

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**April 21, 2009**  
**Garrett College, McHenry, Maryland**

**I. ROLL CALL**

The meeting was called to order at 5:34 p.m. by Ms. Linda Sherbin, Chair. Chair Sherbin welcomed our new Board Member, Mr. Jason Rush, to his first Board Meeting. Other Board Members present included: Dr. Lillian Mitchell, Mr. Dale Schroyer, and Mr. Duane Yoder. College staff members present included: Mr. James Allen, Dr. Rebecca DiLiddo, Ms. Linda Fike, Ms. Josephine Gilman, Mr. Edward Robinson and Ms. Julie Yoder.

**II. APPROVAL OF THE AGENDA**

Trustee Yoder asked to add Vocational Program to the Agenda. The agenda was then approved by acclamation.

**III. PUBLIC COMMENTS**

Members of the Garrett Performance Arts Sub-Committee, Mr. Tom Carr, Mr. Ernie Gregg, and Mr. Bob Huebner, presented information to the Board regarding a County Performing Arts Center and the possibility of locating the facility on the Garrett College Campus in the future. The group stated that the previously selected locations to construct the facility have fallen through and discussed how important a performing arts center is to our community. Board Members and College Administration will review the feasibility study and capital campaign information for the facility and discuss in more detail at a later date.

**IV. APPROVAL OF MINUTES of March 17, 2009**

On a motion by Trustee Mitchell, seconded by Trustee Yoder, the minutes of the March 17, 2009 Board of Trustee Meeting were approved as distributed.

**V. REPORT OF OFFICERS**

**A. Chairperson's Report**

- 1. Upcoming Events:** Chair Sherbin stated that the list of upcoming events was included in the agenda packets.
- 2. Interim President:** Chair Sherbin stated that Dr. Jeanne Neff will begin her duties as Interim President of Garrett College on Monday, May 4, 2009.
- 3. Graduation Reminder:** The Garrett College Commencement Exercises is scheduled for Saturday, May 16, 2009. Please let Ms. Knepp, Executive Assistant to the President, know if you plan to attend.

4. **Maryland State Ethics Commission forms due April 30, 2009:**  
Chair Sherbin reminded all Board Members to please complete their Maryland State Ethics Commission form and submit by April 30<sup>th</sup>.

## **VI. PRESIDENT'S REPORT**

### **A. President's General Report**

Acting President, Dr. Rebecca DiLiddo, summarized her previously submitted report on file. In addition, she noted that she recently attended a Maryland Association of Community College Presidents Meeting in Hagerstown where she received information regarding our State funding for FY 2010.

Trustee Yoder stated that additional information regarding the CTTC Facility in Accident, Maryland has become available. He stated that we may be able to acquire some federal funds for this facility and our vocational programs through the National Recovery Act. Discussion ensued regarding establishing a program committee with members from the College, Board of Trustees, Board of Education, local High schools, etc. Trustee Yoder stated that we may have a small window of opportunity and would like to move forward on this as soon as possible. Dr. DiLiddo and Trustee Yoder will meet to discuss a plan in more detail.

### **B. Academic Affairs General Report**

Dr. DiLiddo summarized her previously submitted report on file.

### **C. Administrative Services General Report**

In addition to her previously submitted report on file, Dean Gilman added that she included the Policies and Procedures Manual for Financial Aid in the agenda packets. She stated that this document is still in draft form but should be finalized by the end of fiscal year 2009. She also noted that the remediation plan in Financial Aid is underway to address the audit findings and that she has included the management response letter in the packets as well. She asked Board Members to please review and email any suggestions to her. Dean Gilman also noted that the new fixed asset system is very good and utilizes "best practices" because the Administrative Assistants in each area will be entering the data and the Business Office will be verifying the data.

Dean Gilman also updated Board Members on the budget for Institutional Scholarships and passed out a draft proposal with clarification of figures for the FY2010 budget year.

Dean Gilman then reported that she will soon provide a written report to Dr. DiLiddo and Board Members regarding the status of the campus easements and right-of-way issues.

Dean Gilman stated that we have been in contact with Mr. John Frey regarding the revision of our Facilities Master Plan. The document can be resubmitted to the state before February 2010.

**D. Student Affairs General Report**

In addition to the previously submitted report on file, Dean Robinson stated that our enrollment numbers are looking very good and we may have a new record of students on campus this fall. He also noted that the residence halls should be at capacity which is 184. We currently have approximately 124 students living in the residence halls.

**E. Continuing Ed. & Workforce Dev. General Report**

In addition to the previously submitted report on file, Interim Dean Yoder stated that she would like to clarify that the CTTC Facility is still in the design stage and that renovations have not begun at this time. We are hoping to go out to bid on May 4<sup>th</sup>, and hoping to begin renovations in July. The Welding program should begin in June in this facility.

Interim Dean Yoder also updated Board Members on the recent increase in Certified Nursing, Massage Therapy, and Customized training numbers. Her staff also held a brainstorming session for future class ideas and discussed bringing back the Elderhostel group, especially since we can use our residence halls to house the participants. Interim Dean Yoder also noted that her office is experiencing billing issues with the Regent program and are concerned about the information needed from the system to complete the CC3 report.

**F. Information Technology General Report**

Dean Torok was unable to attend the meeting. There were no additions to the previously submitted report on file.

**G. Personnel/Human Resources General Report**

In addition to the previously submitted report on file, Ms. Fike stated that the Institutional Research Analyst Search Committee has conducted three out of the four interviews and that the candidates are all very strong. She also reported that a recommendation has been made to her by the search committee for the regular part-time Copy Center Assistant and a volleyball coach has been hired. The advertisements for the temporary accountant and campus facilities secretary were sent out today.

