

**GARRETT COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
November 17, 2009  
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. Vianne Bell, Dr. Lillian Mitchell, Mr. Dale Schroyer, Ms. Ruth Seib, and Mr. Duane Yoder. College Staff Members present included: Dr. Jeanne Neff – President, Mr. James Allen, Dr. Rebecca DiLiddo, Ms. Linda Fike, Ms. Josephine Gilman, Ms. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder.

**II. APPROVAL OF THE AGENDA**

On a motion by Trustee Bell, seconded by Vice-chair Seib, the agenda was approved as distributed.

**III. PUBLIC COMMENTS**

None at this time

**IV. APPROVAL OF MINUTES of October 20, 2009**

Dean Gilman noted a correction on page 2 under item C – Administration and Finance General Report. The second sentence lists the single audit and the C133 audit, which is incorrect. This sentence should read: The auditors are relatively close to completing the single audit (A133 audit). On a motion by Trustee Bell, seconded by Trustee Mitchell, the Board approved the revised minutes of the October 20, 2009 Board meeting.

**V. REPORT OF OFFICERS**

**A. Chairperson's Report**

Chair Sherbin noted that this is the last regular meeting scheduled for the 2009 Calendar Year. She then thanked Ms. Marcia Knepp, Executive Assistant to the President, for her hard work throughout the year.

**1. Upcoming Events**

Chair Sherbin highlighted the important upcoming events. Dr. DiLiddo reported that representatives from Johns Hopkins University would be on campus on December 9<sup>th</sup> to sign an articulation agreement to enable Garrett College Business Students to enter into their business program. The signing ceremony will take place at 10:30 a.m. in room 620A and lunch

will be served at 11:30 a.m. All Board Members are welcome to attend but should pre-register for lunch with Dr. DiLiddo.

## **VI. PRESIDENT'S REPORT**

### **A. President's General Report**

Dr. Neff summarized her previously submitted report on file and the new emphasis on enrollment management at Garrett College. She noted that this process has become increasingly important as we look forward to our budget planning for FY2011. She noted that enrollment (recruitment and retention) is everyone's job at the College. She then summarized the initiatives linked to the strategic plan that will move higher on our priority list as we seek to affect enrollment outcomes as well as the responsible senior officers assigned to each. Board Members noted that they appreciated the strategic format of the report and overall involvement in the process.

Dr. DiLiddo clarified a question regarding the process to initiate new academic programs and mentioned the possibility of a new Professional Studies degree at the College. Mr. Allen summarized the process that the College followed when the current "signature programs" were developed. Board Members asked that the College keep in mind our unique location and focus on competitiveness as new programs are developed. Dr. Neff noted that another possibility may be a Rural Studies option as this area is developing at other Colleges around the Country.

### **B. Academic & Student Affairs General Report**

In addition to the previously submitted report on file, Dr. DiLiddo reported that we are in the process of hiring a third residence life professional and the local health department inoculated 96 individuals on campus last week for the H1N1 virus. Dr. Mitchell noted a correction on page one of the submitted report; Phil Rivera's title should be the Associate Dean of Academic Affairs and not Student Life. Dr. DiLiddo then answered a few clarifying questions related to mid-term deficiency grades, dismissal policies, and financial aid implications.

### **C. Administration and Finance General Report**

In addition to the previously submitted report on file, Dean Gilman reported that the field work for the single audit is complete, but she has not received a timeline from the auditors for completion and is not optimistic that the November 30<sup>th</sup> deadline will be met. She then passed out a copy of the Statement of Budget, Expenditures and Encumbrances (unaudited-unadjusted) for the period 7/1/09-10/31/09 and

summarized the report. Discussion ensued regarding institutional scholarships, student's ability to benefit, diversity, and how our figures compare to other community colleges in the State of Maryland. Dean Gilman also reported that the College's Green Plan recently submitted to the Governor has been approved and that we can now use the "Green Registry" logo on our publications and website.

**D. Continuing Ed. & Workforce Dev. General Report**

In addition to the previously submitted report on file, Dean Yoder reported that she attended an Adult Basic Education Administrators Meeting last Thursday and a Dean's Meeting last Friday in Baltimore. She reported that during the ABE meeting, the FY2009 Performance Award from the Department of Labor, Licensing and Regulation (DLLR) was presented to Garrett College Staff for a job well done. This award was given for the highest percentage in improvement in post-testing between FY2008 and FY2009; the increased measure was 11%. She also noted that the ABE Program has transitioned from the Department of Education to the DLLR's Division of Workforce Development in Adult Learning.

