

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
January 17, 2012
McHenry, Maryland

A. COMMUNICATION ITEMS

1. Call to Order

The meeting was called to order at 5:34 p.m. by Ms. Linda S. Sherbin, Chair. Members present included: Mr. Albert Coviello – Vice Chair, Ms. Ruth Seib, Ms. Vianne Bell, Mr. Don Morin, 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, Ms. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder.

2. Communication from the Public

There were no public comments at this time.

3. Approval of the Agenda

On a motion by Trustee Seib, seconded by Vice Chair Coviello, the agenda was approved as distributed.

4. Report of the Chair of the Board

a. Upcoming Events

Chair Sherbin summarized the upcoming events and highlighted the All-College Forum scheduled tomorrow at 1:00 p.m. and the Foundation Gala scheduled for April 14, 2012.

5. Report of Board Members

None at this time.

6. Report of the President of the College

In addition to the previously submitted report on file, Dr. MacLennan reported that he has been asked to chair the The Greater Cumberland Committee's Education Group. This is a good opportunity and will play an important role in the collaborative efforts with the local K-12 school system.

7. Report of the Garrett College Foundation

Mr. Learey was unable to attend the meeting this evening. Dr. MacLennan noted that there was nothing new to report on Laker Hall financing at this time.

B. APPROVAL OF THE DRAFT MINUTES from the Regular Board Meeting held on November 15, 2011 and Special Board Meeting held on December 20, 2011.

On a motion by Trustee Seib, seconded by Trustee Yoder, the minutes of the November 15, 2011 and December 20, 2011 Garrett College Board of Trustee Meetings were approved as distributed.

C. STUDY SESSION

1. Cisco Award Process

Dean Torok summarized the bid process, criteria, and compatibility issues with the main campus and outreach centers for the College's physical video surveillance software and equipment. Discussion ensued regarding implementation costs, budget constraints, phasing the equipment in over a three-year period, installation, and training.

2. CARC

- Marketing: Dean Wellham passed out two handouts titled "GC CARC Marketing Summations Report January 2011" and "GC Health & Fitness Facility Business Assessment". She then summarized the marketing efforts to date, difficulties associated with marketing a facility that was not built yet, and future efforts being planned.

Dr. Brelsford then passed out a handout showing current membership and facility use numbers to date. He noted that memberships have increased steadily since opening day.

Dean Yoder passed out a handout listing CEWD CARC programs and activities to date and summarized the upcoming schedule of classes.

Dr. Brelsford then passed out an example of a new CARC membership welcome letter. A letter and related facility and class schedule information will soon be provided to all new members in a folder format. Discussion ensued regarding CARC member email communications and whether all family members are receiving the emails.

- Financial Information: Dean Gilman passed out CARC Financial Information titled “Budgetary Report of Operations by Cost Center 7/1/2011 – 12/31/2011” and “CARC Projected FY2013 Budget”. She then summarized the information and noted that the facility has only been open for three months. Additionally, much progress has been made but there have been increased utility costs and unforeseen maintenance issues with the pool that we are still working through.

3. Employee Benefits

Ms. Fike passed out a packet of information titled “Benefits Available to Regular GC Employees” and “Benefits Available to GC Retirees”. She then summarized the information and answered related questions.

D. ACTION and/or INFORMATION ITEMS

1. Information Item:

- Garrett College Financial Reports to December 31, 2011

Dean Gilman summarized the financial reports to December 31, 2011 that was previously distributed in the agenda packets.

2. Action Item:

- Facilities Master Plan

Dean Gilman passed out the final draft of the Garrett College Facilities Master Plan 2012-2022 dated January 30, 2012. Dr. MacLennan summarized the work behind the facilities master plan, academic planning process, and how many individuals internally and externally were involved in these processes.

Dean Gilman summarized the plan and order of potential renovation projects. The Board has received, reviewed, and discussed all contents of the plan over the past few months. Discussion ensued regarding future capital funding possibilities and budget constraints.

On a motion by Trustee Bell, seconded by Trustee Seib, the Board approved the substance of the Garrett College Facilities Master Plan 2012-2011 dated January 30, 2012 with minor typographical and pagination editing changes being made before final submission.

3. Information/Action Item:

- Tuition and Fees

Dean Gilman passed out a handout titled “Proposed Combined Fee and Tuition Increase for FY2013” for Garrett College. She then explained the upcoming budget constraints including increased utilities,

increased staffing demands associated with new or newly acquired buildings/square footage, increased enrollment demands, steps-to-equity challenges, and a continued environment of flat budgets from the State and County. We need to begin thinking about possibly increasing the combined fee or tuition moving forward to assist with the increasing costs of doing business.

She then passed out another handout titled “MACCBO Survey of Tuition and Fees – Preliminary FY2013 Budgets” for all community colleges in Maryland. Discussion ensued regarding how Garrett College tuition and combined fee rates compare with the other community colleges in the State of Maryland. Dr. MacLennan noted that a decision was not necessary today, but we will need to advertise our tuition and fees with a note that they are subject to change.

E. EXECUTIVE SESSION

The Board of Trustees did not have any matters to discuss in Executive Session this month.

F. ADJOURNMENT

On a motion by Vice Chair Coviello, seconded by Trustee Bell, the Board adjourned the open session meeting at 8:35 p.m.

Respectfully submitted by:

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

Linda S. Sherbin
Chair
Garrett College Board of Trustees