

GARRETT COLLEGE BOARD OF TRUSTEES
OPEN SESSION MEETING MINUTES
May 19, 2026
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, 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, Professor Christa Bowser-Dean of Academic Affairs, Dr. Robert "JR" Kerns-Dean of Student Affairs, Ms. Shelley Menear-Director of Institutional Compliance, and Ms. Lisa Nichols-Dean of Administrative Services. Guests present included: Mr. Rich Lewis, Co-Chair of Faculty Senate; and Ms. Erica Hook and Ms. Tasha Mongold-Co-Chairs of Staff Senate.

2. Communication from the Public: None

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

CAAB: No report.

Faculty Senate: Co-Chair Rich Lewis provided the following update:

- Faculty Senate met on April 24th. Dr. Midcap attended the meeting to report on the FY27 Budget proposal. Stacy Miller and Rich Lewis were nominated and unanimously approved to remain the Co-chairs of Faculty Senate for another term.
- Dr. Joel Bostic encouraged all faculty members to attend Dr. Bryan Lewis' Differential Equations/Engineering Showcase on May 7th.
- Faculty are currently working on the General Education and Program-level Student Learning Outcomes before going off contract for the summer this Friday.
- Approximately 14 faculty members will be teaching classes this summer.
- Faculty Senate hosted a Faculty/Dean Emeritus Luncheon after the College Commencement Ceremony on Saturday at Uno's. It was well attended by the following Emeritus honorees: Dean Emerita Lillian Mitchell, Dean Emeritus Jim Allen, Professor Emerita Carolyn Deniker, Professor Emerita Beth Luers, Professor Emeritus Peter Skylstad, Professor Emeritus Ron Skidmore, the family of Professor Emerita Terry Kasecamp, and the family of Professor Emeritus Mike Logsdon.
- The next Faculty Senate meeting will be held on August 25th.

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

- The last Staff Senate meeting was held on April 17th.
- Since then, Staff Senate Leadership has sent out the updated Contracted Disability Service Providers Policy & Procedure (discussed at the May 1st College Council Meeting). There were no additional updates and the electronic vote passed.
- They also thanked Director Menear for the detailed information that she includes in the "Compliance Corner" publication that is shared with all employees.

- The next meeting is scheduled for Friday, May 29th at 9:30 a.m. Dean of Continuing Education and Workforce Development Julie Yoder will be the guest speaker. This continues Staff Senate's ongoing mission to build connections between staff and College leadership.

4. **Approval/Changes to the Agenda:** On a motion by Vice-Chair Myers, seconded by Trustee Collins, the Board unanimously approved the agenda as distributed (Vote=7-0-0).

B. **CONSENT AGENDA:** On a motion by Trustee Edwards, seconded by Trustee Ruddell, the Board unanimously approved the Consent Agenda as distributed and listed below (Vote=7-0-0).

1. *Approval of the minutes from the April 21, 2026 Board Meeting*

C. **ACTION ITEMS:**

1. **Garrett College Governance Charter-April 2026 Update:** The Board of Trustees recently asked for additional revisions to the College Governance Charter that clarified the Board's role in institutional governance. The document was updated accordingly and sent through the governance process for review. Staff Senate then asked for additional clarifications regarding the administration's role in managing the day-to-day operations of the College. Other feedback included: adding a link to Appendix A since it is updated frequently and not included within the policy document; and updating titles of Section I-from "Governance and College Management" to "Institutional Governance and Operational Management" and Section II from "Shared Governance" to "Understanding Shared Governance-Overview and Definitions". The charter was updated as noted and sent back through Governance for another review before being brought back to the board for final review and approval. On a motion by Vice-Chair Myers, seconded by Trustee Edwards, the Board unanimously approved the April 2026 Update of the College Governance Charter as distributed and discussed (Vote=7-0-0).

