

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
July 20, 2010
Cornish Manor Restaurant
Oakland, Maryland

I. ROLL CALL

The meeting was called to order at 5:22 p.m. by Linda S. Sherbin, Chair. Other Board Members present included Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Dr. Lillian Mitchell, and Mr. Duane Yoder. College Staff Members present included: Dr. Rick MacLennan – President, Mr. James Allen, Dr. Rebecca DiLiddo, Ms. Linda Fike, Ms. Josephine Gilman, Ms. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder. Guest present: Mr. Fred Learey.

II. APPROVAL OF THE AGENDA

Trustee Yoder asked if the County Economic Strategic Planning topic be added to the agenda. On a motion by Trustee Bell, seconded by Trustee Seib, the agenda was approved with the above noted addition.

III. PUBLIC COMMENTS

None at this time.

IV. APPROVAL OF MINUTES of Regular Board Meeting held on June 15, 2010.

On a motion by Trustee Seib, seconded by Trustee Mitchell, the minutes of the Regular Board Meeting held on June 15, 2010 were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin summarized the upcoming events and noted that the next regular Board Meeting would be held in September.

2. Board Elections

The Board Election Committee consisting of Trustee Bell, Trustee Mitchell, and Trustee Rush requested that the current Board Officers remain the same for the upcoming year. On a motion by Trustee Yoder, seconded by Trustee Mitchell, Board Members nominated Chair Linda Sherbin and Vice-Chair Ruth Seib to another annual term.

3. Board Representative to Foundation Board

Dr. MacLennan reported that due to the recent reconfiguration of the Foundation Board, a Garrett College Board of Trustee is now required to serve on this Board which will meet quarterly. Chair Sherbin appointed Trustee Vianne Bell to represent the Board of Trustees on the Foundation Board.

VI. PRESIDENT'S REPORT

A. President's General Report

Dr. MacLennan apologized that he did not have a written report this month but noted that he is happy to be here and was able to take a tour of campus and meet several individuals today. He will also be scheduling meetings soon with College personnel who wish to meet with him. He is also working with Executive Council to plan for an off-campus retreat on August 19th to better prepare for the Fall Semester.

B. Academic & Student Affairs General Report

In addition to the previously submitted report on file, Dr. DiLiddo reported that Mr. Alexander Tuel will begin his duties as the Director of Education during the first two weeks in August.

C. Administration and Finance General Report

In addition to the previously submitted report on file, Dean Gilman passed out a Statement of Budget Expenditures and Encumbrances report for the period 7/1/09 – 6/30/10. She then summarized the report for Board Members. She also reported that a representative the Maryland State Department of Education will be on campus on August 19-20th to conduct the ADA portion of the Civil Rights Audit.

Dean Gilman also reported that recent radio news reports regarding the status of the CARC Project were incorrect, but the Cumberland Times News and Republican have recently published the correct, updated information that we have indeed been moving ground for the project.

Dean Gilman also passed out bid results for 15 passenger vans. The Board previously approved the purchase of two vans for \$56,000 and Billy Bender Chevrolet was the lowest bidder at \$28,988/van. She noted that even though we are over the budgeted amount by \$2206, we are saving money on the faculty and staff parking lot lighting project so this overage would not negatively affect the budget. On a motion by Trustee

Seib, seconded by Trustee Bell, the Board approved the purchase of two 15 passenger vans from Billy Bender Chevrolet at \$28,988/van.

D. Continuing Education & Workforce Dev. (CEWD) General Report

In addition to the previously submitted report on file, Dean Yoder reported that her office has been very busy with data entry to complete the CC3 report that is due on August 1, 2010. Also, the CEWD department recently received vocational scholarship donations from DM Bowman, a local trucking company who works with our MTDI program, and Crabtree, Rohrbaugh, & Associates, the architect firm who designed the remodel on the CTTC Facility. The Open House for the CTTC Facility has been scheduled for August 17th.

E. Marketing & Enrollment Management General Report

In addition to the previously submitted report on file, Dean Wellham passed out an enrollment status handout as of July 19, 2010 and summarized for Board Members. She reported that we are on track to meet our targeted enrollment numbers for fall, but noted that the residence halls are filling up fast which may create some housing problems for our student athletes and out-of-county students.

The marketing department is also working to distribute three new posters and inquiry cards for Adventure Sports, NRWT, and general College information. The cards will be placed in strategic areas in the County, regional schools, and mailed out to select individuals.

F. Information Technology General Report

In addition to the previously submitted report on file, Dean Torok updated Board Members on prep-work for the CARC Project and the integration of the Director of GIEC to the Telephony System.

