

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**November 16, 2010**  
**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. Jason Rush, and Mr. Duane Yoder. College staff members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Dr. Rebecca DiLiddo, Ms. Linda Fike, Ms. Josephine Gilman, Mr. Fred Learey, Ms. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder. Guests present included: Mr. James Murray and Mr. Daniel Porter of Rodeheaver and Associates, P.C.

**II. APPROVAL OF THE AGENDA**

Chair Sherbin asked to move agenda item VIII.C - Board Goals and VIII.D - President's Goals to the Closed Session Meeting. Also, agenda item VII.A. – Annual Financial Report under the Old Business section will be discussed first with Mr. Murray and Mr. Porter.

On a motion by Trustee Mitchell, seconded by Trustee Bell, the agenda was approved with the above noted corrections.

**III. PUBLIC COMMENTS**

None at this time.

**IV. APPROVAL OF MINUTES of Regular Board Meeting held on October 19th**

On a motion by Trustee Bell, seconded by Trustee Mitchell, the minutes of the October 19, 2010 Garrett College Board of Trustees meeting were approved as distributed.

**V. REPORT OF OFFICERS**

**A. Chairperson's Report**

**1. Upcoming Events**

Chair Sherbin reported no board is meeting scheduled in December. The next board meeting is scheduled for January 18, 2011. She then summarized the upcoming events and reminded members about the upcoming "Tis the Season Party" and home athletic games.

## **VI. PRESIDENT'S REPORT**

### **A. President's General Report**

In addition to the previously submitted report on file, Dr. MacLennan passed out a copy of items discussed during the Board Retreat on November 1, 2010. He asked members to review the notes and send any corrections to him for posting to the College Intranet.

### **B. Academic Affairs General Report**

In addition to the previously submitted report on file, Dr. DiLiddo passed out a bound copy of the Academic Program Review Report – Spring 2008-Fall 2010. She noted that this information was requested by a board member during the October Board Meeting. She thanked Kalie Ashby, Institutional Research Analyst, and Kim DeGiovanni, Director of Records and Registration, for their assistance in compiling the report.

She also reported that the student portal seems to be functioning well and the new format of developmental math classes' show that 80% of the students are progressing.

### **C. Administration and Finance General Report**

In addition to the previously submitted report on file, Dean Gilman passed out two handouts: Garrett College Fiscal Year 2011 Unrestricted Funds Actual-Budget to October 31<sup>st</sup> and Garrett College Statement of Budget, Expenditures, and Encumbrances Unaudited-Unadjusted for the period 7/1/10-10/31/10. She then summarized the handouts for members and reported that the state determined that we were required to use prevailing wages for the second phase of the CARC project.

### **D. Student Life General Report**

In addition to the previously submitted report on file, Dr. Brelsford reported that Basketball season recently began, the first week in February will be designated as "spirit week", and we are planning a "family, friends, and alumni" weekend next April. Board Members commented on the long list of student activities that was included in the board report. They thanked Dr. Brelsford for his and his staff's efforts as they assist in providing activities to help occupy the students.

### **E. Continuing Ed. & Workforce Dev. General Report**

In addition to the previously submitted report on file, Dean Yoder reported on current CEWD class and training enrollment numbers.

**F. Marketing & Enrollment Management General Report**

In addition to the previously submitted report on file, Dean Wellham reported that the College currently has 388 Facebook fans, and the recent Nursing and Health Information night was a success. Many students enrolled in the Nursing and Health Program at Garrett College begin their coursework at Garrett College and then finish at Allegany College. She also reported that a small open house is scheduled this week where we anticipate walk-ins and the College will participate in the local Festival of Trees next week. The College sponsored workshops for students to make recycled ornaments for the college tree that will be entered in the Festival of Trees. Twenty-two donated turkey dinners were given to the students who participated. She also noted that College faculty and staff members assisted in making recycled ornaments for the tree as well. She then updated Board Members on current enrollment numbers.

**G. Information Technology General Report**

In addition to the previously submitted report on file, Dean Torok reported that she has scheduled some Technical Wrap Sessions internally and hopes to be able to hold one session per week.

**H. Human Resources General Report**

In addition to the previously submitted report on file, Ms. Fike reported that we have reopened the search for the Athletic Trainer position and Mr. Daniel Tichinel has accepted the position of Facilities Planner and will begin his duties on December 1<sup>st</sup>. Mr. Tichinel is a graduate of Garrett College and Bucknell University.

