

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 16, 2010
McHenry, Maryland

I. ROLL CALL

The meeting was called to order at 5:30 p.m. by Ms. Linda Sherbin, Chair. Other Board Members present included Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Dr. Lillian Mitchell, Mr. Jason Rush, and Mr. Duane Yoder. College Staff Members present included: Dr. Jeanne Neff – President, Mr. James Allen, Dr. Rebecca DiLiddo, Ms. Linda Fike, Ms. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder.

II. APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III. PUBLIC COMMENTS

None at this time.

IV. APPROVAL OF MINUTES of Regular Board Meeting held on February 23, 2010

On a motion by Trustee Bell, seconded by Trustee Rush, the minutes of the regular Board of Trustees Meeting held on February 23, 2010 were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin highlighted the upcoming events. Mr. Allen added that the next All College Forum has been scheduled for Friday, April 9, 2010 from 2:00 – 4:00 p.m. in CE 205/207.

2. Annual Financial Disclosure Statements

Chair Sherbin reminded Board Members that their Annual Financial Disclosure Statements are due to the State by April 30th with a confirmation of completion sent to the President's Office.

VI. PRESIDENT'S REPORT

A. President's General Report

In addition to the previously submitted report on file, Dr. Neff updated Board Members on the upcoming USDOE Program review and the steps that the College has taken in preparation of the on-campus visit. She also reported that the commencement speaker this year will be the Honorable Len Eiswert, Garrett County District Court Associate Judge.

Board Members congratulated the College and thanked all personnel for their efforts toward the recent re-accreditation status.

B. Academic & Student Affairs General Report

In addition to the previously submitted report on file, Dr. DiLiddo reported that Dr. Jeff Reitz, Professor of Mathematics at Garrett College, was notified today that he will be co-teaching statistics as part of the summer program at Bucknell University.

C. Administration and Finance General Report

Dean Gilman was unable to attend the meeting this evening, but Dr. Neff passed out the FY2010 Statement of Budget, Expenditures, and Encumbrances Report through 2/28/2010. She noted that we are well within the boundaries of the budget and that Dean Gilman will provide updated revenue figures at the April Board Meeting.

D. Continuing Ed. & Workforce Dev. General Report

In addition to the previously submitted report on file, Dean Yoder updated Board Members on the ABE Grant status, the recent CEWD Dean's meeting held at Prince George's Community College, WIA, and local workforce training opportunities.

E. Marketing & Enrollment Management General Report

In addition to the previously submitted report on file, Dean Wellham updated Board Members on enrollment numbers and explained her recently developed departmental strategy to assist in reaching the College's strategic goal of increased enrollment. She also reported that an Admissions Open House will be held on April 17th and 44 students are already signed up to attend. International student applications are currently down for fall, and meetings have been scheduled to determine the reasons, including a focus group with current students.

F. Information Technology General Report

In addition to the previously submitted report on file, Dean Torok informed Board Members that the GIEC Advisory Board approved an upgrade to the cabling and phone system in their building. Also, the campus-wide wireless network bid has been sent out and we have been receiving many calls of inquiry.

G. Personnel/Human Resources General Report

In addition to the previously submitted report on file, Ms. Fike reported that to date, 106 individuals have applied for the Director of Athletics position. Dr. Neff noted that the Human Resource Manual review is going well and College employees provided feedback for final revisions on the first three sections at a recent All College Forum. The Board should be able to review and approve those sections at the April meeting.

H. Institutional Planning General Report

In addition to the previously submitted report on file, Mr. Allen reported that there are several mistakes on the Garrett College Statement of Accreditation that is posted on the Middle States website. For example, the dates are reversed for our last accreditation and next periodic review cycle. He is working with Middle States to correct the document and repost.

VII. OLD BUSINESS

A. CTTC Facility/Expansion of Vocational Programs

Dean Yoder reported that the renovations are on schedule for an April completion, we are researching the possibility of utilizing “smart boards” in the facility, and we are close to completing the fall programming schedule. Also, CTEC is expanding and is interested in piloting workforce programs in coordination with us. A representative plans to visit the CTTC facility soon.

B. CARC Facility

Dr. Neff reported that the required paperwork has been submitted and we are waiting for approval of the contract through the Board of Public Works. We recently received documentation for the \$3 million acquired for the project last fall by Senator Edwards. We will be planning a ground breaking for mid-to-late April and will receive project drawings soon to display in key locations across the county.

The Phase II (Gymnasium) design and construction estimate discussions are ongoing. We expect to be able to build a 39,000 – 40,000 square foot facility with three full-size courts within the funds available.

VIII. NEW BUSINESS

None at this time.

IX. SCHEDULE OF NEXT MEETING

The next regularly scheduled meeting of the Garrett College Board of Trustees is scheduled to be held on Tuesday, April 20, 2010 at 5:30 p.m. in the Board Room 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 Mitchell, the Board adjourned the Open Session meeting at 6:10 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
CARC (contracts and easements)	14
New Board Member Discussions	1
Presidential Search	1

Respectfully submitted by:

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

Linda S. Sherbin
 Chair, Garrett College Board of Trustees