

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
February 23, 2010
McHenry, Maryland

I. ROLL CALL

The meeting was called to order at 5:34 p.m. by Ms. Linda Sherbin, Chair. Other Board Members present included Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Dr. Lillian Mitchell, Mr. Jason Rush, 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

On a motion by Trustee Mitchell, seconded by Trustee Bell, the agenda was approved as distributed.

III. PUBLIC COMMENTS

None at this time.

IV. APPROVAL OF MINUTES of Regular Board Meeting held on January 19, 2010

On a motion by Trustee Bell, seconded by Trustee Mitchell the minutes of the regular Garrett College Board of Trustees Meeting held on January 19, 2010 were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin noted that some events were postponed due to inclement weather. Members will be notified via email with the updated information as it becomes available.

VI. PRESIDENT'S REPORT

A. President's General Report

Dr. Neff summarized her previously submitted report on file and noted that the College senior management is focusing on themes of strategic importance and elements to sustain or build enrollment.

B. Academic & Student Affairs General Report

Dr. DiLiddo reported on the following items:

- The College Health Services department would be sponsoring a Blood Drive on campus tomorrow.
- Her department is in the process of developing the fall schedule, reviewing adjunct scheduling, and planning for an upcoming tight budget year.
- The changes to developmental instruction have been going well and have resulted in reduced spending and students progressing through the classes at a faster rate.
- The COMPASS test will be given in our local high schools this Friday, weather pending. All juniors will be tested in mathematics and some seniors will be tested on their writing skills.
- Her department is also reviewing the advising process and plans to restructure to provide better leadership and training.

C. Administration and Finance General Report

In addition to the previously submitted report on file, Dean Gilman passed out the FY2010 Statement of Budget, Expenditures, and Encumbrances Report and Unrestricted Funds Actual-Budget as of 12/31/2009. She then summarized the reports and answered related questions. She also reported that with the assistance of Senator Edwards, we were able to acquire the correct prevailing wage data last week from the State for the CARC bids. The College is now scheduled to accept and open bids at 2:00 p.m. Thursday, February 25, 2010.

D. Continuing Ed. & Workforce Dev. General Report

In addition to the previously submitted report on file, Dean Yoder reported that she has been involved in successful discussions with the Town of Oakland regarding acquiring additional space at the Southern Outreach Center. She noted that some upgrades will be necessary, but with the additional space we will be able to expand our program offerings.

She also updated members regarding a new RFP for the ABE Program that has transitioned from the State Department of Education to the Maryland State Department of Labor and Licensing. She also continues to work with Academics regarding the Bridge to College program in order to better assist the large number of ABE students that we enroll.

Dean Yoder and Mr. Allen are also working on a workforce training expansion proposal for the CTTC Facility and hope to meet with County Officials soon to acquire additional input.

E. Marketing & Enrollment Management General Report

In addition to the previously submitted report on file, Dean Wellham updated board members on the following:

- Current enrollment numbers in comparison to last Spring.
- Her department is planning to host an Adult Learner Conference.
- She is researching how to utilize WebX at Garrett College.
- She has been working with the Registrar and Institutional Research to project enrollment numbers that are based on programs for budgeting purposes.

F. Information Technology General Report

Dean Torok did not have anything to add to her previously submitted report on file.

G. Personnel/Human Resources General Report

In addition to the previously submitted report on file, Ms. Fike updated Board Members on the following items:

- She has forwarded 23 applications for the Multimedia Support Technician Position for committee review.
- We have received 62 applications for the Director of Athletics position. The newly appointed committee will meet on Monday to review.
- We are starting to receive resumes for the Office Associate I and Office Associate II positions.
- Professor Lonnie Brewster is doing well and anticipates being able to come back to work in approximately three weeks.

H. Institutional Planning General Report

In addition to the previously submitted report on file, Mr. Allen reported that the All College Forum has been rescheduled for Friday, February 26, 2010 at 1:00 p.m. to allow the College Community additional time to review the draft Human Resource Manual items.

VII. OLD BUSINESS

A. CTTC Facility/Expansion of Vocational Programs

Dean Yoder reported that the renovations are going well and a progress meeting will be held next week. She also noted that the equipment is slowly coming in and we are reviewing the ARC funding RFP to see if we are able to develop the other parts of the building as well. She also continues to meet with local employers. Garrett Container Systems is planning to donate to the Robotics Welding Program, and we are waiting

on the results of the feasibility report from the consultant. We are hoping to hold a grand opening at the facility and host a Board Meeting at the facility once renovations are complete.

Trustee Yoder described a pilot project to provide several low-income families with career counseling and placement services and discussion followed concerning the need for a local center that provides this “missing link”.

B. CARC Facility

Dean Gilman reported that the bids will be accepted on Thursday, February 25th and hopes to have a good turnout. She also reported that the Panorama demolition is a little behind schedule because of the recent inclement weather, but the contractor, Spiker Brothers, Inc., has done an excellent job of recycling the materials and continues to update us on the progress being made.

VIII. NEW BUSINESS

A. Tuition Increase

Dean Gilman reported that she recently met with County Officials to discuss our proposed \$4.00/credit hour increase to the in-county tuition rate. Once the officials heard the reasoning behind the increase, they thanked the College for consulting with them and approved the increase. On a motion by Trustee Seib, seconded by Trustee Bell, the Garrett College Board of Trustees approved the implementation of a \$4.00/credit hour increase for the in-county tuition rates as proposed by Dean Gilman.

B. Committee for Award for Outstanding Contributions to Garrett College

Board Members asked that the forms be updated and a deadline set for mid-March. The following members volunteered to serve on the Committee for the Award for Outstanding Contributions to Garrett College: Trustee Mitchell, Trustee Seib, and Trustee Rush. The committee will submit an award recipient to the Board during the April 2010 meeting for approval and presentation at the College Commencement Ceremony on May 15, 2010.

IX. SCHEDULE OF NEXT MEETING

The next regularly scheduled meeting of the Garrett College Board of Trustees is scheduled for Tuesday, March 16, 2010 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 Mitchell, seconded by Trustee Bell, the Board adjourned the Open Session meeting at 6:44 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Presidential Search	1
New Board Member Discussions	1

Respectfully submitted by:

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

Linda S. Sherbin
Chair, Garrett College Board of Trustees