

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 17, 2009
Garrett College, 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, 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, Ms. Cathy Torok and Ms. Julie Yoder.

II. APPROVAL OF THE AGENDA

Trustee Bell asked to add the following agenda item under New Business - C. Leak in the new Learning Resource Center. The remaining agenda was approved as presented.

III. APPROVAL OF MINUTES of February 17, 2009

On a motion by Vice-Chair Seib, seconded by Trustee Schroyer, the minutes of the February 17, 2009 Board of Trustee Meeting were approved as distributed.

IV. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin stated that the Board Meetings with Faculty and Staff were scheduled to be held on Friday, March 27, 2009, the next Cabinet Meeting is scheduled to be held on Friday, April 3, 2009, the College will be closed on Friday, April 10, 2009 for the Good Friday Holiday. She also noted that the next Board Meeting will be held on Tuesday, April 21, 2009.

2. FY 2008 Financial Statements

Chair Sherbin stated that the Board received the FY 2008 Financial Statements during the February 17, 2009 Closed Session which included a presentation by Mr. James Murray

and Mr. Daniel Porter of Rodeheaver and Associates, Inc., Oakland, Maryland.

3. Maryland State Ethics Commission Forms Due

Chair Sherbin reminded Board Members that the deadline for their Annual Financial Disclosure Statement filing with the Maryland State Ethics Commission is April 30, 2009.

V. PRESIDENT'S REPORT

A. President's General Report

Dr. DiLiddo passed out a copy of the March Acting President's Report and noted that since her appointment as Acting President on February 17, 2009, she continues to serve as the Dean of Academic Affairs while the Board searches for an Interim President.

Dr. DiLiddo also reported on staffing changes within the Financial Aid Office, Security, and Facilities departments. She noted that the management oversight of Financial Aid, Security and Food Service have been moved under the Dean of Administration.

Dr. DiLiddo stated that at the last Cabinet Meeting, members voted to recommend to the Board of Trustees that the new governance system be accepted with three amendments. She noted that this item will be discussed in more detail under Agenda Item VI.A. Proposed Governance Structure.

B. Academic Affairs General Report

Dr. DiLiddo passed out a copy of the March Academic Affairs Report and summarized that she has been meeting with faculty, program directors and staff to work on a variety of issues and programming. She has presented the Proposed Academic Program Review Process to faculty, relocated the art professor, expanded the current ceramic studio, and implemented the new faculty travel with students' procedures.

C. Administrative Services General Report

Dean Gilman passed out a copy of her March Administrative Services General Report. She reported that an internal control plan has been developed to respond to the FY 2008 Financial audit, the A-133-Single audit and the financial aid findings. Also,

a new fixed asset software program is being selected with the help of the Information Technology Department that will be implemented by the Business Office prior to the end of this fiscal year.

Dean Gilman also reported that her department is preparing the FY2010 budget, reviewing the procedures manual that the Financial Aid Consultant provided, and continuing work on the Deferred Maintenance Plan.

Dean Gilman then discussed Agenda Item VII.A. – Renovation of the Old Library Space and passed out a diagram of the Learning Center Building #600. She stated that the colored diagram shows a three-phase approach to the renovation process which makes it affordable.

Dr. DiLiddo then summarized Phase 1 which included the construction of 14 office spaces with new furniture and noted that the walls and doors are not permanent structures and would not go all of the way to the ceiling. She stated that this approach will save on heating and lighting expenses and will enable us to renovate this section in the future as the needs of the College change. She continued to explain Phase 2 which would include connecting our current “faculty row” with this space, a break room, and conference rooms. Phase 3 would include new carpet and renovation of the current faculty and adjunct offices and new carpeting in the hallways of the Learning Center Building. Dr. DiLiddo then noted that the hub room would be part of phase 1, would be permanent, and would not move if the area is renovated in the future. She also stated that we did the best that we could to utilize this space to provide better office spaces for Faculty, meeting spaces, and accommodate as many needs as possible.

Dean Gilman reported that as part of the Deferred Maintenance Plan, we must replace two vehicles in our fleet because they are unsafe. We will place these vehicles in the auction on April 3, 2009 along with old furniture, etc. from the old library and various locations across campus. She reported that we will also be purchasing the voice mail and telephone system that has been discussed before and is obsolete.

