

**GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 20, 2009
McHenry, Maryland**

I. ROLL CALL

The meeting was called to order at 5:30 p.m. by Ms. Linda Sherbin, Chair. Other Board Members present included: Ms. Vianne Bell, Dr. Lillian Mitchell, Mr. Dale Schroyer, Ms. Ruth Seib and Mr. Duane Yoder. College Staff Members present included: Dr. Jeanne Neff – President, Mr. James Allen, Dr. Rebecca DiLiddo, Ms. Linda Fike, Ms. Josephine Gilman, Ms. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder.

II. APPROVAL OF THE AGENDA

Chair Sherbin added the topic “Student Residence Environment” under new business. On a motion by Trustee Bell, seconded by Trustee Schroyer, the Board approved the agenda with the above addition.

III. PUBLIC COMMENTS

Chair Sherbin reported that she recently received a letter from the Garrett County Performing Arts Council following up on the possibility of a Performing Arts Center on campus. Dr. Neff recently met with a representative of this group and noted that a building of this nature is in the College Facilities Master Plan but, from a financial standpoint it would not be in the immediate future. Board Members agreed to invite the group back to a Board Meeting in the Spring for further discussion.

IV. APPROVAL OF MINUTES of September 15, 2009

On a motion by Trustee Bell, seconded by Trustee Schroyer, the minutes of the September 15, 2009 Garrett College Board of Trustee Meeting were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin reported that Dr. Neff was the guest speaker at a well-attended Women’s Conference on Sunday at the College. She also noted that the All College Forum held today on campus went well, and that the next All College Forum is scheduled for Wednesday, November 18, 2009 at 8:30 a.m. in CE 224. The

College is also hosting an Admissions Open House on October 31st, and there is no Board Meeting scheduled in December. Ms. Fike stated that the College "Tis the Season" party will be held on Friday, December 4, 2009 at the Will O'the Wisp Resort at 6:00 p.m. Invitations will be sent to Board Members and employees.

VI. PRESIDENT'S REPORT

A. President's General Report

In addition to the previously submitted report on file, Dr. Neff reported that the Board would be discussing the timeline for the Presidential Search and appointing a search advisory committee during the Closed Session Meeting later this evening. She also reported that the building location of the CARC has been modified due to lake zoning issues. The buildings will be aligned along Mosser Road with parking up the hill with a shorter connector. The hospital has also signed off on the physical therapy section and we are acquiring feedback regarding the pool specifications. We hope to have everything finalized in the next few weeks in order to go to bid by early January.

B. Academic & Student Affairs General Report

In addition to the previously submitted report on file, Dr. DiLiddo reported that the new procedure for checking student attendance seems to be working well especially in regards to financial aid requirements. Mid-term grades are due in by Friday, October 23, 2009. Discussion ensued regarding the fact that some students have already failed because of the stricter guidelines, appropriate attendance procedures for each program area or class, and plans for students absent with the flu.

C. Administration and Finance General Report

In addition to the previously submitted report on file, Dean Gilman reported that the FY2009 audit is ongoing. The auditors are relatively close to completing the single audit (A133 audit). They have information for the general audit and will be on campus through next week and beyond until the audit is complete. We have a commitment to MHEC to finalize the CC4 report by November 30, 2009. We hope to have it completed before the next Board Meeting on November 17th, but we may need to hold a Special Board Meeting to approve it.

Dean Gilman also passed out three reports: Garrett College Tuition Revenue Report 1st Quarter FY2009/10; Garrett College Statement of Budget, Expenditures, and Encumbrances; and Garrett College Cost

Containment. She summarized the reports and explained that concerns still remain regarding additional State budget cuts.

D. Continuing Ed. & Workforce Dev. General Report

In addition to the previously submitted report on file, Dean Yoder reported that the open enrollment courses began slowly this fall but have picked up during the month of October. The customized/contract training has increased with a potential to grow even more. Four priority themes have been identified for the CEWD area: Outreach and Involvement; Marketing; Program Development and Evaluation; and Operations and Efficiency. Focus group meetings are ongoing to assist with programming opportunities. Many community partners are involved with this process, but additional feedback from current and former students is still needed. Dean Yoder invited the Board Members to attend the next focus group meeting to be held on Thursday at 11:00 a.m. if available.

