

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 15, 2009
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. Vianne Bell, Mr. Dale Schroyer, 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

There were no additions to the agenda.

III. PUBLIC COMMENTS

None

IV. APPROVAL OF MINUTES of July 21, 2009

On a motion by Trustee Yoder, seconded by Trustee Schroyer, the minutes of the July 21, 2009 Garrett College Board of Trustee Meeting were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

Chair Sherbin thanked Trustee Bell for the nice reception that she hosted at her home for Dr. Neff and for attending the August All College Forum on behalf of the Board.

1. Upcoming Events

Chair Sherbin reported that we will schedule a Board Retreat soon, the Foundation “Chair-ity” Event is scheduled for Thursday, September 24, 2009, and the next regular Board Meeting is scheduled for October 20, 2009. Dr. Neff noted that the first All College Forum of the new shared governance system will be held on Wednesday, September 30, 2009 from 8:30 – 10:00 a.m. in CE 224.

VI. PRESIDENT'S REPORT

A. President's General Report

In addition to the previously submitted report on file, Dr. Neff reported that enrollment as of yesterday was 912. Enrollment at census last year was 835. She also noted that there are almost equal numbers of new and returning students and the residence halls are full. We will be calling a joint ASCI/AVS/ASI meeting soon, and we received funding approval from the Commissioners to build the CARC Facility. She also noted that we are working on a Garrett County Scholarship Program Report for the Commissioners that will have some different aspects highlighted than in the last report.

Dr. Neff then passed out bound Middle States materials that included the monitoring report and attachments. She asked Board Members to read through and become familiar with the materials. This information has also been updated on the Board Orientation Site. Members should contact Ms. Knepp if they need assistance logging into this site.

B. Academic & Student Affairs General Report

In addition to the previously submitted report on file, Dr. DiLiddo reported that the first week of classes seemed relatively smooth. Everyone has done a great job with implementing the new policies, new advising procedures, and registration processes. She also reported that the new residence life staff configuration seems to be working well. We have asked Security personnel to step up patrols outside of the residence halls and walkways to the College. We are taking a firm approach to behavioral issues in the residence halls and the classrooms as well. She also reported that we have engaged a part-time counselor who will begin work soon and we are in the final stages of hiring a part-time nurse. The revised Student Code of Conduct is in effect and can be found on the College website. Dr. Neff advised that the changes did not require Board approval. The Student Code was reviewed by College Legal Counsel primarily to check issues of due process. New personnel policies will be drafted by the HR Consultant and he is currently moving forward with search and hiring procedures and the employee grievance policy. These are pieces that will ultimately come to the Board.

C. Administration and Finance General Report

In addition to the previously submitted report on file, Dean Gilman reported that we have thus far been cut \$121,000 from the State, but have not heard any news about additional cuts. We hope that our increased enrollment will help to make up for this loss of revenue, but it is clear that the 5% COLA increase envisioned for January will not occur.

She also noted that the second phase of renovation in the old library is almost complete. The third phase, which includes renovating the former “faculty row”, will take more time because it will be disruptive to students and we must work when classes are not in session. She has received positive feedback regarding the new staff parking lot and paving of the main parking lot. Security personnel will ensure that all students and staff have updated ID’s and that all vehicles have a parking sticker.

1. CC-5 Report

Dean Gilman also reported that the CC5 Report was enclosed in the Agenda Packets. This report is essentially a projection of our budget, revenues, and students. This report was submitted in July. We hope to increase enrollment numbers over time because State revenues continue to decrease. If enrollment continues to increase, the cost per FTE will go down and approach the statewide average.

D. Continuing Ed. & Workforce Dev. General Report

In addition to the previously submitted report on file, Dean Yoder reported that her department is fully staffed for the first time since December. The Open House held recently was not well attended but it is the first time anything like this had been attempted. A training session for Adjunct Faculty was held recently in which Denise Friend presented information on the online Blackboard course module. We are also acquiring new adjunct instructors through a recent search for Program Directors and we will hold a Train the Trainer Program in the spring. Finally enrollment numbers at the Northern Outreach Facility have declined, mostly in the “fun” courses because of the state of the economy; this is standard across the State of Maryland. But, customized training enrollment numbers are picking up.

