

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**February 18, 2025**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS:**

1. **Call to Order and Attendance:** Vice-Chair Karen Myers called the meeting to order at 5:32 p.m. after some technical difficulties were worked out with Zoom and conference speaker. Other Board Members in attendance included: Mr. Jason Rush-Chair (via teleconference), Ms. Madeleine Collins (via Zoom videoconference), Retired Maryland State Senator George C. Edwards (via teleconference), Mr. Kurt Heckman, and Mr. Duane Yoder. Mr. Gary Ruddell was unable to attend the meeting this evening. College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Christa Bowser-Dean of Academic Affairs, Ms. Janis Bush-Director of Human Resources, Dr. Robert Kerns-Dean of Student Affairs, Ms. Cherie Krug-Executive Director GC Foundation/Director of Development, and Ms. Julie Yoder-Dean of Continuing Education and Workforce Development. Ms. Dallas Ouellette-Dean of Business & Finance and Dr. Kelli Sisler-Director of Institutional Effectiveness were absent. There were no guests present this evening.

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

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

**Faculty Senate:** No representative was present to provide an update, so President Midcap read the following report that was provided by Co-Chair Mr. Richard Lewis via email today:

- Faculty Senate has not held a meeting since the last Board of Trustees Meeting.
- The next meeting is scheduled on Friday, February 21<sup>st</sup>.

**Staff Senate:** No representative was present to provide an update, so President Midcap read the following report that was provided by Co-Chair Ms. Chantel Lowdermilk via email today:

- The last meeting was held on Friday, January 24<sup>th</sup>. The following items were discussed:
  - New staff members in CEWD and Facilities were introduced;
  - W-2 and 1095 documents are available on the Employee Portal for staff members to print;
  - Recap on Tuition Assistance and Reimbursement Policy; and
  - The next meeting is scheduled on Friday, February 21<sup>st</sup>.

**CAAB:** Since no CAAB representative was available to attend the meeting this evening, President Midcap read the following report that was provided by Andrew Catone, Student Activities Manager:

- February Events:
  - February 6 - Laker Launch Party, partner with the Library and Learning Commons.
    - CAAB provided grand prizes for raffle.
  - February 6-Garrett College Wrestling water bottle giveaway to the first 50 students.
  - February 13 - Student Advocacy Day - The College's participation in this event was cancelled due to bad weather conditions.
  - February 19 - Garrett College basketball blackout game-black t-shirts will be given away to the first 75 students.
  - Black History month events - there will be two student-planned events in the final weeks of the month.
- March events: March events planning will begin this week.

4. **Approval/Changes to the Agenda:** Vice-Chair Myers reported that Section C: Action Items would be discussed first, then the Board will continue with Section A since one board member must leave the meeting by 6 p.m. On a motion by Trustee Heckman, seconded by Trustee Yoder, the Board unanimously approved the agenda as amended (Vote=6-0-0).

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

1. *Approval of the minutes from the January 21, 2025 Board Meeting*
2. *Tuition Assistance and Reimbursement Update-HR Manual*

C. **ACTION ITEMS:**

1. **FY26 County Funding Requests:** President Midcap reported that he has been working with College Senior Leadership on the FY26 Local Budget Request and the administration is recommending the following: that the College request flat general operating from the County, flat Garrett College Scholarship Program, and flat Performing Arts Center funding. The administration recommended requesting \$3.5 million from the County for the 700/600 Building renovation, along with a guarantee of the final \$500,000 by the College via fund balance authorization. President Midcap said he hopes that the College will be able to raise much of that \$500,000 from naming opportunities in the 700 Building as well as potential FY27 Facilities Renewal Grant funding, if components of the project can be extended into FY27.

Board Members then asked some clarifying questions related to the County Scholarship Program Funding and College Fund Balance. On a motion by Trustee Yoder, seconded by Trustee Heckman, the Board unanimously approved the FY26 County Funding Requests as presented and discussed (Vote=6-0-0).

2. **FY25 Fund Balance Request:** President Midcap noted that the Board authorized up to \$388,483 use of fund balance for one-time items in FY25. The College forecasts \$128,493 of that authorization will not be needed for several of the items that we

were able to fund using different strategies. The College is requesting Board approval to use those savings to purchase two 15-passenger vans that would replace vans principally used for field studies by NRWT and OLA students. Further, the College is asking to apply that funding to replace a Chevy Traverse that was totaled in a recent accident involving a deer. He further noted that these purchases would go a long way towards completing a fleet refresh that's been seven years in the making.

