

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 28, 2025
McHenry, Maryland

A. COMMUNICATION ITEMS:

1. **Call to Order/Attendance:** Chair Rush called the meeting to order at 5:02 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 (*joined the meeting at 5:08 p.m.*) and Mr. Duane Yoder. College Administrators in attendance included: Dr. Richard Midcap-President, Ms. Janis Bush-Director of Human Resources, Ms. Lisa Nichols-Dean of Administrative Services, and Mr. Chris Painter-Director of Facilities, Security & Capital Projects.
2. **RECESS OPEN SESSION TO GO INTO AN EXECUTIVE/CLOSED SESSION OF THE BOARD:** On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board unanimously recessed the Open Session at 5:03 p.m. for the purpose of convening an Executive Session to discuss the following matters listed in the chart below (*see also the attached Exclusionary Basis for Closing a Meeting Sheet* and related exceptions covered under the Maryland Open Meetings Act) (Vote=6-0-0):

***For each citation checked on the attached, the reasons for closing and topics to be discussed include:**

#700 Building Discussion (2)	Deans Professional Development Board Survey (1)
FY27 Compensation Plan Discussion (1)	Namings (2)

3. **RECONVENE OPEN SESSION and Update Meeting Participants:** On a motion by Vice-Chair Myers, seconded by Trustee Collins, the Board adjourned the Executive Session at 5:32 p.m. to reconvene the Open Session Meeting. Chair Rush reconvened the Open Session Meeting at 5:36 p.m. once the following people (in addition to the full board and President Midcap) joined/re-joined the meeting - College Administrators: Ms. Christa Bowser-Dean of Academic Affairs; Ms. Carrie Hackett-Director of Fiscal Operations; Dr. Robert "JR" Kerns-Dean of Student Affairs; Ms. Cherie Krug-Executive Director of the Garrett College Foundation/GC Director of Development; Ms. Lisa Nichols-Dean of Administrative Services; and Ms. Julie Yoder-Dean of Continuing Education and Workforce Development. Guests present included: Mr. Rich Lewis-Co-Chair of Faculty Senate; and Mr. Stuart Stickle and Mr. Dillon Lucas of the Rodeheaver Group P.C.
4. **Communication from the Public:** None.
5. **Faculty Senate, Staff Senate, and Campus Advisory & Activities Board (Student) Updates:**

Staff Senate: The Staff Senate Co-Chairs were unable to attend the meeting this evening, so they asked President Midcap to share the following report:

- Staff Senate hosted their first hybrid meeting of the current fiscal year on October 24th. The new format was a great success, allowing 11 additional staff members to join online.
- During the meeting, the Senate unanimously approved the following governance updates: Updated Alcohol, Cannabis, Tobacco, Opioids, and Other Drugs (ACTOOD) Policy; updated

Student Code of Conduct; name change for the Facilities, Finance, Safety, and Technology Governance Committee to the Campus Operations and Resources Committee (CORC); and updated Religious Accommodations Policy.

- The staff also held an open discussion regarding staff experiences with the Casselman Cafe. Several common themes emerged, including a desire for a more varied menu and improvements to the online ordering system. Specific feedback included adding a comment box for instructions and making the weekly specials available to order online. This feedback will be further discussed with Dean Nichols to explore potential enhancements.
- The next Staff Senate meeting is scheduled for November 21st.

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

- The last meeting was held on October 24th.
- Review and discussion of the following policies: updated Alcohol, Cannabis, Tobacco, Opioids, and Other Drugs (ACTOOD) Policy; updated Student Code of Conduct; name change for the Facilities, Finance, Safety, and Technology Governance Committee to the Campus Operations and Resources Committee (CORC); and updated Religious Accommodations Policy.
- The next meeting is scheduled for November 21st in the afternoon following the local High School Junior Preview Day.

CAAB: President Midcap read the following report from CAAB since no student representative was available to attend the meeting:

- September and October events:
 - National Constitution Day/Voter Registration Information Day-September 17th – 37 attendees: 14 in-county, 23 residential.
 - Hazing Awareness Week – 31 attendees: 10 in-county, 21 residential.
 - “Dig Pink” Beanie Giveaway at women’s volleyball match – 75 attendees: 12 in-county, 63 residential.
 - Bring your Teddy Bear to Work/School Day – 67 attendees: 32 in-county, 35 residential.
- Upcoming events:
 - Stress Awareness Day: November 5th.
 - Vanilla Cupcake Day: November 10th.
- New CAAB Board members are Devin Durst and Mia Barrios.

6. **Approval/Changes to the Agenda:** Chair Rush noted that the Board would discuss Agenda Item C.1. first since the College’s auditors were in attendance. On a motion by Vice-Chair Myers, seconded by Trustee Heckman, the Board unanimously approved the agenda as distributed and noted above (7-0-0).