Dean Gilman then reported that the Garrett Hall renovation is still on track. We have spoken with County Officials about this project and will continued to keep them informed about our progress, but they cannot provide any financial resources at this time.

Dean Gilman then passed out a sheet titled "Status Update for the CARC project". She summarized that the Facilities Master Plan that was recently submitted to the State was written with the CARC project being built and is currently being reviewed. They are also reviewing the operating and building costs of the CARC project as well as exploring the possibility of phasing in the project. We currently have state funds, but the project was put on hold locally back in November. Dean Gilman stated that we are just trying to cover our entire basis as well as research the possibility of a "shovel ready" project in hopes of acquiring some stimulus money. The Board discussed setting up a meeting with the County Commissioners to discuss the future of this project and ensure that we are all on the same page. Dean Gilman stated that we would like to reconvene the CARC Steering Committee, discuss programming options in more detail, discuss the current building and operating expenses, and develop a better timeline for the project.

D. Student Affairs General Report

In addition to the previously submitted report on file, Dean Robinson passed out a sheet titled "Retention/Attrition Report (Fall 2008 to spring 2009)". He stated that we are close to an 80% retention rate, which is pretty good. He stated that he needed to conduct more research, but most of the students left the College because of their grades. Discussion ensued regarding students who leave with a 3.0 grade point average and higher and how this is related to our nursing program, one year classes, and the fact that the State does not take this into consideration for reporting requirements. Also, our developmental classes are not reflected in the overall GPA's. Dr. DiLiddo stated that she is currently working with Faculty to reduce the amount of time that our students spend in developmental courses. Dean Robinson stated that he would share this report with the entire campus and include majors and ethnicity and draft a profile that shows where we need to develop programs.

Dean Robinson also reported that we are reviewing our student meal plans to try and come up with more economical and healthy food options for the price including "meal deals" to help the student stretch their food dollars.

Dean Robinson stated that his recent recruiting trip to Ohio went extremely well and he had a chance to speak to high school guidance counselors and a boarding school.

Dean Robinson also noted that some individuals from our local high schools and middle schools found out that he used to play basketball in the NBA and would like him to participate in an autograph signing sometime.

E. Continuing Education and Workforce Development General Report

In addition to the previously submitted report on file, Interim Dean Yoder reported that based on a recent Dean's meeting that she attended; we are not the only College that had a slow start to the semester. She noted that we are starting to see an increase in enrollments.

Interim Dean Yoder also stated that we did receive the ABE RFP for next year and that the CTTC Facility design process is almost complete. The County hopes to go out to bid in April, renovate this summer, and tentatively move our welding program to the facility in January 2010. She also noted that the two outreach centers (SOC and NOC) historically have done their programming separately, but we are making it a collective effort at this time. She finally noted that her department has received several requests for customized training in the last week.

F. Information Technology General Report

In addition to the previously submitted report on file, Dean Torok reported that her department is working through the REGENT punch list, that the recent Crystal Reports training went very well, and that the videoconferencing project upgrade is taking place this week. She also noted that we may hold an advanced Crystal Reports training in the future and we are utilizing new software and updating our intranet site to make it clear, concise, and thorough. She stated that we hope to eventually have an Intranet link for every department in the College to better utilize resources and communication across campus.

G. Human Resources

In addition to the previously submitted report on file, Ms. Fike stated that the Garrett's met with the Commissioners today regarding the pros and cons of self-funding the health insurance. They will take everything into consideration as they make their final decision.

H. Institutional Planning and Accreditation General Report

In addition to the previously submitted report on file, Mr. Allen summarized the approach to the Strategic Planning process and the new Strategic Plan for FY2011-FY2015. He stated that we will develop a “rough” plan and also develop a timeline to align our assessment, budget, and operational planning processes in the proper time sequences. He also noted that the first year of the new Strategic Plan may be a “transition” period until everything is in the proper sequence.

I. Financial Report

1. FY 2009 Budget, Expenditures, and Encumbrances Report

Dean Gilman passed out a copy of this report and explained that the College is looking very good at this time.

2. FY 2009 Operating Cash Forecast

Dean Gilman stated that we are doing very well in terms of cash flow.