Trustee Mitchell asked about the status of replacing the Coordinator of Student Services. Dean Robinson stated that his department is reviewing the job description and hope to advertise and have someone on board by June of 2009.

Ms. Fike also reported that the Garrett County Government voted to go to self-funding for health insurance for the 2010 fiscal year. Trustee Yoder noted that it is very difficult to stay on top of self-funded insurance unless someone is designated to work on it on a full-time basis. Ms. Fike stated that conversations are continuing regarding this change.

Ms. Fike stated that the payroll transition to Ceridian went fairly smooth but there are still a few issues that we are working through with the Ceridian technicians.

#### **H. Institutional Planning and Accreditation General Report**

Mr. Allen reported that since the approval of the new governance system, Faculty and Staff Senate members have been conducting elections for Committee and Council representatives. Once this process is complete, in mid-May we will hold orientation sessions for the elected individuals. He also noted that the governance charter will also be updated to reflect the new governance system and will include specific charges for the committees and councils.

#### **I. Financial Report**

##### **1. FY 2009 Budget, Expenditures, and Encumbrances Report**

Dean Gilman reported that we are looking good at this time.

##### **2. FY 2009 Operating Cash Forecast**

Dean Gilman reported that Cash flow remains positive throughout FY2009.

### **VII. OLD BUSINESS**

#### **A. Award for Outstanding Contributions to Garrett College**

Trustee Mitchell reported that committee members have selected Mr. Lowell Bender as the recipient of the 2009 Award for Outstanding Contributions to Garrett College. The award recipient will be announced during our commencement ceremony on May 16<sup>th</sup>, but Mr. Bender is unable to attend at that time. The Board will honor him at another mutually agreed upon time.

#### **B. Revised Bylaws**

Tabled

#### **C. Foundation Chairity Event/Alcohol Policy**

Dr. DiLiddo stated that on April 3, 2009 the College Cabinet endorsed the Amendment to the Garrett College Alcohol Policy to allow alcoholic

beverages at college functions, specifically fundraising events. She summarized the policy and asked for Board approval. On a motion by Trustee Schroyer, seconded by Trustee Mitchell, the Amendment to the Garrett College Alcohol Policy, Alcoholic Beverages at College Functions, was unanimously approved by the Board.

**D. Institutional Goals**

Chair Sherbin stated that since Trustee Seib was unable to attend the meeting this evening, she emailed a response to the draft Institutional Goals to Board Members. Trustee Seib stated, "I'd point out that there is still nothing in these goals that would support active recruitment of a diverse student body. Goal 3 was revised with a reference only to "activities" focusing on diversity. Goal 1 uses "diverse" relative to admissions standards and affordability, but not relative to cultural diversity." Trustee Mitchell suggested adding "active recruitment of a diverse student body" after admissions practices in Goal 1 and taking out the first sentence, "In order to accomplish its mission, Garrett College will". Mr. Allen stated that he would make the changes. On a motion by Trustee Mitchell, seconded by Trustee Schroyer, the Garrett College Institutional Goals were approved with the above noted addition and correction.

Mr. Allen then passed out two handouts: Values and Carroll Community College Mission-Critical Institutional Goals. He asked Board Members to review the Value statements and email him with questions or changes. He also noted that the document from Carroll Community College is an example of what we would like to work toward. This document would serve as a good reporting tool and is important in terms of our Institutional Assessment process.

**E. Add/Withdrawal/Drop Policy and Catalog Wording**

Dr. DiLiddo stated that this item is a follow-up on a discussion held with Board Members in September 2008 regarding an exception to policy and updating our Catalog wording. She stated that she has worked with faculty members to promote attendance and this document is a reflection of these discussions. She then summarized the document that included registration information; new academic regulations beginning Summer II 2009; adds, drops, and withdrawal procedures; and enrollment and grading status information. Dr. DiLiddo stated that there are two parts to this document that still need to be finalized with the new Director of Financial Aid: process for formal withdrawal from the institution and leave of absence policy. Board Members suggested adding a statement at the bottom of the document that states that exceptions to these policies and procedures must be petitioned to the Dean of Academic Affairs. On a motion by Trustee Rush, seconded by Trustee Schroyer, Board Members voted to approve the document that will be included in the College catalog subject to the two additions noted above.

**F. Vocational Program**

This item was previously discussed under the President’s General Report.

**VIII. NEW BUSINESS**

**A. Commencement Speaker**

Dr. DiLiddo announced that Senator George Edwards will be the speaker for the 2009 Garrett College Commencement Ceremony.

**B. Approval of Graduates**

Dr. DiLiddo reported that 134 students with 138 awards have been certified by the Director of Records and Registration as prospective graduates for May 2009. On a motion by Trustee Mitchell, seconded by Trustee Schroyer, Board Members approved the list of prospective graduates pending successful completion of their spring semester courses.

**IX. SCHEDULE OF NEXT MEETING:**

The next regularly scheduled Board of Trustee meeting is scheduled to be held on Tuesday, May 19, 2009 at 5:30 p.m. at Garrett College.

**X. MOTION TO RECESS THE OPEN SESSION MEETING FOR THE PURPOSE OF GOING INTO A CLOSED SESSION MEETING OF THE BOARD**

The Board had a number of items to discuss in a closed session. The titles of these items as well as the related exceptions under the Open Meetings Law are noted below. On a motion by Trustee Mitchell, seconded by Trustee Schroyer, the Board adjourned the open session meeting at 7:35 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Financial Aid Office Update	1
Presidential Evaluation Form	1
Board Self-Evaluation Instrument and Schedule	1
Personnel Actions	1
Capital Projects	2

Respectfully submitted by:

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Rebecca M. DiLiddo, Ph.D.  
 Acting President, Garrett College  
 Secretary/Treasurer, Board of Trustees

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Linda S. Sherbin  
 Board Chair