- B. **CONSENT AGENDA:** The following correction was noted in the September 16, 2025 meeting minutes under agenda item D.4.b. – Joint GC and ACM Board Meeting: Vice-Chair Myers reported that ~~she had recently been approached~~ **Trustee Ruddell had recently been approached (and that she had similarly been approached a couple of years ago)** by Mr. Kim Leonard, Chair of the Allegany College Board of Trustees regarding holding a joint “get-to-know-you” Board Meeting with Garrett and Allegany Board of Trustees. President Midcap will work with President Jones to work out the meeting details.

On a motion by Vice-Chair Myers, seconded by Trustee Collins, the Board unanimously approved the Consent Agenda as corrected above and listed below (7-0-0): *1. Approval of the minutes from the September 16, 2025 Board Meeting (V.2).*

C. ACTION ITEMS:

- 1. Garrett College Audited Financial Reports-June 30, 2025:** President Midcap introduced Dean Nichols, who presented a brief overview of the FY2025 financial reports to the Board that included: Status of Audit Reports, Key Influences on FY25 Audit Outcomes, and a chart reflecting Garrett College's Fund Balance from FY21-FY25. She then thanked Ms. Carrie Hackett and Ms. Trisha Mayles for all of their work on the audit this fiscal year.

Dean Nichols then introduced Mr. Stuart Stickel and Mr. Dillion Lucas, Auditors from The Rodeheaver Group, P.C. Mr. Stickel summarized the three reports and required communication letters that were passed out to the Board at the beginning of this meeting. He then explained the adoption of the new standard from the Governmental Accounting Standards Board (GASB) regarding "booking sick leave" and answered a few questions. Next he discussed the Individual Auditors Report, Internal Control Report (no findings or violations) exclusive of the Single Audit (that is not complete to date/on hold pending final OMB issuance of the compliance supplemental from the Federal Government) and related compliance. An unmodified opinion (clean audit) was issued, which indicates that the financial report identified no deficiencies and no internal control weaknesses during the process.

On a motion by Trustee Yoder, seconded by Vice-Chair Myers, the Board unanimously accepted and approved the Garrett College Audited Financial Reports-June 30, 2025 as presented (Vote=7-0-0).

Chair Rush and President Midcap then thanked everyone involved in the successful audit process. Mr. Stickel and Mr. Lucas departed the meeting at 5:58 p.m.

- 2. #700 Building Renovation Recommendations:** Board Members discussed this agenda item with related budget and fund-balance implications during the Executive Session. The plan is to renovate this building to provide facilities to support the College's increase in student athlete enrollment. The project will be completed in four phases with Phase 1 (locker rooms, 2 coaches' offices, athletic training center, athletic training office, laundry room, bathroom, hallways and comprehensive #700 building demolition) and Phase 2 (wrestling room and coach's office) being implemented in FY26. The College will request FY27 funding from the State of Maryland through the miscellaneous general obligation bond fund to complete Phase 3 (Conference Room and two Coaches' Offices) and Phase 4 (Athletic Entrance and Sidewalks). On a motion by Trustee Heckman that was seconded by Vice-Chair Myers, the Board unanimously approved the College to sign a contract with Daikin Applied to implement Phases 1 and 2 of the #700 Building Renovation in an amount not to exceed \$4,738,700 (Vote=7-0-0).
- 3. Printer/Copier Contract:** The College's current printer lease contract ends December 1st. An internal team met with three Sourcewell (state-approved "piggyback" contractors) to discuss new options to meet the College's printer needs for units presently leased as well as

units owed by the College, but serviced through a 3rd-party maintenance agreement. The College recommended awarding the five-year contract to Doceo, who provided the low bid and highest quality product options. The College projects to cut the annual printer costs in half. On a motion by Vice-Chair Myers, seconded by Trustee Ruddell, the Board unanimously approved awarding the five-year printer/copier contract that will begin December 1, 2025 to Doceo (Vote=7-0-0).

4. **CARC Room #931-I Can Swim! Classroom Naming:** Due to the generosity of an anonymous donor, President Midcap and Executive Director Krug recommended that the CARC Room #931 *(the room predominantly used for the I Can Swim! Program/classroom)* be named in honor of Mrs. Gail Getty. Mrs. Getty served as the main swim instructor for this program for approximately 12 years. Since Mrs. Getty was an experienced children's swim instructor, she initiated significant modifications to the program curriculum during the early years that helped the program succeed and continue to be sustainable today. On a motion by Trustee Heckman, seconded by Trustee Collins, the Board unanimously approved naming the CARC Room #931 in Honor of Mrs. Gail Getty (Vote=7-0-0).
5. **Turf Field Naming:** The College administration recommended the naming of the multipurpose turf field in honor of First United Bank & Trust. The College has negotiated a naming fee that is appropriate for a naming of this magnitude.

