

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 21, 2011
McHenry, Maryland

I. CALL TO ORDER

Ms. Linda S. Sherbin, Chair called the meeting to order at 5:31 p.m. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Mr. Albert Coviello, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Ms. Josephine Gilman, Mr. Fred Learey, Ms. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder.

II. APPROVAL OF THE AGENDA

On a motion by Trustee Bell, seconded by Trustee Coviello, the agenda was approved as distributed.

III. PUBLIC COMMENTS

None at this time.

IV. APPROVAL OF MINUTES of Regular Board Meeting held on May 17, 2011.

On a motion by Vice Chair Seib, seconded by Trustee Bell, the minutes of the May 17, 2011 regular Board meeting were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin highlighted the upcoming events including the Board Retreat scheduled for July 7, 2011 at Will O'the Wisp Resort and the Annual Board Dinner Meeting on July 19, 2011. She also noted that the next All College Forum will be scheduled in late August once Faculty return to campus after their summer break.

2. Appointment of Nominating Committee for Board Officers

Chair Sherbin appointed Trustee Coviello, Trustee Morin, and Trustee Rush to the Nominating Committee for Board Officers. The Board Officers will be elected at the Annual Board Dinner Meeting on July 19, 2011.

3. Reminder: Thursday, July 7, 2011 Summer Board Retreat

The Summer Board Planning Retreat will be held at Will O'the Wisp on Thursday, July 7, 2011. Executive Council Members will join the Board in the morning to discuss the College's Integrated Planning Process.

VI. PRESIDENT'S REPORT

A. President's General Report

In addition to the previously submitted report on file, Dr. MacLennan summarized the Oakland area integrated planning focus group held last night and the upcoming focus group meetings to be held soon in Friendsville and Grantsville. He also reported that he has been at the College one year and that it has been a pleasure to work with everyone. He is looking forward to the upcoming year.

B. Continuing Education & Workforce Development General Report

Dean Yoder did not have anything to add to her previously submitted report on file.

C. Marketing & Enrollment Management General Report

Dean Wellham did not have anything to add to her previously submitted report on file.

D. Information Technology General Report

Dean Torok did not have anything to add to her previously submitted report on file.

E. Human Resources General Report

In addition to the previously submitted report on file, Ms. Fike reported that the College will give a one-time bonus payment in the amount of \$500 to regular, full-time and full-time temporary employees at the end of the FY2011 fiscal year. Regular part-time employees will also receive a one-time bonus payment pro-rated based on the number of budgeted hours per week. She noted that the County Government provided a similar bonus structure to their employees this year. The College also wanted to at least provide a small bonus to employees since the budget did not allow for any step increases during this time of economic downturn.

F. Instruction & Institutional Planning General Report

In addition to the previously submitted report on file, Mr. Allen passed out a handout titled "Garrett College Framework for Information Sharing, Decision-Making, Policy Development, and Administration". This handout included a flow-chart/diagram to show how items of interest and importance flow through the campus. Mr. Allen explained that this handout was presented to the College Community at the May 16, 2011 All College Forum. He noted that the old system was cumbersome and complicated and hopes that this option is better for Garrett College's small size. Discussion ensued regarding agenda items and movement of items through the system. Mr. Allen noted that the formation of an Administrative Council that includes representatives from all areas of campus (including the standing committees, faculty senate, staff senate, SGA, and Executive Council) will ensure that everyone is involved in the formation of agendas and movement of items through the system.

G. Development/Garrett College Foundation

In addition to the previously submitted report on file, Mr. Learey reported that a new endowed memorial scholarship has recently been established for Ruth Filsinger by her family in the amount of \$25,000.

H. Administration and Finance General Report

In addition to the previously submitted report on file, Dean Gilman passed out two handouts: Garrett College Statement of Budget, Expenditures, and Encumbrances unaudited-unadjusted for the period of 7/1/2010 to 5/31/2011. She then summarized the handouts and answered related questions. She also noted that she could provide a breakdown of scholarships to the Board in a separate report as needed.

I. Student Life General Report

Dr. Brelsford did not have any additional information to add to the previously submitted report on file.

VII. OLD BUSINESS

A. Community Aquatic and Recreation Complex

Dean Yoder reported that membership applications are now available and a 10% discount is being offered through July 8, 2011. On campus interviews will be finalized this week for the Director and administrative associate position searches.

She then passed out a handout titled CARC Sliding Scale Membership Model. She explained that this scale was derived after several meetings with the local Health Department, Social Services, and Community Action representatives and is based on the Federal Poverty Level Model. Discussion ensued regarding current marketing strategies, confusion with purchasing a membership now even though it doesn't actually begin until the facility is open, and construction progress on both phases of the facility.

B. FY2012 Budget

Dean Gilman passed out a spiral-bound copy of the Garrett College Annual Budget FY2011-2012. She then summarized the document and highlighted a few errors and updates made since the thorough explanation during the May Board Meeting. On a motion by Trustee Yoder, seconded by Vice Chair Seib, the Board approved the Garrett College FY2011-2012 Annual Budget as presented.

VIII. NEW BUSINESS

A. Statewide Designated Funding

The Board recently received information related to the Statewide Designated Funding program changes via email. On a motion by Trustee Coviello, seconded by Trustee Seib, the Board voted to remove the statewide designation from the Juvenile Justice program and continue with the statewide designation of in-county tuition for in-state students enrolling in the Adventure Sports Program and Natural Resources and Wildlife Technology (NRWT) programs for FY2012.

B. Resolution for Roof Bid

Dean Gilman passed out three handouts: Building #600 and #800 Roof Replacement Bids, Board Resolution Bid Award – Building #600 and #800 Roof Replacement and Board Resolution Quote Award – Building #600 and #800 Roof Replacement Materials. She explained that these expenses will come out of the FY2012 budget but we had to begin the bid processes now in order to complete the work this summer. On a motion by Trustee Seib, seconded by Trustee Coviello, Board Members approved the Roof Replacement Bid to SGK Contracting of Bowie, Maryland for \$59,000.00 and the Roof Replacement Materials bid to O.C. Cluss of Oakland, Maryland for \$62,989.50.

C. New Financial Aid Software

Dean Gilman passed out two handouts: Sole Source Justification for the Purchase of Financial Aid Software, and a Garrett College Purchase Order to CollegeBoard for the PowerFAIDS Software License, related fees, training, and related services. The first handout summarized the research and requirements associated with purchasing a new financial aid software package. Discussion ensued regarding associated problems related to the current financial aid software, financial limitations, and colleges who are successfully using the PowerFAIDS program. On a motion by Trustee Coviello, seconded by Trustee Bell, the Board approved the purchase of the new financial aid software package from CollegeBoard in the amount of \$74,601.00.

IX. SCHEDULE OF NEXT MEETING:

The Annual Board Dinner Meeting will be held on Thursday, July 19, 2011 at 5:30 p.m. at the Dutch's Daughter Restaurant (formerly Silver Tree Inn).

X. MOTION TO RECESS THE OPEN SESSION MEETING FOR THE PURPOSE OF GOING INTO A CLOSED/EXECUTIVE SESSION MEETING OF THE BOARD

The Board had a number of items to discuss in executive 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 recessed the Open Session Meeting at 7:50 p.m. Members then took a short break for dinner before executive session.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Auditor Engagement Letter	14
College Boundary Survey Results	7
EO and Liability Insurance	14
ASCI	14

Respectfully submitted by:

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

Linda S. Sherbin
Chair
Garrett College Board of Trustees