On a motion by Trustee Heckman, seconded by Trustee Yoder, the Board unanimously approved using the FY25 Fund Balance Request as presented and discussed (Vote=6-0-0).

3. **Board Award:** President Midcap summarized that *The Board of Trustees' Award for Outstanding Contributions to Garrett College* is typically an annual award. Although, there have been years the Board has chosen not to make this award – and there have been years where the Board has made multiple awards. This award has typically been given at Commencement, although the Board changed policy last year so that there is also the opportunity to make the award at President's Circle, a Board Meeting, or wherever the Board designates. The Board could appoint a committee to make a recommendation, act on its own as a full Board to make the award, or not make an award this year. If the Board wishes to consider nominees at this point, we would discuss in closed session tonight. If the Board wishes to appoint a Committee, that can be done in open session. And, finally, if the Board has no interest in making an award this year, that decision can be made, or the Board can invite nominations from the public if it chooses to do so.

The Board decided to solicit Board Award nominations from the internal and external College Community that will be reviewed by a Board Award Selection Committee before bringing recommendation(s) to the full board at the March 18<sup>th</sup> meeting. Vice-Chair Myers then asked for volunteers for the Board Award Selection Committee. Committee members will consist of Trustee Heckman-Chair, Trustee Collins, and Trustee Yoder.

4. **Faculty Emeritus:** Tabled until the March 18<sup>th</sup> Board Meeting.

#### D. INFORMATION/DISCUSSION ITEMS:

1. **MSCHE Accreditation/Self-Study Preparation Updates-Standard VI:** President Midcap reported that we are focusing on Standard VI: Planning, Resources, and Institutional Improvement for this month's MSCHE Self-Study Preparation Update. The Board Professional Development materials for this topic were previously distributed in the February Board Agenda packet.

He further noted that this is a timely topic, given the Board's recent review of the FY26 local budget request with discussion and approval this evening. Also, as an institution,

the College has continuously emphasized tying budget to strategic priorities. Board Members can contact the President's Office or Dr. Kelli Sisler with any additional questions.

**2. Report of the Chair of the Board:** No updates.

**a. Upcoming Events:** No updates to the previously distributed list.

**3. Report of Board Members:** Vice-Chair Myers thanked College personnel for working with her on upcoming collaborations for the Deep Creek Lake Centennial 2025 celebration.

Trustee Yoder attended the recent Western Maryland High School Classic basketball games that were hosted in the CARC Gym. There were many nationally-ranked teams present and Garrett College gained much publicity from hosting the event. President Midcap publicly thanked the Athletics, Facilities, and IT Staff who spent countless hours preparing for and attending the event to ensure success.

**4. Report of the President of the College:** President Midcap updated Board Members on the promising State Operating Budget for Community Colleges for FY26. He then noted that he would send a document to the Board regarding recent Maryland Blueprint Legislation.

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

**a. College Administrative Reports:** Vice-Chair Myers went around the room and asked College Administrators to provide updates to the previously distributed February Board Reports:

- Dean Bowser reported that student applications for the Radiology program are coming in strong and an information session for this new program that was recently held in the PAC was well attended. Student applications will be reviewed based on pre-determined criteria.
- Dean Kerns reported that the College's spring enrollment was up by the "freeze date". He then gave kudos to Academic Affairs and Student Life/Residence Life Staff for their successful retention efforts. He further noted that the College is in the final stages of hiring a new Women's Soccer Coach after Coach Jackson resigned to take a job in another state.
- Dean Yoder reported that the new Marine Technology program currently has five students enrolled and CEWD is working on ideas to grow the program. She then reported on collaborative efforts with Ms. Henline at the County Board of Education and Dean Bowser on the possibility of scheduling additional classes and programming for students with IEP plans.
- Director Bush reported that she is currently working with CBIZ representatives on updating College plan numbers and with the Co-Athletic Directors on an offer for a new Women's Soccer Coach.

- Executive Director Krug reported that the Foundation has recently accepted donations from an anonymous donor for room and equipment upgrades in the CARC and for the SING Food Pantry.
- President Midcap reported that the Men's Basketball Team is currently playing in a home game that began at 6 p.m. He invited Board Members to attend once the meeting was over.

**b. College Financial Reports:** There were no additional questions or comments regarding these previously distributed reports.

- 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 March 18, 2025 at 5:30 p.m. in the #100 Building, Board Room #102.
- G. ADJOURNMENT:** Vice-Chair Myers adjourned the Open Session at 6:08 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