Since the exact "naming language" (i.e. First United Field, etc.) has not been finalized with the donor, the College administration is seeking Board approval for an official name that is jointly agreed upon by Garrett College's president and First United Bank & Trust's chief executive officer. On a motion by Trustee Heckman, seconded by Trustee Collins, the Board approved the naming of the Turf Field as discussed and noted above (Vote=6-0-1).

D. INFORMATION/DISCUSSION ITEMS:

1. **Credit Card Consolidation Proposal:** The Administrative Services Division is in the process of consolidating the College's current AMEX and BOA Mastercard into one account under the First United-Business Cash Rewards VISA. At present, through the AMEX and BOA Mastercard, the College has an \$84,000 credit limit. To accommodate the growth in athletic teams, all of which travel, the College intends to apply for a \$95,000 credit limit. While there is no provision in the College's Debt Policy ([Garrett College Debt Policy](#)) that requires Board approval of a credit limit increase for short-term debt, this is being shared with the Board as an information item.
2. **Self-Study Update:** The College Self-Study Accreditation Liaison Officer, the Self-Study Co-Chairs and the President's Office recently reviewed feedback on the College's Self-Study Design from MSCHE Vice President Michael Bowden after his visit to campus on September 29th. Updates to the design were then finalized, and the document was emailed to Mr. Bowden on October 23rd for final review and approval.

Also, the College Self-Study Working Groups continue their research and work on the Standards of Accreditation, Requirements of Affiliation, and the evidence expectations by standard.

3. **Policy Updates:** The Alcohol, Cannabis, Tobacco, Opioids, and Other Drugs Policy (ACTOOD) was recently reviewed and updated by Compliance and the Student Life & Services Committee (SL&SC) before moving through Governance. Since the necessary updates to this document relate to the Student Conduct Code, that policy document was also updated.

Also, recent updates to the Governance Charter were necessary due to a vote at the October 3rd Facilities, Finance, Safety & Technology Governance Committee Meeting to change the committee's name to the "Campus Operations & Resources Committee (CORC)".

Finally, the Religious Accommodations Policy was recently reviewed by the Human Resources Committee since the current policy does not have any specific guidance for employees seeking accommodations.

College Council will be reviewing these documents during the first week in November and, if approved, these documents will come to the Board for final review and approval at the November 18th Board Meeting.

4. **Report of the Chair of the Board:**

- a. **Upcoming Events/Upcoming Board Meeting Schedule:** Chair Rush reminded Board Members that the next meeting is scheduled on November 18, 2025 at 5:30 p.m.

5. **Report of Board Members:** None

6. **Report of the President of the College:** President Midcap reported that he is currently working with the President David Jones, Allegany College of Maryland, to find a suitable date and location to hold a joint GC and ACM Board Leadership Meeting in December or January.

President Midcap then displayed and summarized a presentation on Fall 2025 Mid-Term Deficiencies that included: "Deficiency" Defined; Proactive Deficiency Prevention; Fall 2025 Deficiencies for Residential Students, Student Athletes, and the total GC Student Body; Available Academic Support Services; Post-Deficiency Interventions; and Post-Deficiency Impact. All of these current statistics point to mid-term deficiencies being down due to the efforts of all College employees and increased support services.

7. **College Administrative and Financial Reports:** There were no updates or questions related to the previously distributed reports.

- E. **NEXT REGULARLY SCHEDULED MEETING:** The next regularly scheduled meeting will be held on November 18, 2025 at 5:30 p.m.

- F. **ADJOURNMENT:** On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board adjourned the Open Session Meeting at 6:26 p.m. (7-0-0).

Summary of the October 29, 2025 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, October 29th in the Board Room #102 in the GIEC #100

Building at Garrett College. The purpose of this session was to discuss confidential matters regarding the #700 Building Renovation (2); FY27 Compensation Plan (1); Deans Professional Development Board Survey (1); and Namings (2).

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 and four College Administrators were present for this session (see the “roll call” section of the minutes for details).

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:** October 28, 2025 **Time:** 5:03 p.m.

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

Vote to Close Session:

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT	TOTALS
Mr. Jason Rush, Chair	X				
Ms. Karen Myers, Vice-Chair	X				
Ms. Madeleine Collins	X				
Mr. George C. Edwards	X				
Mr. Kurt Heckman	X				
Mr. Gary Ruddell				X-In at 5:08 pm	
Mr. Duane Yoder	X				

**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 INCLUDE:**

#700 Building Discussion (2)	Deans Professional Development Board Survey (1)
FY27 Compensation Plan Discussion (1)	Namings (2)

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

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