. Lisa Nichols-Dean of Administrative Services, Dr. Kelli Sisler-Director of Institutional Effectiveness/ALO and Ms. Julie Yoder-Dean of Continuing Education and Workforce Development. Other College representatives present included: Mr. Richard Lewis, Co-Chair of Faculty Senate, and Ms. Erica Hook, Co-Chair of Staff Senate. Ms. Hook 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:**

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

  - Faculty Senate held a meeting today since most faculty returned to campus yesterday.
  - President Midcap attended the meeting to follow up with faculty after the All-College Forum that was held yesterday.
  - Updates to Faculty positions on Governance Committees were approved and will be posted to the College Intranet soon. Also, new faculty members were recently appointed to current Governance Committees as “non-voting members” in order to learn more about the Governance process.
  - Kevin Dodge and Rich Lewis have been working together on class syllabus updates to align with transfer schools.
  - The next Faculty Senate Meeting is scheduled for Friday, September 19<sup>th</sup>.

**Staff Senate:** Erica Hook, Staff Senate Co-Chair, was present to provide the following report:

  - Erica and Tasha Mongold were recently elected to serve as Staff Senate Co-Chairs during Fiscal Year 2026.
  - They are looking forward to involving more staff in the monthly meetings and have some fun few ideas to share with members soon.
  - The next meeting is scheduled for Friday, August 22<sup>nd</sup>.
  - President Midcap plans to attend to provide updates and answer questions as needed.

**CAAB:** No student updates will be available until the fall semester.
- 4. Approval/Changes to the Agenda:** On a motion by Trustee Collins, seconded by Vice-Chair Myers, the Board unanimously approved the agenda as distributed (Vote=7-0-0).

**B. CONSENT AGENDA:** On a motion by Trustee Ruddell, seconded by Trustee Heckman, the Board unanimously approved the Consent Agenda as distributed and listed below (7-0-0).

1. *Approval of the minutes from the June 17, 2025 Board Meeting*
2. *Fund Balance Reauthorization (Equipment Purchases)*
3. *Library/Learning Commons Room #511 Naming*
4. *700 Athletics Campaign Namings (Four)*

**C. ACTION ITEMS:**

1. **Garrett College 2025 MHEC Performance Accountability Report:** President Midcap and Dr. Sisler explained that the MHEC Performance Accountability Report (PAR) serves as an important mechanism by which public colleges and universities in Maryland are held accountable. Through a performance accountability plan, institutions are required to establish and maintain performance standards, and use metrics to assess their effectiveness in tackling institutional and statewide higher education goals. Every year, the governing board of each public institution of higher education is required to submit a written report to the Maryland Higher Education Commission (MHEC) on the institution's progress in attaining the objectives in the performance accountability plan. A summative statewide report is then finalized and posted to the MHEC website.

The Board previously received the updated MHEC Performance Accountability Report (PAR) for Garrett College via email on July 25, 2025 to review and contact Dr. Sisler with any questions. A copy was also included in the August agenda packet.

On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board unanimously approved the Garrett College 2025 MHEC Performance Accountability Report as distributed (Vote=7-0-0).

2. **CARC Point of Sale Software and Contract:** Dean Kerns explained that the Community Aquatic & Recreation Complex (CARC) needs to upgrade its Point of Sale (POS) software system from CSI/Daxko to Club Automation, and purchase hardware needed to support operation of Club Automation. This planned purchase will also permit upgrading to a new credit card reader compliant with current Payment Card Industry (PCI) standards. As part of this purchase, the CARC would also replace two desktop computers and monitors that are approximately 14 years old.

While the increase over current costs is well under the threshold for Board-required approval (\$8,200), the total of the five-year POS contract is well over that threshold (\$111,473.20).

This purchase (as an upgrade to a current system) qualifies as a sole-source purchase per review by Compliance Director Shelley Menear. The CARC cannot upgrade the current system with another company's product without going through a total system replacement that would be more expensive than upgrading the current system through our current vendor (Daxko).

This solution is endorsed by both the CARC leadership and the College's dean of administrative services, who conducted a cross-divisional inquiry that resulted in this recommendation.

On a motion by Trustee Ruddell, seconded by Trustee Collins, the Board unanimously approved the CARC Point of Sale Software and Contract purchase as distributed and described above (Vote=7-0-0).

