

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**May 20, 2025**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS:**

1. **Call to Order and Attendance:** Chair Jason Rush called the meeting to order at 5:31 p.m. Other Board Members in attendance included: Ms. Karen Myers-Vice-Chair (via Zoom), 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.

President Midcap and all Board Members welcomed Ms. Lisa Nichols, Dean of Administrative Services, to her first Board Meeting and thanked her for commitment to the College.

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 April 25<sup>th</sup>.
- Governance Committee Updates included:
  - CASC: Pramod Kapoor and John Taylor will continue to serve.
  - SL&SC: Anna James will continue to serve.
  - HRC: Bryan Lewis agreed to serve.
- The next meeting is scheduled for August 19<sup>th</sup>.

**Staff Senate:** No report was provided since no meeting has been held since the last Board of Trustees 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 Trustee Collins, 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 April 15, 2025 Board Meeting*

**C. ACTION ITEMS:**

1. **Appointment of Nominating Committee for FY26 Board Officers:** Chair Rush asked for volunteers to serve on this nominating committee. Trustee Collins, Trustee Heckman and

Trustee Yoder all volunteered to serve. Then, these committee members decided to nominate Jason Rush and Karen Myers to continue to serve as Chair and Vice-Chair, respectively, for FY26 instead of waiting until the June Board Meeting. On a motion by Trustee Yoder, seconded by Trustee Ruddell, the Board unanimously approved the motion for Chair Jason Rush and Vice-Chair Karen Myers to continue to serve in the same capacities for FY26 (Vote=7-0-0).

**D. INFORMATION/DISCUSSION ITEMS:**

1. **Garrett College 2025 MHEC Cultural Diversity Plan:** President Midcap noted that the Board received the draft Garrett College Cultural Diversity Update and Progress Report as well as the related Summary/Narrative via email on May 16<sup>th</sup> to review prior to the May 20<sup>th</sup> Board Meeting. The Board is required by the Maryland Higher Education Commission (MHEC) to approve this progress report by July 1<sup>st</sup> each year. It will be placed on the June 17<sup>th</sup> Board Agenda for final review and approval. He further reported that Ms. Shelley Menear, Director of Institutional Compliance, does an excellent job overseeing this plan for the College.

Board Members then asked some clarifying questions related to the student survey summary and diversity, equity, and inclusion training, but no changes were suggested for the documents as presented.

2. **FY2026 Budget Draft Summary:** President Midcap provided a county budget update after attending the County Commissioners meeting earlier in the day. He also noted that the College will reflect the increases in healthcare and legal services contracts in the final FY2026 budget documents that will be presented to the board for final review and vote during the June 17<sup>th</sup> meeting. He then provided an update regarding State funding, state retirement costs, out-of-state tuition rates, and capital facilities renewal funds.
3. **MSCHE Accreditation/Self-Study Preparation Updates-Standard III:** President Midcap reported that this month's accreditation update highlights *Standard IV: Support of the Student Experience*. Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success. Standards for Accreditation and Requirements of Affiliation, Fourteenth Edition. Middle States Commission on Higher Education (2023)

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

4. **Report of the Chair of the Board:** Chair Rush reminded Board Members to review the Upcoming Events that were listed in the agenda packet.
  - a. **Upcoming Events:** There were no updates to the previously distributed list.
5. **Report of Board Members:** No updates.

6. **Report of the President of the College:** President Midcap displayed a presentation with updates regarding Garrett College's 53<sup>rd</sup> Commencement By the Numbers, Spring 2025 Academic Standing, and Summer/Fall Enrollment Comparisons – FY26 versus FY25.
7. **College Administrative & Financial Reports:** There were no updates or related questions to the previously distributed reports.
- E. **EXECUTIVE SESSION:** On a motion by Trustee Heckman, seconded by Trustee Collins, the Board unanimously recessed the Open Session at 6:10 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); Board Self-Evaluation Survey Results (1); President Evaluation Survey Results (1); and Delegation of Authorization to Recommend Namings/Amounts.
- F. **NEXT REGULARLY SCHEDULED MEETING:** The next regularly scheduled meeting of the Garrett College Board of Trustees is June 17<sup>th</sup> at 5:30 p.m. in the #100 Building, Board Room #102.
- G. **ADJOURNMENT:** The Board did not reconvene an Open Session and adjourned the Executive Session at 6:37 p.m. on a motion by Trustee Heckman, seconded by Trustee Collins (Vote=7-0-0).

**Summary of the May 20, 2025 Board Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, May 20<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 Student Housing, Personnel, Board Self-Evaluation Survey Results, President Evaluation Survey Results, and Delegation of Authorization to Recommend Namings/Amounts.

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:

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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:** May 20, 2025 **Time:** 6:10 p.m.

**Location:** Board Room #102 **Motion By:** Trustee Heckman **Seconded By:** Trustee Collins

**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 Results (1)	Delegation of Authorization to Recommend Namings/Amounts
Personnel (1)	Board Self-Evaluation Survey Results (1)	

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

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