

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
February 17, 2009
Garrett College, McHenry, Maryland

I. ROLL CALL

The meeting was called to order at 5:35 p.m. by Ms. Linda S. Sherbin, Chair. Other Board Members present included: Ms. Ruth Seib, Vice-chair, Ms. Vianne Bell, Dr. Lillian Mitchell, and Mr. Duane Yoder. College staff members present included: Mr. James Allen, Dr. Rebecca DiLiddo, Ms. Linda Fike, Ms. Josephine Gilman, Mr. Edward Robinson, Ms. Cathy Torok, and Ms. Julie Yoder. Faculty Senate representatives present included: Ms. Carolyn Deniker and Mr. Stacy Miller.

Chair Sherbin made the following announcement: The Board of Trustees of Garrett College announces that effective immediately Dr. Paul Dauphinais has taken administrative leave from his position as President of Garrett College. This action has been taken to permit the Board of Trustees to address the issue of Presidential succession in light of Dr. Dauphinais' decision not to seek renewal of his contract with the College. The Board thanks Dr. Dauphinais for his service as President and conveys their best wishes for his future success.

In accordance with the institution's line of succession, Dr. Rebecca McBride DiLiddo, Dean of Academic Affairs, will serve as Acting President until an interim president is selected. The Board will actively pursue its search for an Interim President and is anticipating a timely and orderly transition.

II. APPROVAL OF THE AGENDA

The Agenda was approved as presented.

III. APPROVAL OF MINUTES of January 20, 2009

Vice-chair Seib noted a few corrections on page 2 under the Revised By-laws section and on page 8 under the REGENT System section. Also, Trustee Mitchell stated that the dates in the second paragraph on page 9 are incorrect. They should be March instead of February.

On a motion by Trustee Mitchell, seconded by Trustee Bell, the Minutes of the January 20, 2009 Board of Trustee Meeting were approved subject to the revisions noted above.

IV. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin stated that the next Cabinet Meeting is scheduled to be held on March 6, 2009, Spring Break is scheduled for March 14th-

March 22nd, and the next regular Board Meeting is scheduled for March 17, 2009.

V. PRESIDENT'S REPORT

A. President's General Report

In addition to the previously submitted report on file, Trustee Yoder noted that he has joined the CTTC Committee and will be representing the College on this committee. He also noted that Interim Dean of Continuing Education and Workforce Development, Ms. Julie Yoder is also a member of the committee.

B. Academic Affairs General Report

In addition to the previously submitted report on file, Dr. DiLiddo updated Board Members on the recent Adjunct Faculty Orientation held, attendance in the classroom, and program review proposal processes. She also noted that there was a recent article in the Cumberland Times Newspaper about Ms. Elizabeth Biser, Director of Juvenile Justice, who recently received a Rotarian Award.

C. Administrative Services General Report

In addition to the previously submitted report on file, Dean Gilman stated that the College Audit Report for FY 2008 will be dealt with in the closed session meeting later this evening. She noted that the consultant evaluation of the settlements in Laker Hall that was included in the Board packets has also been shared with the Garrett College Foundation Board Members. She stated that there have not been any further movements to date.

D. Student Affairs General Report

In addition to the previously submitted report on file, Dean Robinson stated that he will have a retention report to share with individuals across campus soon.

E. Continuing Education & Workforce Development General Report

Board Members welcomed Interim Dean, Ms. Julie Yoder, to her first Board Meeting. In addition to the previously submitted report on file, Interim Dean Yoder stated that she has met with all of her staff on an individual basis to discuss concerns and will also hold a combined staff meeting on a monthly basis. She stated that Ms. Connie Meyers has just joined the Continuing Education and Workforce Development Office staff as a Program Director and will be working with the Massage Therapy and Certified Nursing programs.

F. Information Technology General Report

In addition to the previously submitted report on file, Dean Torok stated that she was in the process of drafting spreadsheets listing results from the recent REGENT Discussion Forums held on campus. She stated that

REGENT also sent a list to her and she will now work with her team to prioritize and put a timeline together to accomplish the noted tasks.

