

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 17, 2025
McHenry, Maryland

A. COMMUNICATION ITEMS:

1. **Call to Order and Attendance:** Chair Jason Rush called the meeting to order at 5:29 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. 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 "JR" Kerns-Dean of Student Affairs, Ms. Cherie Krug-Executive Director GC Foundation/Director of Development, 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.
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:

 - No meeting has been held since the last Board Meeting.
 - Most faculty are off contract right now except for those teaching summer session classes.
 - The next meeting is scheduled to be held the third week in August.

Staff Senate: Chantel Lowdermilk, Staff Senate Chair, provided a report in advance of this meeting since she was not able to attend. President Midcap read the following report:

 - The last meeting was held on Friday, May 23rd.
 - President Midcap attended to discuss renovation plans for the 600 and 700 buildings, related funding, and enrollment updates.
 - Event reminders were provided regarding the Deep Creek Farmers Market being held on campus again this year on every Friday in parking lot A and lot A overflow.
 - Members were also reminded to vote on Staff Senate Leadership positions and governance committee staff members prior to the June meeting.

CAAB: No student updates will be available until the fall semester.
4. **Approval/Changes to the Agenda:** On a motion by Trustee Heckman, 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 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 May 20, 2025 Board Meeting*
2. *#600 Building–Demolition and Abatement Approval*

C. ACTION ITEMS:

1. **Garrett College 2025 MHEC Cultural Diversity Annual Narrative and Plan:** President Midcap reported that this year's Cultural Diversity Progress Report clearly summarized the many successes achieved as part of the FY25 plan year. He then highlighted those achievements for Board Members. He further noted that the College recognizes that diversity isn't found just in gender, sexuality, racial, and age-related contexts but also in food security and mental health. So, the College continues to support these areas by putting additional resources into the SING Food Pantry and towards a part-time mental health counselor.

Looking ahead, the College is focused on addressing the election-driven change in federal philosophy while continuing to move forward in areas of importance to the College and the Board. He then commended Director Shelley Menear, and the other members of the College Climate & Engagement Committee, for their work in moving the College forward in these important initiatives.

A few Board Members then provided additional feedback on local diversity needs, relative population comparisons, and in regards to focus at the federal level.

On a motion by Trustee Edwards, seconded by Trustee Ruddell, the Board unanimously approved the Garrett College 2025 MHEC Cultural Diversity Plan and Annual Narrative/Progress Report as distributed (Vote=7-0-0).

2. **FY2025 Budget Amendment:** President Midcap summarized the previously distributed FY2025 budget amendment from Dean Nichols as follows:
 - Consistent with the changes in November's Budget Amendment, the College again realized a different mix of student enrollment as compared to the planned enrollment for the Winter & Spring semesters (decrease in in-county, but increases in out-of-county and out-of-state). Due to these enrollment changes, this amendment includes an increase of \$53,018 to tuition revenue and in contingency funds.
 - This amendment also includes a reduction in the MHEC Statewide and Health Manpower Grant of \$26,758 for which we received notice in April 2025.
 - Lastly, this amendment includes the consumption of the College's remaining contingency and use of \$93,607 of Fund Balance, assuming full utilization of all FY25 budget lines.
 - This amendment shows adjustments for multiple special budget requests, including:
 - return fund balance planned, but not needed, for FY25 SBRs associated with capital items
 - purchasing two 15-passenger vans
 - replacing Chevy Traverse deemed totaled, less insurance coverage
 - proposed Gym HVAC repairs

On a motion by Trustee Edwards, seconded by Trustee Ruddell, the Board approved the FY2025 Budget Amendment as distributed (Vote=7-0-0).

