

**GARRETT COLLEGE BOARD OF TRUSTEES**  
**OPEN SESSION MEETING MINUTES**  
**January 20, 2026**  
**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 (via Zoom), Retired Maryland State Senator George C. Edwards (via Conference Phone), Mr. Kurt Heckman (via Zoom), Mr. Gary Ruddell (via Zoom) and Mr. Duane Yoder. College Administrators in attendance included: Dr. Richard Midcap-President, Dr. Robert "JR" Kerns-Dean of Student Affairs (via Zoom), Ms. Lisa Nichols-Dean of Administrative Services, and Ms. Julie Yoder-Dean of Continuing Education and Workforce Development. Guests present included: Mr. Richard Lewis, Co-Chair of Faculty Senate; Ms. Erica Hook and Ms. Tasha Mongold-Co-Chairs of Staff Senate; Mr. Andrew Harvey-Director of Financial Aid; and Mr. Dillon Lucas-The Rodeheaver Group P.C.

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

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

**CAAB:** No update this month.

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

- The last meeting was held on January 14<sup>th</sup>.
  - Members discussed the Emeritus Policy and recent nominations as well as possible updates to Tri-model classes.
  - Members also congratulated Ashley Ruby on the successful completion of her doctorate degree.
- The next meeting will be held on Friday, February 20, 2026.

**Staff Senate:** Ms. Erica Hook and Ms. Tasha Mongold, Staff Senate Co-Chairs, shared the following report:

- An email update was sent out to Staff Senate members in lieu of holding a meeting in December – per a membership vote.
  - The update included printer/copier tips from IT for the new Toshiba machines, governance updates, updates from the November Board Meeting, and updates from President Midcap.
- President Midcap, the four College Deans, and Director Sisler will attend the next meeting on Friday, January 23<sup>rd</sup> to present the All-College Forum information since the January 15<sup>th</sup> ACF meeting was cancelled due to inclement weather.
- Staff Senate has established an "Ad-hoc Administrative Sub-committee" for leadership and governance to help develop and mentor members who may be interested in serving as a Co-chair or Recorder in the future.
- A Board Member then asked a clarifying question related to staff members being unhappy with communication – per the recent employee survey. Discussion ensued regarding employees not understanding where to find updated information on the College Intranet and/or employees not being able to attend some departmental or governance meetings due

to work responsibilities. President Midcap and Co-chairs Hook and Mongold noted that communication has been better recently with the development of a President's Office Intranet Page (one central location with links to other areas of the College Intranet to help employees navigate and find updated information) and with more meetings being held "hybrid" (in-person and virtual).

**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 Vice-Chair Myers, seconded by Trustee Collins, the Board unanimously approved the Consent Agenda as distributed and listed below (Vote=7-0-0).

1. *Approval of the minutes from the November 18, 2025 Board Meeting*
2. *FY2027 Holiday Schedule and AY26-27 Academic Calendar*

**C. ACTION ITEMS:**

**1. Garrett College Federal Award Programs Single Audit Report-June 30, 2025:**

President Midcap reported that the Single Audit was not ready last fall with the audit of the regular financial reports due to a delay at the federal level in ratifying rulemaking for this FY25 single audit. Once the updated guidelines were released in late November, our auditors quickly built the FY25 single audit of federal financial aid. He then turned the meeting over to Dean Nichols and Mr. Lucas from The Rodeheaver Group P.C.

Mr. Dillon Lucas then summarized the Single Audit and noted a small change in the reporting packet regarding the "Other Book Report". It was issued with the regular financial report audit in October 2025. He further noted that there were no significant changes, internal controls are good, and there were no findings. The Rodeheaver Group, P.C. issued an unmodified opinion again this year (clean audit/best opinion).

On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board unanimously accepted and approved the Garrett College Federal Award Programs Single Audit Report-June 30, 2025 as presented (Vote=7-0-0).

President Midcap and the Board jointly thanked Dean Nichols, Directors Harvey and Hackett, and their staffs for their work in helping the auditors complete this audit in record time. He also thanked Mr. Lucas for being here tonight to discuss and answer questions.

Mr. Harvey noted that it was a team effort that also included the Office of Records and Registration. Mr. Lucas and Mr. Harvey then left the meeting.

**2. Garrett College 2026 Facility Master Plan Update:** President Midcap reported that every Maryland institution of higher education completes a decennial Facility Master Plan along with annual updates to those plans to the Maryland Higher Education Commission (MHEC).

The 2026 update to Garrett College's FY2022-31 Facility Master Plan was included in the Board Packet. The update focuses on the ongoing 700 Building renovation, and the only other remaining component of the 2022-31 FMP – a potential project that would renovate all of the spaces in the 600 Building that weren't updated via either Facilities Renewal Grant projects or the 600/700 project that created new spaces for our art and radiologic technology courses. The College has not requested Board or County approval of that project, which would take place in FY2031. This project is included in this plan because any potential project requesting state funding has to be included in the Facility Master Plan. If the administration were to recommend this project, we would begin budget planning – called Parts I and II by MHEC – in Fiscal Year 2028 so that state funding could be requested for FY2031.

On a motion by Trustee Yoder, seconded by Vice-Chair Myers, the Board unanimously approved the Garrett College 2026 Facility Master Plan Update as presented and discussed (Vote=7-0-0).