E. Marketing & Enrollment Management General Report

In addition to the previously submitted report on file, Dean Wellham reported that our enrollment numbers are very good even though we have lost a few students since opening. The atmosphere in the Student Affairs area is good despite the busy beginning of the semester and students are being accommodated. She is currently working with three years’ worth of data to develop new enrollment strategies. She also reported that Ms. Davis will be attending several College Fairs; we are revamping our Open House to ensure that it is not held on the same day as nearby Colleges. A total of 137 students completed the New Student Survey. This survey provides us data on why a student chose Garrett

College and will assist us with our marketing strategies. Finally, we are currently reviewing applicants for the Webmaster position.

F. Information Technology General Report

Dean Torok reported several updates to the previously submitted report on file. The successful conversion to a new Internet provider has increased our bandwidth from 1 ½ MB/ second to 45 MB/second, but we are already maxing it out during peak traffic periods. Security Assessment Auditors will be on campus on September 15, 2009 to present a draft of their findings and recommendations. Also, she has recently received confirmation that we will soon receive a check to close out the ARC project.

G. Personnel/Human Resources General Report

Ms. Fike reported a few updates to the previously submitted report on file. We recently hired Kailee Craig as the Assistant Coordinator of Residence Life and she began work yesterday. Kevin Bass was able to conduct a test of the payroll conversion to Ceridian and general ledger conversion to Regent and we had fewer than ten errors. The HR Consultant, Mr. Hendricks, was recently on campus with drafts of the Search and Hiring and Grievance policies. We hope to have these documents ready to move through the new governance system soon.

H. Institutional Planning General Report

In addition to the previously submitted report on file, Mr. Allen updated Board Members on the upcoming All College Forum and summarized the new format. Mr. Allen will serve as the moderator and is looking forward to this new process.

VII. OLD BUSINESS

A. CTTC Facility/Expansion of Vocational Programs

Dean Yoder reported that the renovation of this facility is going well and that the County Economic Development Office has secured an ARC Grant to purchase new welding equipment. We also met recently with the furniture consultant. We have not pursued ARRA-DOL grants at this time because of the many strings attached, including onerous reporting requirements. We will meet soon with the consultant who is conducting a program feasibility study. New Workforce Training Programs that we are pursuing for the CTTC facility may include: weatherization installer, wind power technician, automated machine technician, and possibly a production kitchen (especially for organic farmers).

B. CARC Facility

Dr. Neff reported that the CARC Steering Committee met last Friday and broke down into subgroups to focus on specific areas with the architects (Example: pool and physical therapy). Discussion ensued regarding the proper manner to thank the Commissioners and Senator Edwards for all of their support on this project. Dean Gilman summarized the project timeline and funding. Concerns were discussed regarding the importance of providing access for low-income families and how to cover that in the operating budget for the Aquatics/Fitness Center. Transportation is another issue that will have to be dealt with outside the College. The new architects, Grimm-Parker, will also be on campus this week.

VIII. NEW BUSINESS

A. MHEC Performance Accountability Report

Mr. Allen reported that we are required by MHEC to submit this report on July 1st, even though some of the data is not available until September. We are then required to update the report and acquire Board approval before the October 1, 2009 resubmission of the report. Mr. Allen then summarized the minor changes made to the report as noted in the Board Agenda packets and noted that we have more minority students. On a motion by Trustee Schroyer, seconded by Trustee Bell, the Board of Trustees approved the MHEC Performance Accountability Report as presented.

B. Middle States Team Visit and Related Materials

Dr. Neff noted that the materials were passed out earlier in the evening during the President's Report. Two team members will be coming to campus on October 14th and October 15th. The team leader, Dr. Will Austin, sees his mission as helping us move forward. This visit will be more individually focused than group focused. We do not know to what extent they will want to meet with Trustees, but will know more once we are given the team's proposed schedule. Chair Sherbin asked all members to review the materials before the Middle States team visit.

C. Grants Planning

Dr. Neff reported that we are reviewing requirements, internal resources, and future feasibility for grant planning at this time.

IX. SCHEDULE OF NEXT MEETING:

The next meeting of the Garrett College Board of Trustees is scheduled to be held on Tuesday, October 20, 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 Schroyer, the Board adjourned the Open Session Meeting at 6:40 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
CARC Architect and Property Acquisition	3, 14
Board Retreat & Presidential Search	1
Board Self-Evaluation Process	1
Board Resolution, Physical Plant Retirement Benefits	1

Respectfully submitted by:

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

Linda S. Sherbin
 Chair
 Garrett College Board of Trustees