3. **FY2026 Budget-Final:** President Midcap reported that the draft FY26 budget was first presented to the Board during the April Board Meeting. Dean Nichols prepared a memo for the Board to review prior to this meeting that listed any budget changes from the April 2025 draft to June

2025. President Midcap then commended Dean Nichols on doing a great job finalizing the FY2026 budget, especially since she onboarded in the middle of the FY26 budget process. He then summarized that the FY26 budget achieves the main priorities agreed upon by the Board and the administration during last fall's budget discussions. It funds Year 4 of the faculty compensation plan, provides a 2% COLA to all employees, and absorbs the 3.2% increase in the general health plan rates. It also funds positions in the areas where the College is expanding programs: a radiologic technology faculty member, a sport management faculty member, a third athletic trainer, and another admissions counselor to assist with the huge increases we've seen in the High School Dual Enrolled student population. This budget also supports the priorities outlined in Year 1 of the FY26-30 strategic plan.

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

4. **CARC HVAC System Upgrades:** President Midcap reported that the bid from Daikin Applied to repair two failed HVAC units in the CARC Gymnasium out of the FY2025 Budget was previously distributed to Board Members to review prior to the meeting. On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board unanimously approved the bid for the repairs to the CARC HVAC system as distributed (Vote=7-0-0).

D. INFORMATION/DISCUSSION ITEMS:

1. **Student Code of Conduct – May 2025 Update:** Student Affairs and Compliance recently reviewed and made necessary updates to the procedure section of the 2025-2026 Garrett College Student Code of Conduct as follows: 1) in response to legislation on hazing; 2) in regards to the academic misconduct hearing process; and 3) minor wording/title updates.

A few Board Members 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. Dean Bowser, Dean Kerns, and Director Menear then explained in detail and noted that they would review again and update accordingly before distributing to students. An updated copy will then be provided to the Board during the August 2025 Meeting.

2. **MSCHE Accreditation/Self-Study Preparation Updates:** President Midcap reported that this month's accreditation update highlights *Standard V: Educational Effectiveness Assessment* (the seventh and final update on the seven MSCHE Standards for Accreditation). This standard includes assessment of student learning and achievement that demonstrates that the institution's students have accomplished goals consistent with their program of study, degree level, the institution's mission, and appropriate expectations for institutions of higher education. *Standards for Accreditation and Requirements of Affiliation, Fourteenth Edition.* Middle States Commission on Higher Education (2023).

Additional details regarding this standard and related requirements of affiliation were included in the previously distributed June Board Agenda packets. 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 that there is no meeting scheduled in July. The next meeting will be held on Tuesday, August 19, 2025.
- a. Upcoming Events:** There were no updates to the previously distributed list.
- 4. Report of Board Members:** Vice-Chair Myers reminded Board Members that the Deep Creek Lake Centennial Gala, with the theme “Roaring 20’s”, will be held on August 23, 2025 at 7 p.m. at the Wisp Resort. Please contact her if you are interested in attending and need tickets.
- 5. Report of the President of the College:** President Midcap displayed a chart showing Summer/Fall Enrollment Comparisons as of June 16, 2025 and summarized. He further noted that members of the first, 15-person radiologic technology cohort are all registered for their first class this summer, which accounts for about one-sixth of the credit-hour increase.
- He then updated the Board on the Maryland Council of Community College Presidents’ recent meeting and about the progress being made on the Athletics Capital Campaign. He then reported that the College found out today that Brandyn Gonzalez, a sophomore outfielder, was recently named to the NJCAA Division II All-American First Team. Brandyn is only the third baseball player from Garrett College to achieve this honor. A feature on Brandyn will be in this week’s *Republican* newspaper.
- 6. College Administrative & Financial Reports:** Board Members asked some clarifying questions related to athletic scholarships and the availability of federal training dollars for non-credit programs. There were no additional questions or comments related to the previously distributed reports.
- E. EXECUTIVE SESSION:** The Board did not convene an Executive Session Meeting this evening.
- F. NEXT REGULARLY SCHEDULED MEETING:** The next regularly scheduled meeting of the Garrett College Board of Trustees is August 19th at 5:30 p.m. in the #100 Building, Board Room #102.
- G. ADJOURNMENT:** On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board adjourned the Open Session Meeting at 6:13 p.m. (Vote=7-0-0).

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