VI. OLD BUSINESS

A. Proposed Governance Structure

At its meeting on March 6th the College Cabinet voted to endorse the new Shared Governance Proposal with a few minor changes that have been included and highlighted in the final version of the document. Mr. Allen stated that Board Members received this version of the Shared Governance Proposal in their March Board Agenda packets.

Mr. Allen asked for a vote from the Board tonight on the new governance proposal since members have been kept informed throughout this process. He stated that if it is approved, we want to implement the new governance system in September and therefore need time to hold elections and orientation before the end of the spring semester. Board Members then asked a few clarifying questions to which Mr. Allen responded. On a motion by Trustee Bell, seconded by Trustee Mitchell, the Board unanimously voted to adopt the Shared Governance Proposal.

B. Award for Outstanding Contributions to Garrett College

The Board committee consisted of the following members: Trustee Mitchell, Vice-chair Seib, and Trustee Schroyer. Trustee Mitchell stated that the committee will review and discuss the applications and announce a candidate at the April 2009 Board Meeting.

C. Revised Bylaws

This item was tabled in order to conduct more research on past Board discussions relating to meeting quorums.

D. Foundation Chairity Event

Dr. DiLiddo reported that per discussions at last month's Board Meeting, she researched alcohol policies at other community colleges and provided an example to Cabinet Members to review at their March 6th meeting. Cabinet members asked her to draft a policy similar to the example provided but pertinent to our College and bring back to them for a vote at the April meeting. Dr. DiLiddo noted that the draft policy clearly spells out guidelines to follow for events held on campus where alcohol is being served. The policy states the responsibilities of the alcohol provider as they are required to follow local, state, and federal laws. It also explains the guidelines for funds that would be used to purchase alcohol for fundraising events, explains that students cannot attend unless they are officially invited, and that all events must be approved by the College President.

The draft policy will go back to Cabinet for a vote on April 3rd and then to the Board for a vote on April 21st. Board members asked Dr. DiLiddo to keep the Foundation informed on the progress of this policy in order for them to proceed in planning their "Chairity Event".

E. Institutional Goals

Mr. Allen stated that the most current draft version of the Institutional goals was provided to Board Members in their March Agenda Packets. He stated that he has only made a few wording changes to this version in order to ensure that our objectives were all measurable. He stated that this version will be distributed to the College Community on Monday when everyone has returned from Spring Break. Then, it will go to Cabinet for a vote at their April meeting.

Discussion ensued regarding student experiences at the College, diversity, the new diversity plan required by MHEC, student assessment, cultural opportunities, international students, out-of-state students, and non-profit groups. Board members asked if the following could be added to the third goal, “provision of multicultural opportunities” because it supports cultural diversity within the college. Members also asked if the fifth goal could differentiate between civic and non-profit groups because they are clearly different and should both be included in the goal statement or objective. Mr. Allen noted that he will update the goals with the Board Member suggestions before taking them before Cabinet for a vote.

VII. NEW BUSINESS

A. Renovation of the Old Library

This agenda item was discussed under item V.C. Dean of Administration General Report.

B. Security

This agenda item was discussed under item V.A. President’s General Report.

C. Leak in the New Learning Resource Center

Trustee Bell stated that she heard we were having problems again in the new library with water leaks. Dean Gilman stated that we have had problems with this in the past around the “cupola” section of the roof. We are also having problems with the contractor and the architects regarding who is at fault and who will pay for fixing the leaks. Currently the contractor has resealed the “cupola” and put metal around it with approval from the architect. She stated that we are hoping that it will take care of the problem, but we only seem to experience leaks when we have very strong winds, rain, or snow. She stated that we must now wait and see how it holds up. Then, if we don’t experience any more problems the contractor will come in during the summer and put the finishing touches on the outside and inside of the “cupola”. Dean Gilman stated that this would more than likely be a shared cost.

VIII. PUBLIC COMMENTS

There were no public comments at this time.

IX. SCHEDULE OF NEXT MEETING

The next regularly scheduled Board of Trustees meeting is to be held on Tuesday, April 21, 2009 in the Board Room on the Garrett College campus.

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 Bell, seconded by Vice-chair Seib, the Board adjourned the open session meeting at 7:35 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Financial Aid Office	1
Presidential Evaluation Form	1
Board Self-Evaluation Instrument and Schedule	1

Respectfully submitted by:

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

Linda S. Sherbin
 Board Chair