

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
May 17, 2011
McHenry, Maryland

I. CALL TO ORDER – OPEN STUDY SESSION

Ms. Linda S. Sherbin, Chair called the meeting to order at 4:39 p.m. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Mr. Albert Coviello, Mr. Jason Rush, and Mr. Duane Yoder. Mr. Don Morin joined the meeting at 5:20 p.m. College Administrative Staff Members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Ms. Josephine Gilman, and Ms. Cathy Torok. Mr. Fred Learey, Ms. Ann Wellham, and Ms. Julie Yoder joined the meeting at 5:00 p.m.

Members discussed the College's Integrated Planning Process and Mr. Allen passed out three handouts: the Garrett College Environmental Scan published 2011, Garrett College SWOT Analysis Summary of Results, and Garrett College Academic Plan: Summary of Draft Direction. He then summarized the documents and discussion ensued regarding collaborative projects with other county agencies, local businesses, etc.

The Board then began brainstorming strengths, weaknesses, opportunities and threats to the College.

II. RECESS STUDY SESSION TO BEGIN REGULAR OPEN SESSION BOARD MEETING

On a motion by Vice Chair Seib, seconded by Trustee Coviello, the board recessed the study session to begin the regular open session board meeting at 5:39 p.m.

III. CALL TO ORDER – REGULAR OPEN SESSION BOARD MEETING

Chair Sherbin called the regular open session meeting to order at 5:40 p.m. The board then continued to discuss the opportunities and threats to the College before continuing on with the regular agenda items.

IV. APPROVAL OF THE AGENDA

The following items were added to the agenda: Library Software Contract under new business and continuation of the brainstorming discussion on opportunities and threats to the College. On a motion by Trustee Bell, seconded by Vice Chair Seib, the agenda was approved as distributed with the above noted additions.

V. PUBLIC COMMENTS

Guest Kate Keally, Professor at Shippensburg University and Doctorate Student at Morgan State, attended the meeting to conduct research as part of an assignment for a Community College Administration Class on Board of Trustee Meetings. Dr. MacLennan welcomed Ms. Keally to the meeting.

VI. APPROVAL OF MINUTES of Regular Board Meeting held on April 19, 2011.

Trustee Coviello noted a typing error on page two, paragraph two. The word formerly should be formally. On a motion by Trustee Coviello, seconded by Vice Chair Seib, the minutes were approved with the above noted correction.

VII. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin highlighted the upcoming All College Forum on May 18th and the next regular Board Meeting on June 21st.

2. Summer Board Retreat and Annual Board Dinner Meeting

Members discussed possible locations for the Summer Board Retreat scheduled for July 7, 2011 and the Annual Board Dinner Meeting to be held on July 19, 2011. The President's Office will arrange to hold the retreat and dinner meeting at off-campus locations.

VIII. PRESIDENT'S REPORT

A. President's General Report

In addition to the previously submitted report on file, Dr. MacLennan thanked everyone for their participation in the recent commencement ceremony. He also updated Board Members on the 2014 Worlds Delegation visit this past weekend at ASCI.

B. Marketing & Enrollment Management General Report

In addition to the previously submitted report on file, Dean Wellham reported that the College is working with Little Mountain Promotions to display CARC brochures throughout the county and also provide local information to students on campus. She also updated members on additional marketing initiatives underway via radio spots, magazine articles, calendar advertisements, etc., as well as promotions for the College Prep 101 class, and assistance from a consulting company to target adult learners.

C. Information Technology General Report

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

D. Human Resources General Report

In addition to the previously submitted report on file, Ms. Fike reported that she recently received two resignations; one from a BAIT Faculty Member and the other from the Assistant Coordinator of Residence Life. She also recently received two retirement notifications from Faculty Member Lonnie Brewster and CASE Team Member Dr. Nancy Priselac.

E. Instruction & Institutional Planning General Report

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

F. Development/Garrett College Foundation

In addition to the previously submitted report on file, Mr. Learey updated board members on the Foundation Board Members, scholarships, and invitation mailings for the President's Club.

G. Administration and Finance General Report

In addition to the previously submitted report on file, Dean Gilman reported that a recent property survey was conducted on the East side of campus and passed out a drawing which identified property lines. She also passed out two handouts: Garrett College Fiscal Year 2011 Unrestricted Funds Actual-Budget to April 30th and Garrett College Statement of Budget, Expenditures, and Encumbrances unaudited-unadjusted for the period of 7/1/2010-4/30/2011. She then summarized the handouts and answered related questions.

H. Student Life General Report

In addition to the previously submitted report on file, Dr. Brelsford passed out a preliminary conduct report. He noted that the trend has been going down from 2008-2011 and that most conduct cases are from the residence halls.

I. Continuing Ed. & Workforce Dev. General Report

In addition to the previously submitted report on file, Dean Yoder reported that her department is collecting and compiling data from the last two semesters to review long-range planning. She will be meeting with CEWD programming staff on a bi-weekly basis during the summer months. Also, a temporary position has been approved for the CTTC facility but won't be hired in time for fall planning. Bids for the renovation of the high-bay section of the CTTC facility will be sent out in the next few weeks.

IX. OLD BUSINESS

A. Community Aquatic and Recreation Complex

Dean Yoder updated board members on the recent County Commissioner proclamation regarding “Water Safety Month”, the membership drive, application finalization, upcoming events, Director Search, programming initiatives, and marketing. Discussion ensued regarding discounted memberships and how they would be handled. Another meeting will be set up with Community Action, Social Services, and the local Health Department to further discuss the “sliding-scale” option for low-income family memberships.

On a motion by Trustee Coviello, seconded by Trustee Morin, the Board approved a 10% discount period for CARC Membership from June 1st through July 8th.

X. NEW BUSINESS

A. Draft FY2012 Budget

Dean Gilman passed out draft copies of the FY2012 budget. She explained that all budget managers were involved in drafting the budget. She then discussed budget assumptions and summarized each sheet in detail. She also explained fund-balance expenditures, the conservative planning approach, and information regarding state designated funding. The final FY2012 Budget version will be presented to the board during the July meeting for approval.

B. Library Software Contract

Dean Gilman passed out a Board Resolution #2011-04 regarding approval of the purchase of the new Integrated Library System Software. She then explained the processes involved in choosing the new library software and noted that the old system has been in use since 1989 and is no longer supported. Three bids were received and Polaris Library Systems was selected.

On a motion by Vice Chair Seib, seconded by Trustee Rush, the board approved funding from IPT Funds for the new library system software from Polaris Library Systems at a cost of \$48,153 that includes training and data transfer services.

XI. SCHEDULE OF NEXT MEETING

The next regular meeting of the Garrett College Board of Trustees is scheduled to be held on June 21, 2011 at 5:30 p.m. at Garrett College.

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

The Board had an item to discuss in executive session. The title of this item as well as the related exception under the Open Meetings Law is noted below. On a motion by Trustee Coviello, seconded by Trustee Bell, the Board recessed the Open Session Meeting at 8:23 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
College Legal Counsel FY2012 Contract	1

Respectfully submitted by:

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

Linda S. Sherbin
Chair
Garrett College Board of Trustees