Trustee Bell asked about the status of wireless access points on campus. Dean Torok stated that the project was put on hold because we need to have a site survey done and we were held up because of the status of the CARC. She stated that if the CARC project is on hold for now, that we should probably move forward with the survey.

G. Personnel/Human Resources General Report

In addition to the previously submitted report on file, Ms. Fike stated that she had an update to the projected increase of the health premium for FY2010. CBIZ is now saying that instead of a 20% increase which would equate to \$200,000 for the College, the increase will now be 14% which equates to \$152,000.

H. Institutional Planning and Accreditation General Report

In addition to the previously submitted report on file, Mr. Allen handed out a draft of new institutional goals for the College and explained the process to Board Members. Mr. Allen stated that institutional goals are an elaboration of the mission statement. The Committee for Policy Review has recently been working on the draft goals and has focused on six main categories of goal development: Accessibility; Student Satisfaction and Success; Educational Effectiveness, Workforce Development; Community Service; and Management of Financial, Human, and Physical Resources. He noted that most of these areas are directly related to institutional performance categories set forth by the Maryland Higher Education Commission (MHEC). He further noted that each goal must be measurable.

Board Members asked that they be involved with this process, especially with respect to how the goals are measured. This item will be a recurring agenda item until the process is complete.

I. Financial Report

Dean Gilman summarized the previously submitted FY 2009 Budget, Expenditures, and Encumbrances Report as well as the FY 2009 Operating Cash Forecast that are on file.

VI. OLD BUSINESS

A. Proposed Governance Structure Update

Mr. Allen updated Board Members on the Proposed Governance Structure and passed out a handout titled "Proposal for Handling the Non-Governance Functions of Cabinet". He explained that he did not ask for a vote on the Proposed Governance Structure at the last Cabinet meeting. He stated that many people are still concerned with how the non-governance functions of

Cabinet will be handled under the new system and seemed to want to vote on everything as one package. He will now incorporate the non-governance functions of Cabinet into the proposal for the new governance system before the vote.

B. Award for Outstanding Contributions to Garrett College

Trustee Mitchell stated that the application deadline has passed and the committee will now meet to review the applications. The committee will provide an update to the Board during the March meeting.

C. Revised Bylaws – response to questions asked at the January meeting

This item was tabled.

D. Foundation Chairity Event

The Garrett College Foundation is requesting the use of the campus theater and reception area to host their Chairity Event. This request is for the period immediately following the spring graduation. It is the Foundation's desire to schedule a fundraising activity when students are not present on campus because this evening would begin with a light fare and wine reception, concluding the evening with an auction style event. This information has been brought before the Board of Trustees for an exception to policy.

Discussion ensued regarding past events held on campus and how Cabinet Members felt about the event. The Foundation asked to hold this event on campus last year, but nothing was ever resolved.

Members agreed that the administration should research policies at other institutions and possibly ask the Institutional Research Analyst to conduct a web survey. Once research is conducted and a policy is drafted, Board Members asked that it be brought back before Cabinet for discussion and revision as deemed appropriate before coming back to the Board.

VII. NEW BUSINESS

A. Annual Financial Report to the MD Higher Education Commission (CC4)

Dean Gilman summarized the Annual Financial Report to the Maryland Higher Education Commission which essentially is a summary of our revenues and expenditures for the fiscal year ending June 30, 2008. She explained that this report also included FTE numbers.

VIII. PUBLIC COMMENTS

There were no public comments at this time.

IX. SCHEDULE OF NEXT MEETING:

The next regularly scheduled Board of Trustee Meeting is scheduled for March 17, 2009 at 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 Vice-chair Seib, the Board adjourned the open session meeting at 7:03 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
FY'08 Financial Report Presentation	2
Easements	4
STEM/CASE	2
Financial Aid Office	1
Presidential Evaluation Form	1
Board Self-Evaluation Timeline	1
Presidential Succession Plan	1
Economic Downturn Crisis Plan	1

Respectfully submitted by:

Rebecca M. DiLiddo, Ph.D.
 Acting President, Garrett College
 Secretary/Treasurer, Board of Trustees

Linda S. Sherbin
 Board Chair