

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 16, 2009
Garrett College, McHenry, Maryland

I. ROLL CALL

The meeting was called to order at 5:35 p.m. by Ms. Linda Sherbin, Chair. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Dr. Lillian Mitchell, and Mr. Duane Yoder. (Note: Mr. Dale Schroyer joined the meeting at 5:40 p.m. and Mr. Jason Rush joined the meeting at 6:00 p.m.). College staff members present included: Dr. Jeanne Neff – President, Mr. James Allen, Ms. Josephine Gilman, and Ms. Cathy Torok. Guests present included: Ms. Cissy VanSickle, Garrett College Financial Aid Director.

II. APPROVAL OF THE AGENDA

Dr. Neff noted that under New Business, Item B - Special Meeting Dates, she would be discussing the larger schedule leading up to the Middle State Monitoring Report that is due on September 1, 2009.

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

III. PUBLIC COMMENTS

None

IV. APPROVAL OF MINUTES of May 19, 2009

On a motion by Trustee Bell, seconded by Trustee Mitchell, the minutes of the May 19, 2009 Board of Trustee Meeting were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin noted that the upcoming events will be updated soon with some special meeting dates. She also thanked the Trustees for the consistent attendance.

VI. PRESIDENT'S REPORT

A. President's General Report

Dr. Neff did not add anything to the previously submitted report on file.

B. Academic Affairs General Report

Dr. DiLiddo is currently attending a Community College of the Appalachia Conference in Asheville, NC. There was no additional information to add to her previously submitted report on file.

C. Administrative Services General Report

In addition to the previously submitted report on file, Dean Gilman reported that the auditors have delivered their engagement letter and will meet with her department later in the week to discuss the new audit standards.

D. Student Affairs General Report

Since Dr. DiLiddo was unable to attend the meeting, Board Members asked Dr. Neff a few clarifying questions regarding the enrollment chart and dorm update in the previously submitted report on file.

E. Continuing Ed. & Workforce Dev. General Report

Interim Dean Yoder was unable to attend the meeting this evening due to a prior commitment. To summarize her previously submitted report on file, she has been working hard on curriculum development for the CTTC and representing the College at various local and state meetings.

F. Information Technology General Report

In addition to the previously submitted report on file, Dean Torok reported that the communications infrastructure for the old library space will be completed this week. Trustee Seib asked Dean Torok a question regarding the site survey for the campus wireless network and the CARC project. Dean Torok noted that any changes that occur on campus will impact the site survey and we cannot continue the implementation of the wireless network until the site survey is completed. Most areas on campus already have wireless access; it is only a few buildings and the dorms that currently do not have this capability.

G. Personnel/Human Resources General Report

Ms. Fike is on vacation this week. In addition to the previously submitted report on file, Dean Gilman reported that the Financial Aid Counselor position has been filled by Ms. Kathy Fauber. Ms. Fauber currently splits her time between the Business Office and Personnel Offices. Dean Gilman stated that we would soon be advertising for an accountant position.

H. Institutional Planning and Accreditation General Report

Mr. Allen emphasized the need to approve and implement the new Strategic Plan prior to the submission of the monitoring report. Dr. Neff discussed the timeframe and campus-wide involvement for the new Strategic Plan. Mr. Allen noted that he would be sending information to Board Members electronically to ensure that everyone can provide input and receive regular updates on progress. He noted that the monitoring report is restricted to 25 pages but there would be extensive documentation attached.

I. Financial Report

1. FY 2009 Budget, Expenditures, and Encumbrances Report

Dean Gilman reported that there was an error in the scholarship report that was previously sent to Board Members. The figure should be \$330,660.50 instead of \$403,891 for year to date actual amounts.

2. FY 2009 Operating Cash Forecast

Dean Gilman reported that Cash Flow is positive with no issues at this time. The only issue we are having is pulling the report from the system. Her office is working to correct the problem between an old Lotus file and the new REGENT software system.

VII. OLD BUSINESS

A. CTTC Facility/Expansion of Vocational Programs

Dr. Neff passed out a report prepared by Interim Dean Yoder which summarized the bid status for the facility, programming opportunities, grant opportunities, Frederick Community College's Advanced Workforce Training Center, the Weatherization Project, and Green Jobs. The Frederick Center is very similar to the CTTC and we are invited to visit it to learn more about its operation.

B. CARC Facility

Dr. Neff reported that Board Members received updated information regarding the CARC Project that was recently presented to the Garrett County Commissioners. Discussion ensued regarding opposing groups, community concerns, strategies, architect schedule, bid process, etc. Monthly Steering Committee Meetings will be scheduled and Board Members are invited to participate.

VIII. NEW BUSINESS

A. Board Scholarship Update

In the previously submitted report on file, Board Members received information regarding the students who received the Garrett College Board of Trustee Annual Scholarships. There was no additional information to report at this time.

B. Special Meeting Dates

Dr. Neff stated that we need to schedule a Special Board Meeting in late June to review preliminary FY2009 outcomes and approve the FY2010 Budget. Board Members agreed to meet on Tuesday, June 30, 2009 at 5:30 p.m. at Garrett College.

Dr. Neff also stated that we need to schedule a Special Board Meeting in mid to late August to review and approve the Middle States Monitoring Report for submission by September 1, 2009. Board members agreed to meet on Tuesday, August 25, 2009 at 3:00 p.m. at Garrett College.

Dr. Neff also passed out an invitation on behalf of the Center for the Advancement of STEM Education (CASE). Garrett College Board Members and Administrators are invited to the Opening Ceremonies and Dinner of the 2009 STEM Summer Teacher Training Institute to be held on Sunday, July 5, 2009 at 4:00 p.m. at the Wisp Resort and Conference Center.

IX. SCHEDULE OF NEXT MEETING:

The Annual Dinner Meeting of the Garrett College Board of Trustees is scheduled to be held on Tuesday, July 21, 2009 at 5:30 p.m. at the Santa Fe Grille, McHenry, Maryland.

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 6:34 p.m.

Board Members then took a break for dinner and to present the 2009 Outstanding Contributor Award to Mr. Lowell Bender, Retired Dean of Continuing Education and Workforce Development at Garrett College. The

Board thanked Mr. Bender for his years of service and dedication to the College and presented him with two plaques in appreciation of his efforts.

| TOPICS TO BE DISCUSSED | REASON FOR CLOSING |
|-------------------------------|---------------------------|
| Financial Aid Office Update | 1 |
| Board Self Evaluation Process | 1 |
| Contracts and Personnel | 1 |
| College Legal Counsel | 1 |

Respectfully submitted by:

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

Linda S. Sherbin
Board Chair