

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 19, 2010
McHenry, Maryland

I. ROLL CALL

The meeting was called to order at 5:32 p.m. by Ms. Linda S. Sherbin, Chair. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Dr. Lillian Mitchell, and Mr. Duane Yoder who joined the meeting via telephone. College Staff members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Dr. Rebecca DiLiddo, Ms. Linda Fike, Ms. Josephine Gilman, Mr. Fred Learey, Ms. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder.

II. APPROVAL OF THE AGENDA

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

III. PUBLIC COMMENTS

None at this time.

IV. APPROVAL OF MINUTES of Regular Board Meeting held on September 21, 2010

On a motion by Vice Chair Seib, seconded by Trustee Bell, the minutes of the September 21, 2010 regular Board Meeting were approved as presented.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin summarized the upcoming events. She reminded Board Members about the All College Forum scheduled for October 29, 2010 and the Board Retreat on November 1, 2010.

2. ACCT Community College National Legislative Summit

Dr. MacLennan reported that each Board Member received a copy of the ACCT Community College National Legislative Summit in their Board packets. Discussion ensued regarding other available training opportunities for Board Members and the legislative focus of the ACCT conference.

VI. PRESIDENT'S REPORT

A. President's General Report

Dr. MacLennan summarized his previously submitted board report that included a memo recently distributed to the College Community. The memo included outcomes and Executive Council commitments related to six specific themes (Communication, Governance, Recent College Policy Changes, Institutional Direction, Diversity, and Performance Evaluation) that resulted from the College Listening Sessions held this semester.

In addition to the previously submitted report on file, Dr. MacLennan passed out notes from the recent White House Summit on Community Colleges, and reported that several members from the College would be attending a "completion summit" on December 3, 2010. He noted that some funding may be tied to "completion" in the future.

B. Academic Affairs General Report

In addition to the previously submitted report on file, Dr. DiLiddo reported that the student portal has been open since the beginning of the semester, but we have recently launched an informational campaign for better student awareness of how to use and access the portal. She noted that it is very important for students to access the portal at this time because we will no longer be mailing out student grades. Students can review their schedules, grades, graduation audits, bills, holds, faculty schedules, etc., through the student portal.

Discussion ensued regarding student-to-faculty ratios, new developmental math class format and timeliness of completion, and the increase in adjunct faculty class numbers.

C. Administration and Finance General Report

In addition to the previously submitted report on file, Dean Gilman reported that we recently received a letter from MHEC regarding their deadline for receiving our audit information and our extension request. She noted that there are a variety of reasons why the audit is not yet complete. The President has asked that we form a task force to work on the timeliness of the process and ensure that we meet the MHEC deadline next year.

She also reported that the CARC project is on schedule, the renovation at the Southern Outreach Center will cost an additional \$4,000 due to mold problems discovered in the walls, and that the 2010 Security Report is complete and has been posted to the College website.

She then passed out and summarized two reports: Garrett College Statement of Budget, Expenditures, and Encumbrances – unaudited and unadjusted for the period ending 7/1/2010 to 9/30/2010; and Garrett College Fiscal Year 2011 unrestricted funds actual-budget to September 30th.

D. Student Life General Report

In addition to the previously submitted report on file, Dr. Brelsford reported that basketball season is just beginning and that volleyball season has just ended with five victories on the books. Also, study halls and tutoring sessions have been arranged for athletes needing assistance and intramural flag football and three-on-three dodge ball are going very well. Upcoming programs scheduled include: Day of Remembrance for youth suicide prevention, a domestic violence program, Halloween Dance, costume day, film nights, and trip to the Inner Harbor in Baltimore at the end of the month.

He also reported that discipline is down for this year and we hope that it is due to the increased activities being offered to students. Many noted that students seem happier, love the food, and the dorm environment is better this year as well.