#### **D. INFORMATION/DISCUSSION ITEMS:**

1. **FY2027 Budget Discussion:** President Midcap reported that the College is required to provide County Government with our local budget request for the upcoming fiscal year by the third Friday in February. Our Board is actually ahead of schedule, thanks to the Board's review and input regarding our FY27 compensation plan, which is central to our local request. The College is currently waiting for Governor Moore's FY27 draft budget to drop, which is expected tomorrow. Once that occurs, President Midcap and Dean Nichols will be able to complete the College draft local funding request. The College plans to provide a draft request to the Board for review in early February, with the Board scheduled to vote on the local budget request during the February 17<sup>th</sup> Board Meeting.

Dean Nichols added that the internal budgeting process for FY2027 began last week. The draft budget spreadsheets for each area are due the first week of February and Special Budget Requests are due the following week. Once submitted, Senior Leadership will begin reviewing and preparing the draft Garrett College FY2027 Budget.

2. **Self-Study Steering Committee Update:** President Midcap reported that the working groups assigned to each of the seven Middle States standards of accreditation have submitted their drafts of the standards reports to the Self-study Co-chairs and Liaison. The Self-Study Steering Committee will meet soon to discuss and begin drafting the overall Self-Study Report. He thanked everyone involved in this important process for the College.
3. **Report of the Chair of the Board:**
  - a. **Upcoming Events:** Chair Rush reminded Board Members that the next meeting is scheduled for Tuesday, February 17<sup>th</sup>.
4. **Report of Board Members:** Trustee Ruddell asked a few clarifying questions related to graduation data and follow-up student surveys for credit and non-credit classes. Trustee Yoder reminded Board Members that the Western Maryland Classic High School Basketball Tournament will be held in the CARC next weekend.

- 5. **Report of the President of the College:** President Midcap displayed a presentation for Board Members regarding the following - Credit Enrollment Update; CEWD Enrollment Update; FY27 State Budget Update; Maryland Association of Community College Presidents discussion on Community College Baccalaureates; the recent Southern Mat Club Wrestling Tournament held in the CARC last weekend; the Outdoor Leadership Adventure Education Program’s recent Intro to Alpine Climbing Course held on Mount Washington in New Hampshire; the rescheduled ACF presentations; and the President’s upcoming event travel to the Mountain Maryland PACE Conference (Positive Attitudes Change Everything) in Annapolis, the MACC Trustees Leadership Conference on January 26<sup>th</sup>, and the Maryland Community College Student Advocacy Day in Annapolis on February 5<sup>th</sup>. President Midcap will email a copy of the presentation to Board Members after the meeting.
- 6. **College Administrative & Financial Reports:** Board Members asked a few clarifying questions related to enrollment, the county scholarship, and financial reports.

**E. RECESS OPEN SESSION TO GO INTO AN EXECUTIVE/CLOSED SESSION OF THE BOARD:** On a motion by Vice-Chair Myers, seconded by Trustee Ruddell, the Board unanimously recessed the Open Session at 6:16 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=7-0-0):

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

Citation (Insert # from above)	Topic (We expect to discuss these matters)	Reason for closed-session discussion of topic (We are closing the meeting to discuss this topic because)
§ 3-305(b)(1)	Succession Planning/ Deans Professional Development - Follow-up from November 2025 Board Meeting.	Administrative/Personnel-related discussions are confidential.

- F. **NEXT REGULARLY SCHEDULED MEETING:** The next regularly scheduled meeting of the Garrett College Board of Trustees is February 17, 2026 at 5:30 p.m. in the College’s #100 Building, Board Room #102.
- G. **ADJOURNMENT:** The Board did not reconvene an Open Session Meeting. On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board adjourned the Executive Session Meeting at 6:22 p.m. (Vote=7-0-0).

**Summary of the January 20, 2026 Board Executive/Closed Session Meeting:** A closed session of the Garrett College Board of Trustees was held on Tuesday, January 20, 2026 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 Succession Planning/Deans Professional Development-Follow-up from the November 2025 Board Meeting.

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 two College Administrators (President Midcap and Dean Yoder) were present for this session (see the “roll call” section of the minutes for details).

Respectfully submitted by:

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Dr. Richard Midcap  
President of Garrett College  
Secretary/Treasurer, GC Board of Trustees

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Mr. Jason Rush  
Chair  
Garrett College Board of Trustees

**\*EXECUTIVE SESSION - PRESIDING OFFICER’S WRITTEN STATEMENT FOR CLOSING A MEETING (“CLOSING STATEMENT- EXCLUSIONARY BASIS FOR CLOSING A MEETING”) UNDER THE MARYLAND OPEN MEETINGS ACT (General Provisions Article § 3-305):** 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:** January 20, 2026 **Time:** 6:16 p.m.

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

**Recorded Vote to Close the Meeting:**

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
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 MEETING/SESSION (Check all provisions that apply): The meeting will only be closed under the provision or provisions checked below, all from the Maryland General Provisions Article § 3-305(b):**

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body 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;
- (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, to 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; and
- (15) To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to” (i) “security assessments or deployments relating to information resources technology”; (ii) “network security information,” such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) “deployments or implementation of security personnel, critical infrastructure, or security devices.

For EACH provision checked above, the corresponding topic to be discussed and the public body’s reason for closing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

<b>Citation</b> <i>(Insert # from above)</i>	<b>Topic</b> <i>(We expect to discuss these matters)</i>	<b>Reason for closed-session discussion of topic</b> <i>(We are closing the meeting to discuss this topic because)</i>
§ 3-305(b)(1)	Succession Planning/ Deans Professional Development - Follow-up from November 2025 Board Meeting.	Administrative/Personnel-related discussions are confidential.

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

Signature of Presiding Officer: On file in the Garrett College President’s Office