

**GARRETT COLLEGE BOARD OF TRUSTEES
ANNUAL BOARD DINNER MEETING MINUTES
July 21, 2009
Santa Fe Grille, McHenry, Maryland**

I. ROLL CALL

The meeting was called to order at 5:35 p.m. by Ms. Linda Sherbin, Chair. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Dr. Lillian Mitchell, Mr. Jason Rush, and Mr. Dale Schroyer, and Mr. Duane Yoder.

II. 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 5:36 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Contracts and Personnel	1, 3, 5
College Legal Counsel	1

The following College staff members joined the Open Session meeting at 6:35 p.m. when Board Members reconvened after adjourning to go into a Closed Session Meeting of the Board: Dr. Jeanne Neff – President, Mr. James Allen, Dr. Rebecca DiLiddo, Ms. Linda Fike, Ms. Josephine Gilman, Ms. Cathy Torok, and Ms. Julie Yoder.

III. APPROVAL OF THE AGENDA

Item B under Old Business was discussed in the Closed Session Meeting of the Board. On a motion by Trustee Bell, seconded by Trustee Mitchell, the Board approved the Agenda as amended.

IV. PUBLIC COMMENTS

None

V. APPROVAL OF MINUTES OF June 16, 2009

On a motion by Trustee Bell, seconded by Vice Chair Seib, the minutes of the June 16, 2009 Board of Trustee Meeting were approved as distributed.

VI. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin summarized the upcoming events and asked that all available Trustees attend the next All-College Forum scheduled on August 17, 2009.

2. Election of Officers

The Board Election Committee consisted of Trustee Mitchell, Vice Chair Seib, and Trustee Yoder. The Committee nominated Ms. Linda Sherbin to continue serving as Chair and Ms. Ruth Seib to continue serving as Vice Chair of the Board for another year. There were no objections to the nominees. On a motion by Trustee Bell, seconded by Trustee Yoder, the Board of Trustees approved the nominees and appointed Ms. Sherbin to serve as the Board Chair for the upcoming year and Ms. Seib to serve as the Vice Chair for the upcoming year.

VII. PRESIDENT'S REPORT

A. President's General Report

Dr. Neff stated that in addition to her previously submitted report on file, we recently conducted a successful internal search for the Dean of Marketing and Enrollment Management. The Committee recommended that Ms. Ann Wellham be appointed to the position. On a motion by Trustee Yoder, seconded by Vice Chair Seib, the Board Members accepted the committee's recommendation to hire Ms. Ann Wellham as the new Dean of Marketing and Enrollment Management.

B. Academic & Student Affairs General Report

Dr. DiLiddo stated that in addition to her previously submitted report on file, our new Associate Dean of Student Life, Mr. Stacy Miller, has been doing a tremendous job and is a good addition to our staff. Also, we have a good pool of candidates for the Director of Student Services position and we hope to have this person hired by the time the fall semester begins.

C. Administrative Services General Report

Dean Gilman stated that in addition to her previously submitted report on file, the State of Maryland recently sent out a letter to everyone who is

currently receiving unemployment benefits that they are eligible to receive Federal PELL Grants. This may cause a large influx of students and we are making the necessary adjustments in the Financial Aid and Business Office in order to accommodate the needs of all students.

Dr. Neff stated that our enrollment numbers are ahead of where we were last year at this time. Also, new and returning students look positive.

D. Continuing Ed. & Workforce Dev. General Report

Dean Yoder stated that in addition to her previously submitted report on file, we have hired Ms. Susan Fowler as a short-term Program Director. Also, the part-time secretary in the CEWD department will be moving into the part-time Coordinator Position. Both positions will begin on August 3rd. Discussion ensued regarding the MTDI Program, number of students, estimate of expenditures, revenues, etc., in which Dean Gilman and Dean Yoder responded.

E. Information Technology General Report

Dean Torok stated that she had a correction to her previously submitted report on file, the IT Telephony dates have changed. Bids are not due back until August 1st. She noted that we would integrate the new system with the old one until we can cable everything appropriately. We will be able to better monitor long-distance and add the NOC Center, which will save us money.

She also reported that the recent REGENT Trainings with the Business Office personnel went very well and everyone involved seemed pleased. We have another session scheduled at the end of next week for CEWD and Admissions staff. We are also working on a Foundation Development Module.

F. Personnel/Human Resources General Report

Ms. Fike stated that she had several updates to her previously submitted report on file. A Staff Accountant and Copy Center Assistant have been hired and will begin work on August 3rd. We are currently receiving resumes for the Graphics Designer position, and the search committee for BAIT has narrowed down the candidate pool. We will also be advertising for the regular part-time secretary in the Continuing Education Department and two advertisements went out today for the part-time Counselor and Coordinator of Health Services positions.