G. Personnel/Human Resources General Report

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

H. Institutional Planning General Report

In addition to the previously submitted report on file, Mr. Allen updated Board Members on the upcoming Civil Rights Audit and passed out an action plan to prepare for the audit. He noted that Executive Council Members have identified the individuals on campus who would be responsible for the indicators of compliance listed. He noted that we

were routinely selected for the audit and that it had been at least 20 years since we have participated in such an audit.

VII. OLD BUSINESS

A. CTTC Facility/Expansion of Vocational Programs

Dean Yoder reported that in addition to the Open House that is scheduled for August 17th, she continues to work on fall programming for the CTTC Facility. Some of the classes to be offered include: three levels of welding, robotics related courses, AutoCAD, Rapid Prototyping Printer, Certified Nursing Assistant, and ABE Courses.

Dean Gilman summarized the Lease Agreement for the CTTC Facility that was included in the Board Agenda packets. She noted that Garrett College insures the contents of the building and that the County insures the Building. Our security personnel have also changed the locks and will be conducting regular patrols at the facility.

B. CARC Facility

Dean Gilman explained the CARC Critical Path Construction Schedule that was included in the Board Agenda packets. She noted that the contractor considered average temperature and precipitation to devise this schedule. Discussion ensued regarding the status of the Field House Complex and bidding schedule. Dean Gilman reported that a meeting is scheduled this coming Monday with Dr. MacLennan, the Athletic Director, and the architects to discuss further. It was agreed that we should send this portion of the project out to bid this fall and not wait until Spring.

VIII. NEW BUSINESS

A. Updated Cultural Diversity Plan and Progress Report

Mr. Allen noted that the Cultural Diversity Plan and Progress Report that was included in the Board Agenda packets contains the same information as last year with updated status reports on each item. He summarized the updates for Board Members and discussion ensued regarding a few minor changes to the report. On a motion by Trustee Bell, seconded by Trustee Mitchell, Board Members voted to approve the report with the minor changes as discussed.

B. MHEC Performance Accountability Report

Mr. Allen reported that the MHEC Performance Accountability Report is due on September 15, 2010 and requires Board approval. Since a Board

Meeting is not scheduled for August, Board Members will review the report and vote via email. Results of the vote will be discussed during the September regular Board Meeting.

C. Auditor Letter and Dates – Information Item Only to Board

Dean Gilman reported that this letter was provided to Board Members as an “Information Only Item” and is a requirement of the auditors.

D. Garrett County Scholarship General Conditions

This document was provided to Board Members as an “Information Only Item” and highlights the occupational and academic County Scholarships.

E. MOU with ASCI

Dean Gilman referred to the Memorandum of Understanding between the Board of Trustees of Garrett College, Adventuresports Institute of Garrett College (ASI), and the Adventure Sports Center International (ASCI). The MOU defines the relationship between the two entities to establish a focal point for the adventure sports industry in Garrett County. ASI will participate by providing services in rock climbing, mountain biking, orienteering, and geo-caching to ASCI clients who request these services. ASCI will conduct the marketing and coordinate client travel and ASI will provide certified lead instructors as required with appropriate instructor to client ratios.

The College felt it better to formalize this agreement due to the sharing of equipment and responsibilities which creates efficiencies for all parties.

On a motion by Trustee Seib, seconded by Trustee Bell, the Garrett College Board of Trustees approved the MOU that was included in the July Board Agenda packets between Garrett College ASI and ASCI. Trustee Yoder disclosed that he is a member of the ASCI Board and recused himself from a vote. Chair Sherbin then signed the MOU.

F. Dean of Student Life Appointment

This item was moved to the Closed Session Agenda.

IX. SCHEDULE OF NEXT MEETING

The next regularly scheduled meeting of the Garrett College Board of Trustees will be held on September 21, 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 recessed the Open Session Meeting at 6:44 p.m.

Trustee Bell then presented Trustee Mitchell with a “thank you” gift for her dedication to the College and the Board of Trustees over her six-year term with the Board. Trustee Mitchell has chosen not to renew her term which ended June 30, 2010 and volunteered to serve until a replacement is named. The President’s Office is in the process of clarifying this process with the Governor’s Appointments Office.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Student Appeal	1
New Board Member Update	1
Report on Law Enforcement Meeting	2
Dean of Student Life Appointment (<i>moved from Open Session to Closed Session 7/20/10</i>)	1

Respectfully submitted by:

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

Linda S. Sherbin
 Chair
 Garrett College Board of Trustees