2. **Fundraising Policy and Procedures:** President Midcap reported that the Board approved a streamlined fundraising policy and procedures, including the elimination of the event checklist, the addition of links that provides clarifying information, and a newly streamlined Fundraising Authorization Form. Dean Nichols noted that training on the new procedures will be forthcoming. On a motion by Trustee Heckman, seconded by Vice-Chair Myers, the Board unanimously approved the Fundraising Policy and Procedures as distributed and discussed (Vote=7-0-0).

D. **INFORMATION/DISCUSSION ITEMS:**

1. **FY2027 Budget Draft:** President Midcap noted that no updates have been made to the draft FY2027 budget since the Board reviewed in April. The College is still waiting to hear from the County and State on final FY27 budget appropriations. Once final numbers are acquired, he will send details to the Board and present the final FY2027 Budget at the June Board Meeting for approval.

2. **Plan for Program of Cultural Diversity-Implementation and Progress:** President Midcap reported that a draft Cultural Diversity Plan and Narrative/Progress Report were provided to the Board of Trustees to review. By statute, the plan must be presented to the Board by July 1st of each year and the progress report must be submitted annually to the Maryland Higher

Education Commission by September 1st. The Board will act on both documents at its June meeting. Director Menear then summarized the following:

- **The 2025-2026 Plan included three core goals, each with strategies, responsible parties, timelines, and measurable outcomes.**
 1. Build infrastructure and capacity for campus climate and engagement;
 2. Identify barriers and provide student support systems; and
 3. Create a supportive and inclusive learning/work environment.
 - **Garrett College’s plan and narrative:**
 - Fully align with statutory requirements;
 - Translate diversity into a comprehensive climate and engagement model;
 - Provide clear goals, measurable actions, and documented outcomes;
 - Demonstrate meaningful progress while acknowledging challenges; and
 - Position the institution for greater integration and impact in FY27.
 - **Training and Cultural Competency:** Consistent with MHEC’s requirement for education and training, the College demonstrates an institutional commitment to ongoing education and awareness through required employee training, inclusive SafeZone programming, and the planned expansion of student-focused compliance training.
 - **Programming and Engagement:** The College delivers robust cultural and engagement programming – spanning lectures, international student events, campus dialogue initiatives, and community partnerships – that aligns with MHEC priorities for engagement and inclusion.
 - **Student Support and Barrier Reduction:** Expanded mental health services, food insecurity support (503 SING visits in FY26), and accessibility efforts demonstrate a commitment to improving student success outcomes.
 - **Recruitment and Retention of Underrepresented Groups:** The College has expanded student diversity through broader recruitment while acknowledging ongoing challenges in attracting diverse employees due to regional and resource constraints.
 - **Hate Crime Reporting and Compliance:** The College maintains a comprehensive, compliant reporting framework for Hate Crimes through formal processes, Clery Act adherence, and accessible reporting options, including anonymous pathways.
3. **MSCHE Self-Study Steering Committee Update:** Dean Kerns reported that the Self-Study Co-Chairs and Accreditation Liaison Officer (ALO) continue work on the self-study rough draft. The goal is to have a final draft done by the end of August. Currently, standards 1, 2, and 5 are in the editing phase.
4. **Board Bylaw Review Discussion:** Trustee Yoder and Trustee Collins served on the Board Bylaw Review Committee. A revised draft of the Board Bylaws were previously distributed in the May Board Meeting Materials for members to review prior to the meeting.

Trustee Yoder reported that the current Board Bylaws were updated using the new College Policy Template that includes a “Purpose Statement” and a “Policy Statement” to better define how the Garrett College Board of Trustees governs the College. Trustee Collins and Trustee Yoder also researched and discussed the following as they were determining appropriate updates to the bylaws:

- Garrett College Board of Trustees should be residents of Garrett County – but how is this defined by the Governor’s Appointments Office and Maryland Senate? President Midcap noted that addressing the residency question takes legislative action.
- How are Trustees nominated to serve on the Board? Does Board Leadership advocate with local legislators for individuals to be appointed or is there another process? Board Members agreed that the “full board” should be involved in the overall decision to nominate individuals or ask them to apply to be appointed/re-appointed - even though most of the new application process is online.
- All Board Members agreed that “Replacement of Board Members” should not be included in the bylaws at this time but that the full board and College President should be involved in any discussions moving forward.