3. **FY2026 Budget Amendment #1:** Dean Nichols summarized the previously distributed FY2026 budget amendment as follows: This amendment largely represents budget amendments approved by the Board of Trustees in FY25 that have been shifted forward into FY26 due to revised expected completion dates. These include the following items and fully represent the identified use of Fund Balance which was not used in FY25: Purchasing two 15-passenger vans; Gym HVAC repairs; and Ambulance Simulator.

This amendment also includes the use of the College's contingency funds as matching funds for a Maryland Heritage Areas Authority grant to build steps at the Performing Arts Center, the procurement of furniture for a new staff member, and to partially fund a cross-campus Wi-Fi upgrade initiative.

On a motion by Trustee Collins, seconded by Trustee Edwards, the Board approved the FY2026 Budget Amendment as distributed and discussed (Vote=7-0-0).

#### **D. INFORMATION/DISCUSSION ITEMS:**

1. **Facilities Update:** President Midcap noted that since the College has many facilities projects in progress this summer, he has asked Dean Nichols to provide an update to the Board.

Dean Nichols then reported on the following:

- #600 Building renovation – target completion date is September 1<sup>st</sup>, but alternative class arrangements are being made in case of a delay;
- CARC Gymnasium – a recent roof leak damaged a section of the gym floor. We have been working through insurance requirements and evaluating and repairing other roof drains as necessary;
- HVAC repairs have been complete;
- PAC – external steps within the “banking” and railing have been installed;
- The President, College Deans, IT Director, and facilities staff recently conducted a full-campus tour including all outreach centers to review “big-ticket” issues that are needed. We hope to use some Facilities Renewal Grant (FRG) funds to assist with completing the highest-priority facilities and IT projects.

2. **Student Code of Conduct – July/August 2025 Update:** Student Affairs and Compliance reviewed and made necessary updates to the procedure section of the 2025-2026 Garrett College Student Code of Conduct in May 2025 as follows: **1)** in response to legislation on hazing; **2)** in regards to the academic misconduct hearing process; and **3)** minor wording/title updates. During the June Board Meeting, the board asked clarifying questions regarding the context of the words “alleged” and “informal/formal report and violation” particularly under the Academic Misconduct and Academic Dishonesty sections. Board Members felt that these words may be confusing to some students. President Midcap, Dean Bowser, Dean Kerns, Director Menear,

and Director Schofield reviewed and discussed that section again after gaining Board input. The section will now read as follows:

- ii. If a timely meeting is unable to be scheduled in person or virtually within 3 business days, the Faculty member (with approval from the Dean) will provide a written explanation of the alleged action in an email, to the student's College email, to allow the student to respond to the allegation before the Faculty member determines whether a violation of the Student Conduct Code has occurred;*

Since this was a procedural update, no formal approval was required, but all Board Members and College Administration were in agreement with this clarifying update.

- 3. MSCHE Accreditation-2027 Self-Study Design:** Board Members were provided the following information regarding the College's Self-Study along with a copy of the Self-Study Design that was submitted to MSCHE in May 2025.

Institutions seeking MSCHE reaccreditation develop a "self-study" that documents the College's compliance with Middle States' Standards of Accreditation and Requirements of Affiliation. The Garrett College Self-Study will be submitted to Middle States in the summer of 2027 with an MSCHE Team Visit to take place in the fall of 2027. The visiting team's responsibility is to ensure the self-study accurately represents the College's compliance with Middle States' standards and requirements.

Garrett College has submitted a Self-Study design to MSCHE that addresses the following 11 key components:

- Institutional Overview
- Institutional Priorities to be Addressed in Self-Study
- Intended Outcomes of Self-Study
- Organizational Structure of the Steering Committee and Working Groups
- Guidelines for Reporting
- Organization of the Final Self-Study Report
- Self-Study Timeline and Communication Plan
- Evaluation Team Profile
- Strategy for Addressing Annual Institutional Update Indicators and Metrics
- Strategy for Identifying Self-Study Site Visits to be Conducted
- Strategies for Managing the Evidence Inventory

Chief Academic Officer Professor Christa Bowser and Chief Student Affairs Officer Dr. Robert "JR" Kerns have agreed to chair the Self-Study Steering Committee. Dean of Continuing Education & Workforce Development Julie Yoder, Dean of Administrative Services Lisa Nichols, Director of Institutional Effectiveness/ALO Dr. Sisler, Executive Assistant to the President/Board Marcia Knepp, Coordinator of Student Affairs Kym Newmann, and Academic Program Director/Professor Dr. Stacy Miller, will all serve on the Steering Committee.