She then summarized the CEWD Deans Meeting on Friday and noted that she received a document that lists industrial and technical positions, license or certification, and the accrediting bodies for each. This document will assist us as we review additional program and training offerings for the CTTC and develop alternative credit standards for those choosing to pursue college degrees.

**E. Marketing & Enrollment Management General Report**

In addition to the previously submitted report on file, Dean Wellham reported that the College's new Webmaster, Ms. Linda Stevanus, is surveying her associates in the technology field regarding our current website. She has also met with several departments on campus about their specific sections of the website and how to improve them and is designing a new front page for the website. Her initial focus is to provide accurate up-to-date information and functionality with the assistance of all departments on campus. Specific procedures for updating information on the website and guidelines for each department will be sent out campus-wide once finalized.

Dean Wellham then summarized a recent meeting with the local DLLR's Division of Workforce Development in Adult Learning and discussed additional ways to attract adult learners. She also noted that many positive things are happening on campus to affect student satisfaction and retention. Faculty, staff, and students will be involved with

providing recycled ornaments for the upcoming Festival of Trees in Oakland.

**F. Information Technology General Report**

In addition to the previously submitted report on file, Dean Torok informed Board Members that the IT infrastructure implementation for the Old Library Space, Learning Center, and new Maintenance Building has been moved to the first week in December. She also reported that we have received the server for the new phone system. We will implement the system in the IT area during the first week of December and implement the rest of the campus in January as scheduled.

Dr. Neff noted that recent requests for external agencies to become part of our telecommunications network have been denied because it would make our system vulnerable at a time when we are seeking to strengthen its security.

**G. Personnel/Human Resources General Report**

In addition to the previously submitted report on file, Ms. Fike reported that the Maintenance Technician II position and the Building Systems Technician position have moved to the interview stage.

**H. Institutional Planning General Report**

In addition to the previously submitted report on file, Mr. Allen reported that he was recently informed that the College's accreditation status will not be taken up by the Middle States Commission until the March session rather than the December session due to the timeframe of our October visit. He noted that Middle States scheduled the October Small Team Visit too late to process everything before the November Commission Meeting. In the meantime, to indicate the College's progress to the public, we have posted the small team report on the College website and Intranet.

**VII. OLD BUSINESS**

**A. CTTC Facility/Expansion of Vocational Programs**

Dean Yoder reported that the feasibility study is underway and that the construction work at the facility is on schedule. The CTTC lease details will be discussed in the closed session later this evening.

**B. CARC Facility**

Dr. Neff reported that the progress report on the property purchase will be given in the Closed Session. Dean Gilman reported that phone conferences with the architects are conducted almost daily as we finalize project details. Also, design drawings for the Aquatics/Fitness Center portion of the project arrived today.

**VIII. NEW BUSINESS**

**A. HEA Accountability Requirements**

Dr. Neff reported on the Higher Education Act requirements for institutional websites that was included in the Board packets. She explained that we are required to post some of the information now and the remaining information by 2011. All such information will be aggregated under an "Institutional Accountability" tab.

**B. Final Report from Athletic Consultants**

Dr. DiLiddo reported that Board Members were provided a summary of the end results of this report as a confidential item because the text of the consultant report contained legal information. She then summarized the strategic strengths, issues, and recommendations of the report summary.

She also reported that the Athletic Director Search Committee completed on-campus interviews this week and we hope to have a recommendation soon.

**C. Special Recognition and Thank You to Dale Schroyer**

Trustee Schroyer will be resigning from the Board effective December 31, 2009. Since this is the last regularly scheduled Board Meeting this calendar year, Dr. Neff and the Board Members presented a "Thank You" gift to him as a small remembrance of the College to enjoy in his retirement. Members thanked Trustee Schroyer for his dedicated service to the College and noted that we will all miss him!

**IX. SCHEDULE OF NEXT MEETING:**

The next regularly scheduled Board Meeting will be held on January 19, 2010 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 Mitchell, seconded by Trustee Schroyer, the Board adjourned the Open Session Meeting at 6:56 p.m.

<b>TOPICS TO BE DISCUSSED</b>	<b>REASON FOR CLOSING</b>
CTTC Lease	5
Panorama Purchase	3
Presidential Search	1

Respectfully submitted by:

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

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Linda S. Sherbin  
 Chair  
 Garrett College Board of Trustees