Her department has also identified eleven new instructors through program evaluation and advertising processes who will attend the “train-the-trainer” class next week. Dean Wellham and Ms. Melissa Parker have also joined the CEWD marketing group to work on campus-wide data collection and planning efforts. Discussion ensued regarding the online Ed2Go classes, current non-credit course offerings available through Maryland Online, and developing our own online offerings in the future.

E. Marketing & Enrollment Management General Report

In addition to the previously submitted report on file, Dean Wellham reported that Ms. Linda Stevanus has accepted the Webmaster position and will begin employment on November 2, 2009. She also summarized the New Student Survey Results and responses, future plans to survey local high school students, the positive responses from the “Newsbeat” section in the *Republican* Newspaper, the new billboard on Rt. 219 located close to the State Police Barracks when travelling from the Accident area, and spring 2010 new applicants.

F. Information Technology General Report

Dean Torok did not have any 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 reported that a flu clinic was held on campus today through the local Health Department in which 17 College employees and 25 GIEC employees were vaccinated. We are also signed up to host an H1N1 vaccination clinic if enough vaccine is available in Garrett County. Discussion ensued regarding the current configuration of the Residence Hall Coordinator, Assistant Coordinator, and Part-time Assistant during the evening hours.

H. Institutional Planning General Report

Mr. Allen did not have anything to add to his previously submitted report on file. Members asked a question regarding the supervisory responsibilities for the current Institutional Research Analyst. Mr. Allen explained that he is the current supervisor. This position is being filled part-time on a temporary basis until the Human Resource Consultant has completed his research. Members thanked Mr. Allen and everyone who was involved with the Middle States Monitoring Report process and our positive response received.

VII. OLD BUSINESS

A. CTTC Facility/Expansion of Vocational Programs

Dean Yoder reported that her staff recently visited the facility and renovations are going well. The Feasibility Study has not developed to date, but work continues with the consultant to move forward as soon as possible. Dr. Neff noted that we still need to work out details relating to the ownership of the building during the gap period before programming will actually begin in the facility.

B. CARC Facility

Dean Gilman reported that a letter of intent has been signed by the Foundation for the purchase of additional property for this facility. They are currently waiting to finalize funding sources before the contract can be signed. We have received permission from the current owner to go onto the property to survey. She also noted that current "Green Initiatives" for the facility were discussed this morning at the All College Forum, a conference call with the architects has been scheduled for Thursday, and a CARC Steering Committee Meeting is scheduled on Friday.

C. Inclusion of “Quorum” definition in Bylaws

This information item provided Board Members with an updated copy of the Bylaws that include the recent clarification of the definition of “quorum” of the Board.

VIII. NEW BUSINESS

A. Debt Policy

Dean Gilman explained that the State Treasurer’s office requires all government units (including Community Colleges) to submit a debt policy. She then summarized the draft resolution included in the agenda packets and noted that the resolution must be submitted by November 30, 2009 to the State. On a motion by Trustee Seib, seconded by Trustee Yoder, the Board approved the Garrett College Board Resolution #2009-05 to Establish a Debt Policy.

B. Student Residence Environment

Chair Sherbin stated that some Trustees have heard complaints regarding noise levels inappropriate to rest or study and concern for safety of the resident assistants in the residence halls. They asked Dr. DiLiddo to look into these concerns and report back to them next month about the appropriate mechanisms that are in place to deal with such problems. Dr. DiLiddo explained the current quiet hours after 10:00 p.m. and steps that have been taken to discipline offenders for inappropriate behavior in the residence halls. Discussion ensued regarding residence halls that were not adequately soundproofed during construction, a more organized disciplinary process in place this year, adjustments in residence hall staff, assistance from the Security Department, creating more on-campus activities for students, identifying additional quiet study spaces on-campus, utilizing the new counselor, and emphasis on student responsibilities.

IX. SCHEDULE OF NEXT MEETING

The next meeting of the Garrett College Board of Trustees is scheduled to be held on November 17, 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 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 Bell, seconded by Trustee Seib, the Board adjourned the Open Session Meeting at 6:54 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
IT Network Security Audit	10
Mission and Role of Athletics	1
Follow-up to Board Retreat (<i>Appointment of Search Committee</i>)	1

Respectfully submitted by:

Jeanne H. Neff
President, Garrett College
Secretary/Treasurer Board of Trustees

Linda S. Sherbin
Chair
Garrett College Board of Trustees