E. Continuing Ed. & Workforce Dev. General Report

In addition to the previously submitted report on file, Dean Yoder reported that she recently changed the structure of her monthly board report based on their internal enrollment numbers. She hopes to continue to improve the report by working with the Institutional Research Analyst. She also reported that personal interest course enrollment is down across the state and customized training is up, the first customized training at the CTTC Facility will be held soon with Garrett Container Systems, and we are working to revamp the massage therapy program with a different format.

F. Marketing & Enrollment Management General Report

In addition to the previously submitted report on file, Dean Wellham reported that we are fortunate to have Ms. Stevanus as our Webmaster as she is responsive and continues to enhance the website as requested. She then reported on the following: CARC FAQ's have been posted to the website, Student Life has received the most "hits" on the website lately, spring applications numbers are even with this time last year, the recent Open House was a success with 81 participants, another Open House is scheduled for November 18th, we will be hosting a Financial Aid night,

and the Allegany College Nursing Program will hold its graduation ceremony on our campus on December 18, 2010.

Discussion ensued regarding ease of finding faculty and staff contact information on the website and how to remedy the problem.

G. Information Technology General Report

Updates to the previously submitted report on file include: the T-1 to the CTTC was installed by Verizon on October 11th and the cutover to our network was complete, the Message Waiting Indicator malfunction has been resolved with the IP Telephony System, and the monthly IT Rap Sessions will begin again on October 28th from 12:00 Noon – 1:00 p.m.

H. Personnel/Human Resources General Report

There were no additions to the previously submitted report on file.

I. Institutional Planning General Report

In addition to the previously submitted report on file, Mr. Allen reported that Ms. Ashby, Institutional Research Analyst, has recently updated the 2009 data and charts under assessment measures in the Strategic Plan. Executive Council Members are reviewing the data and hope to provide an assessment and analysis of the plan to the Board during the November meeting. A request was made to include anecdotal evidence (i.e. personal success stories) to the summary report.

J. Development/Garrett College Foundation

In addition to the previously submitted report on file, Mr. Learey reported that the Inauguration Steering Committee met today to begin planning for the event scheduled for April 8 and 9, 2011. He also noted that a memorial service for Professor Emeritus Joan B. Crawford will be held in the auditorium on October 30, 2010 at 11:00 a.m. The Foundation has also been receiving donations for the Joan B. and William E. Crawford Scholarship per a request from the Crawford family.

VII. OLD BUSINESS

A. Board Bylaw Update

Board Members discussed a few wording changes to the bylaws during the October 2010 Meeting. The current bylaws indicating the proposed changes were included in the October Board Agenda packets. Vice Chair Seib noted a few additional typographical changes related to the

Maryland Code (i.e. Subtitle 1 instead of Subtitle 2) that should be updated as well. The additional proposed changes to the bylaws are as follows: the following should be added to the end of the first sentence under Article 6 – Contracts and Finances, Section 1 – Execution of Contracts - “except as otherwise required by law (Example: real estate transactions)”.

On a motion by Trustee Bell, seconded by Vice Chair Seib, the Garrett College Board of Trustees approved the changes to the bylaws as presented and discussed.

VIII. NEW BUSINESS

A. CARC Program Development

Dean Yoder reported that the CARC Project is on schedule and that we are moving forward with program planning for the facility. She then passed out a draft copy of proposed membership fees associated with the CARC Project. She explained the different levels of fees for individuals, families, seniors, low-income, etc., and in-county, out-of-county, and out-of-state fees. She noted that we still have much work to do to finalize this document and appreciates any input.

IX. SCHEDULE OF NEXT MEETING:

The next regularly scheduled meeting of the Garrett College Board of Trustees will be held on November 16, 2010, 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 Vice Chair Seib, the Board recessed the Open Session Meeting at 6:54 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Board Retreat	1
New Board Member Update	1
F.A. Program Review	2

Respectfully submitted by:

Richard L. MacLennan
President, Garrett College
Secretary/Treasurer, Board of Trustees

Linda S. Sherbin
Chair
Garrett College Board of Trustees