The updates discussed will be made to the bylaws and presented to the Board for final review and approval during the June Board Meeting.

5. **Policy Informational Updates from College Council:** The following policies were recently reviewed through College Governance and provided to the Board as “Information Updates” this month. They will be presented as a “Action Items” during the June Board Meeting:

A. Contracted Disability Service Providers Policy: The updated policy was approved by College Council on May 1, 2026. No changes were made to the Policy section. Some titles and wording were updated in the procedural section, and contact information was added at the end.

B. Group Asset Policy: This new policy was recently drafted by the Campus Operations & Resources Committee (CORC) after recommendation by our auditors. It is currently being reviewed by Governance and will be an “Action Item” on the June 2026 Board Agenda.

C. Third-Party Providers Policy: This new policy was recently drafted by CORC per guidance from MSCHE and assistance from the College’s Accreditation Liaison Officer, Compliance, and Self-Study Steering Committee Co-chairs. It is currently being reviewed by Governance and will be an “Action Item” on the June 2026 Board Agenda. Once approved, a campus-wide training will be conducted.

6. **Report of the Chair of the Board:** Chair Rush reported that graduation was a wonderful event and thanked everyone for their hard work to honor our graduates and their families. He also congratulated Coach Hallenbeck and the baseball team for a great season and post-season.

a. **Upcoming Events:** Upcoming events were included in the previously distributed Board Agenda file.

7. **Report of Board Members:** Trustee Ruddell echoed Chair Rush’s comments regarding commencement and further noted that he was pleased to see that a Garrett County dual-enrolled student earned the highest grade-point average and graduated with her associate’s degree before graduating from high school.

- 8. **Report of the President of the College:** In addition to his previously distributed May President’s Report, President Midcap provided the following updates:
 - He thanked Board Members for their attendance at Saturday’s 54th Commencement Exercises.
 - He distributed a handout with “Spring Semester Academic Standing, Spring 2017-Spring 2026 and “Summer/Fall Enrollment Comparison (As of 5.18.2026)”. He then summarized the information and highlighted the positive trends.
- 9. **College Administrative & Financial Reports:** There were no additional comments or questions in relation to the previously distributed College Administrative and Financial Reports.

E. **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 6:27 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 <i>(Insert # from above)</i>	Topic <i>(We expect to discuss these matters)</i>	Reason for closed-session discussion of topic <i>(We are closing the meeting to discuss this topic because)</i>
§ 3-305(b)(1)	Board Self-Evaluation	Evaluations are confidential.
§ 3-305(b)(1)	President Evaluation	Evaluations are confidential.
§ 3-305(b)(2)	Student Housing	Preliminary discussions are confidential.

- F. **NEXT REGULARLY SCHEDULED MEETING:** The next regularly scheduled meeting of the Garrett College Board of Trustees is June 16, 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 and adjourned the Executive Session at 7:01 p.m. on a motion by Vice-Chair Myers, seconded by Trustee Ruddell (Vote=7-0-0).

Summary of the May 19, 2026 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, May 19, 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 upcoming Board Evaluation, Evaluation of the President, and Student Housing.

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. College Administrative Staff Member present included: President Richard Midcap. See the “Call to Order and Attendance” section of the minutes for additional details).

Respectfully submitted by:

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

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: May 19, 2026 **Time:** 6:27 p.m.

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

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:

Citation <i>(Insert # from above)</i>	Topic <i>(We expect to discuss these matters)</i>	Reason for closed-session discussion of topic <i>(We are closing the meeting to discuss this topic because)</i>
§ 3-305(b)(1)	Board Self-Evaluation	Evaluations are confidential.
§ 3-305(b)(1)	President Evaluation	Evaluations are confidential.
§ 3-305(b)(2)	Student Housing	Preliminary 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