G. Institutional Planning and Accreditation General Report

In addition to the previously submitted report on file, Mr. Allen explained that the MHEC Performance Accountability Report submittal process has changed this year. Once all of the data is received this summer, the Board will approve the report prior to final submission in October.

The Outline for the Middle States Monitoring Report was also enclosed in the Board packets this month and based on their guidelines; he began writing the report today.

Chair Sherbin asked if the dates for the new Governance Structure Orientation had been set. Mr. Allen stated that faculty members will be back on campus on August 17th, the date of the next All-College Forum, and they have training scheduled on August 18th. He stated that we may be able to schedule the orientation sessions for the morning or late afternoon of August 17th. Chair Sherbin encouraged all Board Members to attend the orientations sessions.

H. Financial Report

Dean Gilman explained problems with closing the books every month and the timeliness of getting the reports in the board packets. Therefore, the reports may not be for the current month, but the previous month. Also, she is working with the REGENT program to provide more information on the reports for board members including revenue figures. Board Members noted that they did not want to create a burden for the Business Office, but would like to have the most recent information if at all possible.

VIII. OLD BUSINESS

A. CTTC Facility/Expansion of Vocational Programs

Nothing new to report at this time.

B. CARC Facility

Move to closed session.

IX. NEW BUSINESS

A. Cultural Diversity Plan

Mr. Allen explained that the State Legislature passed a law in 2008 for all colleges to submit Cultural Diversity Plans this spring. But, colleges

were not notified accordingly, so the deadline for submission was pushed back to August 1, 2009.

The attached Cultural Diversity Plan for Garrett College is based on the guidelines set forth by the Attorney General's Office. Mr. Allen asked for Board input and approval. He stated that we recognize that it is not a perfect document, but since this is our first trial run, we will be able to modify the report for next year. He asked members to remember that the definition of diversity from the State is Ethnic/Racial diversity and not gender or socio-economic diversity.

Discussion ensued regarding hate crimes, improving minority retention and success, strategies aimed at the at-risk students, underrepresented groups, ethnic differences, discipline in the classroom, cultural versus behavioral issues, and orientation for students who are not from our area.

Board Members asked for a few wording/order changes within the document which Mr. Allen will make. On a motion by Trustee Mitchell, seconded by Trustee Bell, the Board Approved the Cultural Diversity Plan for Garrett College to be submitted to the Maryland Higher Education Commission by August 1st.

B. Governance Charter

Mr. Allen noted that all Board Members received a draft of the new Garrett College Governance Charter in their July Board packets. He stated that some changes had been made to pages 26-30 since that time. He passed out copies of this section for all members to review. He noted that we moved the information related to the All-College Forums to the end of the document. He stated that this forum is not really governance, but is essential to the functions of the college for information sharing and a platform for concerns and discussion. He noted that we simply reordered the sections and added a statement explaining the difference.

On a motion by Trustee Bell, seconded by Trustee Schroyer, the Board approved the new Garrett College Governance Charter with the above noted revisions.

C. Strategic Plan

Dr. Neff explained that we still need to add assessment indicators to this document and two additions have been made to the document since the packets were sent out. She passed out an updated version for all members to review. She stated that we held an All-College Forum in July to explain this document to the College community and the response was very enthusiastic. Some wording has been revised since that time and

Distance Learning has been added to the document. Board Members commented that they liked the new format of the document and noted that it is easier to read and is more in line with traditional strategic plans. Dr. Neff asked the Board to formally approve the plan itself, and then we will provide revised indicators and ask for feedback during another meeting. She also noted that she would eventually like to place this document in the local newspaper and on the website for public access. Everyone agreed that this would be a good idea, but recommended that a newspaper version consist of simpler bullets.

On a motion by Trustee Yoder, seconded by Trustee Mitchell, the Board of Trustees approved the new Garrett College Strategic Plan.

X. SCHEDULE OF NEXT MEETING:

The Board will meet in a Special Session on August 25, 2009 at 3:00 p.m. at Garrett College.

XI. ADJOURNMENT

On a motion by Trustee Bell, seconded by Trustee Mitchell, the Board of Trustees adjourned the open session meeting at 8:29 p.m. and reconvened the Closed Session Meeting.

Respectfully Submitted by:

Jeanne H. Neff
President, Garrett College
Secretary/Treasurer Board of Trustees

Linda S. Sherbin
Chair
Garrett College Board of Trustees