

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
May 19, 2009
Garrett College, McHenry, Maryland

I. ROLL CALL

The meeting was called to order at 5:32 p.m. by Ms. Linda Sherbin, Chair. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Dr. Lillian Mitchell, Mr. Dale Schroyer and Mr. Duane Yoder (joined the meeting via conference phone). College staff members present included: Dr. Jeanne Neff – President, Mr. James Allen, Dr. Rebecca DiLiddo, Ms. Linda Fike, Ms. Josephine Gilman, and Ms. Cathy Torok. Guests present included: Ms. Ellen Fritz, Ms. Jenny Grove, Mr. Julyan Norman, Ms. Sarah Mullenax, Ms. Lasma Kanele, Mr. Bob Spear and Ms. Mary Helen Spear.

II. APPROVAL OF THE AGENDA

Chair Sherbin added Recognition of Personnel to her report. The agenda was then approved by acclamation.

III. PUBLIC COMMENTS

Advocates for World View International Club: Ms. Fritz, Ms. Jones, Mr. Norman, Ms. Mullenax, and Ms. Kanele provided a detailed historical background of the Garrett College International Student Program. They also discussed the importance of the program to the College and to the Community, current challenges, college scholarships, level of support, and involvement of community advocates.

Mr. Bob Spear and Mrs. Mary Helen Spear also spoke in support of the International Student Scholarship program at Garrett College. They summarized their background and current involvement with International Students and discussed how important it is to provide scholarships and support to these students.

Chair Sherbin and President Neff thanked the guests for their concerns and noted that the College welcomes community involvement with international students and will seek to make the most of the finite resources available for scholarships and programming.

IV. APPROVAL OF MINUTES of April 21, 2009

On a motion by Trustee Mitchell, seconded by Trustee Schroyer, the minutes of the April 21, 2009 Board of Trustee Meeting were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin noted that the list of upcoming events as well as a link to the events calendar on the Garrett College main website was enclosed in the agenda packets.

2. Annual Dinner Meeting Location – July 2009

On a motion by Trustee Seib, seconded by Trustee Bell, Board Members voted to hold the Annual Board Dinner Meeting at the Santa Fe Grille on Tuesday, July 21, 2009.

3. Appointment of Nominating Committee for Board Officers

Trustee Mitchell, Trustee Seib, and Trustee Yoder volunteered to be on the nominating committee of Board Officers for the upcoming year. Officers will be elected at the annual dinner meeting in July.

4. Recognition of Personnel

Trustee Bell presented a gift of appreciation to Dr. DiLiddo for stepping in as Acting President until an Interim President was selected.

VI. PRESIDENT'S REPORT

A. President's General Report

President Neff noted that she did not have any additional information to add to the previously submitted report on file. Discussion then ensued regarding a Community Advisory Board for the College and Program-level Advisory boards.

B. Academic Affairs General Report

Dean DiLiddo stated that she did not have any additional information to add to the previously submitted report on file. Discussion then ensued regarding the successful "Earth Week" activities and t-shirts saying "*Earth Day Every Day*" that are still available for purchase in the Garrett College Library.

C. Administrative Services General Report

In addition to the previously submitted report on file, Dean Gilman stated that a review of scholarships is still underway and that the Board would be provided an update during the Financial Report Presentation at the June Meeting.

Dean Gilman also reported that two CARC Meetings have been held recently to discuss updated operating costs, construction costs, and reevaluation of this project. Discussions will continue and meetings will be scheduled with the County Commissioners, CARC Steering Committee, and community members in the near future.

D. Student Affairs General Report

In addition to the previously submitted report on file, Dean DiLiddo reported that the Student Affairs Staff have been discussing current enrollment numbers and continue to hold meetings on this topic. She also discussed updated procedures regarding dual-enrolled students, special placement testing, summer registrations, and dorm occupancy levels.

E. Continuing Ed. & Workforce Dev. General Report

Dean Yoder was unable to attend the meeting. Board Members did not have any questions regarding the previously submitted report on file.

F. Information Technology General Report

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

G. Personnel/Human Resources General Report

Ms. Fike stated that she had a correction to the previously submitted report on file. She stated that the person hired for the regular, part-time Copy Center Assistant position has since declined the job offer due to extenuating family circumstances. The position is being reassessed and an update will be provided to Board Members next month.

H. Institutional Planning and Accreditation General Report

In addition to the previously submitted report on file, Mr. Allen reported that we are in the midst of conducting orientation sessions for our new governance system. These sessions will provide a general overview of the system and in August we will provide a more in-depth orientation specific to committee and council membership charges. We will also

hold a make-up session next week for individuals who were unable to attend the general orientation sessions held over the past two weeks.

Mr. Allen also noted that he included the mission statement and revised institutional goals in the board agenda packets this month. These will serve as a framework for our next strategic plan.

I. Financial Report

1. FY 2009 Budget, Expenditures, and Encumbrances Report

Dean Gilman summarized this report and stated that plant is slightly overspent as expected because of renovations to the old library. Also, as reported earlier, we are still working to clarify scholarship data. Discussion ensued regarding the Institutional Scholarship budget, Appalachian Regional Scholarships, Resident Assistants, International Students, and the Commissioners Scholarship Program.

2. FY 2009 Operating Cash Forecast

Dean Gilman reported that cash flow remains positive but noted that we may have lower funds available next year. The consensus was that we need to build revenue while keeping costs manageable.

VII. OLD BUSINESS

A. CTTC Facility/Expansion of Vocational Programs

President Neff reported that a construction pre-bid meeting was held today in which two College representatives were present. Dean Yoder is working closely with the CTTC project and has a plan to keep programming evolving as needs change. Discussion ensued regarding operating monies, localized training opportunities, and technology challenges.

B. Revised Bylaws/Quorum

Board Members discussed the various interpretations of quorum. On a motion by Trustee Yoder, seconded by Trustee Seib, members voted that a quorum for the Garrett College Board of Trustees is a majority of the filled seats.

C. Board Orientation Site

Ms. Knepp passed out an overview of the newly revised Board of Trustee Orientation/Information Site and provided new log-on information to all members. She noted that this site has been revamped to include Board Handbook information, links to pertinent websites, College Guiding Documents, and financial information as requested by Board Members. Members were asked to review the site and email Ms. Knepp with any corrections or suggestions for improvement.

VIII. NEW BUSINESS

A. HB 923, Higher Ed.–C.C. BRAC–Exempt from Out-of-state & Out-of-county Fees

Dean DiLiddo summarized the previous information provided to Board Members. On a motion by Trustee Seib, seconded by Trustee Bell, Board Members approved a waiver of the residency requirement for in-county and in-state tuition for individuals who have moved to the state as an employee or family member of an employee as part of HB 923, Higher Education – Community Colleges – BRAC – Exemption from Out-of-state and Out-of-county fees.

IX. SCHEDULE OF NEXT MEETING:

The next regular Board of Trustee meeting is scheduled to be held on Tuesday, June 16, 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 Trustee Schroyer, the Board adjourned the open session meeting at 7:26 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Financial Aid Office Update	1
Presidential Evaluation Form	1
Contracts and Personnel	1

Respectfully submitted by:

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

Linda S. Sherbin
 Board Chair