

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**March 18, 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 Zoom videoconference), 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 Kerns-Dean of Student Affairs, Ms. Cherie Krug-Executive Director GC Foundation/Director of Development, Ms. Dallas Ouellette-Dean of Business & Finance, Dr. Kelli Sisler-Director of Institutional Effectiveness, and Ms. Julie Yoder-Dean of Continuing Education and Workforce Development. Other College representatives present included: Mr. Richard Lewis, Co-Chair of Faculty Senate (via Zoom videoconference).
2. **Communication from the Public:** None
3. **Faculty Senate, Staff Senate, and Campus Advisory & Activities Board (Student) Updates:**

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

  - Faculty Senate cancelled their last regularly scheduled meeting due to inclement weather.
  - Faculty will be involved with the Braddock Middle School students visit to campus on March 24<sup>th</sup>.
  - Two retired faculty members were recommended for Garrett College Emeritus Status to Dean Bowser and President Midcap last week.
  - The next meeting is scheduled for Friday, March 28th.

**Staff Senate:** No representative was present to provide an update.

**CAAB:** No representative was present to provide an update.
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 February 18, 2025 Board Meeting*

**C. ACTION ITEMS:**

1. **Board Award:** The Board discussed the confidential nominations in Executive Session, then reconvened the Open Session at 6:29 p.m. to vote. On a motion by Vice-Chair Myers, seconded by Trustee Ruddell, the Board unanimously approved the recipient brought forward by the three-member Board Committee. The Board Award for Outstanding Contributions to Garrett College will be announced and presented to the recipient at an upcoming College-sponsored event (Vote=7-0-0). A news article announcing the recipient will be released once the award is presented.
2. **Award of Emeritus Status:** The Board discussed this agenda item in Executive Session, then reconvened the Open Session at 6:29 p.m. to vote. On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board unanimously approved a recipient to receive Emeritus Status at an upcoming College-sponsored event (Vote=7-0-0). A news article announcing the recipient will be released once the award is presented.
3. **Room Naming:** The Board discussed a planned gift and associated room naming in the Executive Session, then reconvened the Open Session at 6:29 p.m. to vote. On a motion by Vice-Chair Myers, seconded by Trustee Collins, the Board unanimously approved a memoriam room naming for the new Art Studio that will be housed in the College's #600 Building (The Shaw Learning Center) once renovations to that building are complete. The memoriam naming will be announced publicly at a later date (Vote=7-0-0).
4. **Design Proposal and Quote for #600 and #700 Building Renovations:** President Midcap reported that the College received a design proposal for the #600/#700 Building renovation from Daikin Applied last week. The proposal was reviewed and endorsed by the following College departments before sharing with the Board: Facilities; Finance; Procurement/Compliance; and President.

The proposal included a phased approach per the College's request just in case this renovation project is not fully funded in FY26. The current proposal is also in line with previous approved design proposals, both from a cost perspective and a content perspective. Therefore, the College Administration requested Board approval of the proposal.

Board Members then asked some clarifying questions regarding the radiology lab. On a motion by Trustee Ruddell, seconded by Trustee Heckman, the board unanimously approved the design contract to Daikin Applied in the amount of \$258,310 (Vote=7-0-0).

**D. INFORMATION/DISCUSSION ITEMS:**

1. **Draft Objectives to Accomplish the FY2026-2030 Strategic Plan:** The Strategic Plan Steering Committee met on March 5<sup>th</sup> to review the final draft of the objectives to

accomplish Garrett College's FY2026-2030 Strategic Plan. The Steering Committee then recommended the following for board review in March and final approval in April.

**Goal 1: Enhance Connections with the Community**

- Objective 1: Leverage Garrett College's role as a community partner through meaningful engagement efforts.
- Objective 2: Grow alliances with local schools and businesses.

**Goal 2: Offer innovative, sustainable programs that adapt to changing student and community needs to enable student success.**

- Objective 1: Increase credit enrollment between 2026 to 2030 through targeted recruitment and retention strategies.
- Objective 2: Increase credit program completion between 2026 to 2030 through program innovation strategies.
- Objective 3: Meet the evolving workforce and community needs through CEWD courses and programs.
- Objective 4: Prepare students for the workforce by delivering programs leading to industry-recognized credentials.
- Objective 5: Support employers by providing courses and programs to upskill employees.

**Goal 3: Maximize human, technical, physical, and fiscal resources to support the College's strategic objectives.**

**Human Resources:**

- Objective 1: Ensure the organization remains a reputable employer by maintaining competitive wages and benefits, thereby supporting a robust recruitment and retention strategy.
- Objective 2: Implement a succession planning strategy across all divisions to identify and prepare future leaders, ensuring organizational stability and sustained success.