**I. Institutional Planning General Report**

Mr. Allen did not have anything to add to his previously submitted report on file.

**J. Development/Garrett College Foundation**

In addition to the previously submitted report on file, Mr. Learey reported that the Foundation has received a total of \$5,940 in contributions to the Joan B. and William E. Crawford Scholarship. The Foundation has also received a few donations in memory of Denny Glotfelty, but the family has not made a final decision regarding how the money can be used at this time.

## **VII. OLD BUSINESS**

### **A. Annual Financial Report**

Dean Gilman explained that the audit exit interview was held yesterday to discuss the College's Single Audit and Financial Audit. Mr. James Murray and Mr. Daniel Porter of Rodeheaver and Associates, P.A. were present to summarize the Annual Financial Report for Garrett College.

Mr. Murray presented the Financial Audit information first. He explained that there were no difficulties encountered while performing the audit. He noted that the Garrett College Financial Report was given a clean opinion this year. He then summarized the Garrett College Financial Report as of June 30, 2010 as well as the accompanying letter and answered related questions from Board Members.

Mr. Porter passed out a report on internal control over financial reporting and compliance, a management letter, and the Garrett College Federal Award Programs Single Audit Report as of June 30, 2010. He then summarized the documents, discussed any audit findings or repeat findings, noted that the report is positive this year, and answered any related questions.

Mr. Murray and Mr. Porter thanked the Board and the College for their time and efforts during this process. The Board then thanked Dean Gilman and the College staff involved in the audit process for all of their efforts.

### **B. Community Aquatics and Recreation Center**

Dr. MacLennan explained that much planning is in progress for the Community Aquatics and Recreation Center. Dean Yoder has been working on program development and pricing and passed out a draft pricing spreadsheet. Board Members reviewed and discussed changes to the spreadsheet including definition of "family", low-income levels (to be determined with assistance from the County Community Action Committee), senior-level pricing, and revenue figures.

Dean Gilman explained the bid process for Phase II of the project, associated problems, and next steps. Dr. MacLennan and Dean Gilman also reported that they met with the County Commissioners today about the project.

## **VIII. NEW BUSINESS**

### **A. MHEC Mission Statement**

Mr. Allen noted that all Board members received a copy of the Garrett College 2010 Mission and Goals Statement for the Maryland Higher Education Commission (MHEC) via email last Friday. He then passed out a hard-copy to members and summarized the requirements and content of the statement.

He explained that MHEC requires institutions to submit a “mission statement” as part of the Institutional Performance Accountability process. These “MHEC Mission Statements” must follow a prescribed format that includes the institutions official Mission statement and Institutional Goals. However, additional requirements include a statement of “Institutional Identity”, a section explaining how the institution is working to achieve the five goals outlined in the *Maryland State Plan for Higher Education*, and a summary of the institution’s current strategic goals and objectives. These statements must be updated every five years and must be approved by the institution’s governing board.

On a motion by Trustee Seib, seconded by Trustee Mitchell the Garrett College 2010 MHEC Mission and Goals Statement prepared for the Maryland Higher Education Commission (MHEC), was approved as presented.

### **B. Institutional Direction Commitment**

Dr. MacLennan and Mr. Allen explained the next steps in the planning processes of the College. Mr. Allen passed out a handout titled “Garrett College Academic Planning Process” and summarized for board members. He noted that the Academic Plan drives all other planning but also addresses a broad range of activities that extends well beyond academic programs. The Integrated Planning Process will include the following: Profile of the College, County/Regional Needs Assessment, Visioning Process, Environmental Scan, Program Review, and Capacity Study. Companion Planning Activities will include the formation of an Integrated Planning Taskforce with subcommittees to coordinate and guide the College’s planning process. A draft timeline was also presented to Board Members with the goal of submitting the Facilities Master Plan in January 2012.

### **C. Board of Trustee Goals**

Moved to the closed session meeting.

**D. President’s Goals**

Moved to the closed session meeting.

**IX. SCHEDULE OF NEXT MEETING**

The next regularly scheduled Board of Trustees Meeting will be held on January 18, 2010, 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 Rush, the Board recessed the Open Session Meeting at 8:02 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
F.A. Program Review	2

Respectfully submitted by:

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

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Linda S. Sherbin  
 Chair  
 Garrett College Board of Trustees