The Self-Study process and timeline was also a topic at the All-College Forum held yesterday in the PAC Theatre. Workgroup memberships are tentative and are in the process of being confirmed with those individuals.

4. **Board Self-Evaluation and President Evaluation-Revisions:** President Midcap reported that during the May 2025 Board Executive Session Meeting, Board Members reviewed and discussed the confidential evaluation survey results for the Board Self-Assessment and the Evaluation of the President. Board Members concluded that the evaluation instruments were “too detailed/too long” with some repetitive content, so they asked President Midcap and Ms. Knepp to revamp the evaluation instruments and provide drafts to the Board for review and discussion during the August Board Meeting.

Board Members thanked President Midcap and Ms. Knepp for their work on these evaluation instruments and did not have any additional changes at this time. These new instruments will be implemented in the spring.

5. **MHEC CC5 Report-Submitted by July 1<sup>st</sup>:** President Midcap reported that this report is provided to the Board as an “Information Only Item” since it is essentially the College’s FY2026 budget (approved by the Board in June 2025) in a format required by MHEC for annual submission prior to July 1<sup>st</sup>.
6. **Report of the Chair of the Board:** Chair Rush reported that he attended the All-College Forum yesterday along with Trustee Collins. He was pleased to hear all of the great things that the College is working on and the encouraging student data. He thanked everyone for their good work.
  - a. **Upcoming Events:** Chair Rush noted that the September Board Meeting would be held as scheduled on Tuesday, September 16<sup>th</sup>, but the October Board Meeting would be pushed-out a week from October 21<sup>st</sup> to October 28<sup>th</sup> to allow sufficient time for the College and auditors to complete the audit and for the Board to review the audit in advance.
  - b. **FY26 Board Stipends:** Chair Rush reminded board members to complete their stipend forms and turn in to Ms. Knepp for processing.
7. **Report of Board Members:** Trustee Yoder updated board members on the recent federal ruling on the letter from the Department of Education regarding diversity. Trustee Collins piggybacked on Chair Rush’s comments regarding the All-College Forum held yesterday and the good information that was presented. She further noted that the College Deans did a great job summarizing and transitioning seamlessly during the presentation.
8. **Report of the President of the College:** President Midcap reported that the Board received a copy of the All-College Forum (ACF) PowerPoint. He then commended the deans, Dr. Sisler, Director Chad Yoder, and Wellbeing Coordinator Benjamin Morris, for their presentations. He also thanked Board Chair Rush and Trustees Collins for attending. He noted that it was a very data-rich presentation detailing all of the ways in which the College successfully implemented the FY21-25 Strategic Plan. Just as important, it set the stage for rolling out the new strategic

plan and developing the Middle States Self-Study that will be the basis for the 2027 MSCHE Team Visit to Garrett College.

9. **College Administrative & Financial Reports:** Board Members asked some clarifying questions related to the College and High School culinary arts programs and economic development in the County. There were no additional questions or comments related to the previously distributed reports.

- E. **EXECUTIVE SESSION:** On a motion by Vice-Chair Myers, seconded by Trustee Heckman, the Board unanimously recessed the Open Session at 6:07 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): Succession Planning (1).
- F. **NEXT REGULARLY SCHEDULED MEETING:** The next regularly scheduled meeting of the Garrett College Board of Trustees is September 16<sup>th</sup> at 5:30 p.m. in the College's #100 Building, Board Room #102.
- G. **ADJOURNMENT:** The Board did not reconvene an Open Session and adjourned the Executive Session at 6:22 p.m. on a motion by Trustee Collins, seconded by Vice-Chair Myers (Vote=7-0-0).

**Summary of the August 19, 2025 Board Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, August 19<sup>th</sup> in the Board Room #102 in the GIEC #100 Building at Garrett College. The purpose of this session was to discuss confidential matters regarding Succession Planning (1).

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 Administrator present for this session included: Dr. Richard Midcap-President.

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. 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:** August 19, 2025 **Time:** 6:07 p.m.

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

**Vote to Close Session:**

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
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:**

- Succession Planning (1)		

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

Signature of Presiding Officer: (On File in President's Office at Garrett College)