**Technical Resources:**

- Objective 1: Upgrade and maintain the college's technological infrastructure to support the strategic goals of the campus community.
- Objective 2: Ensure the seamless operation, maintenance, and enhancement of all college software systems by providing comprehensive technical support, regular system updates, and user training.

**Physical Resources:**

- Objective 1: Optimize and maintain the college's physical resources, ensuring these spaces are safe, accessible, and conducive to learning, while also supporting the diverse needs of the community.
- Objective 2: Implement the Facility Master Plan for future facilities projects that aligns with the College's long-term goals.

**Fiscal Resources:**

- Objective 1: Build a sustainable financial model that utilizes a transparent and collaborative budgeting process where resources are directed to strategic priorities.
- Objective 2: Streamline and optimize the college's operational processes to improve efficiency and effectiveness.

President Midcap and Dr. Kelli Sisler (who chairs the Steering Committee) then publicly thanked the Steering Committee and internal working groups for collectively developing and endorsing the objectives.

2. **MSCHE Accreditation/Self-Study Preparation Updates-Standard II:** President Midcap reported that the Board will be focusing on Standard II: Ethics and Integrity for this month's MSCHE Self-Study Preparation Update. The Board Professional Development materials for this topic were previously distributed in the March Board Agenda Packet.

He further noted that key components of this standard are demonstrated commitments to academic and intellectual freedom, freedom of expression, a clearly defined conflict-of-interest policy, fair and impartial employment practices, and a periodic assessment of ethics and integrity policies, processes, and practices.

3. **Board Bylaw Review Committee Update:** Chair Rush reported that during the January 2025 Board Meeting, he appointed Trustee Heckman to serve as the Chair of the Board Bylaw Review Committee. The deadline to review and discuss recommendations with the full board is April 2025. Trustee Collins and Trustee Ruddell both volunteered to serve on the committee with Trustee Heckman.

Trustee Heckman reported that the Bylaw Review Committee had completed their task earlier than anticipated. He further noted that after a very thorough review of the current Board of Trustees Bylaws (dated January 15, 2019), the committee is not recommending any revisions at this time. Chair Rush thanked the committee for their time and commitment to this important review of the Board Bylaws.

4. **Report of the Chair of the Board:** Chair Rush noted that the College Baseball Team is off to a fantastic start this season. The team was also happy that they were able to play a home game in February, which was a first in GC's history.

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

5. **Report of Board Members:** No updates.

6. **Report of the President of the College:** President Midcap also reported on the Baseball Team's current 10-2 record, which is the best in 20 years. He also noted that Alex Rolf recently resigned as the Women's Softball Coach. Co-Athletics Director/Athletic Trainer Elizabeth Show and Women's Volleyball Coach Brittany Jackson have agreed to step in and coach a club-level team this spring (which permits the College to play less than a full schedule of Region 20 opponents, and allows part-time students to participate). The College plans to advertise for a new full-time coach in the near future.

President Midcap also announced that this meeting would be Dean Ouellette's last board meeting since she recently accepted a position with the Garrett County Board of

Education. He thanked her for her significant contributions to the College's success over the last six years. He also thanked her for her willingness to provide consulting services for Carrie Hackett, Director of Fiscal Operations, as she takes over as the College's point person for the audit. Dean Ouellette will also be available to assist the incoming Dean of Administrative Services, whose primary responsibility will be development and management of the College budget, as needed.

He then updated the Board on FY26 funding and related scenarios. He also let the Board know that he will be chairing a Middle States Evaluation Team visit at Northern Pennsylvania Regional College near Erie, PA this fall and visiting their campus in May.

**7. College Administrative & Financial Reports:** No updates or related questions.

- E. EXECUTIVE SESSION:** On a motion by Trustee Ruddell, seconded by Vice-Chair Myers, the Board unanimously recessed the Open Session at 5:45 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): Personnel (1), Board Award (2), Award of Emeritus Status (2), and Room Naming (2).
- F. NEXT REGULARLY SCHEDULED MEETING:** The next regularly scheduled meeting of the Garrett College Board of Trustees is April 15, 2025 at 5:30 p.m. in the #100 Building, Board Room #102.
- G. ADJOURNMENT:** The Board reconvened the Open Session at 6:29 p.m. to vote on C.1. Board Award, C.2. Award of Emeritus Status, and C.3. Room Naming (see details under those particular Action Items on previous pages). On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board then adjourned the Open Session at 6:32 p.m. (Vote=7-0-0).

**Summary of the March 18, 2025 Board Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, March 18<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 Personnel, Board Award, Award of Emeritus Status, and Room Naming.

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:** March 18, 2025 **Time:** 5:45 p.m.

**Location:** Board Room #102 **Motion By:** Trustee Ruddell **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:**

- X   (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;
- X   (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:**

Board Award (2)	Room Naming (2)
Award of Emeritus Status (2)	Personnel (1)

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

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