

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 20, 2010
McHenry, Maryland

I. ROLL CALL

The meeting was called to order at 5:30 p.m. by Ms. Linda Sherbin, Chair. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, and Dr. Lillian Mitchell. 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 Mitchell, seconded by Trustee Bell, the agenda was approved as distributed.

III. PUBLIC COMMENTS

None at this time.

IV. APPROVAL OF MINUTES of Regular Board Meeting held on March 16, 2010

On a motion by Trustee Bell, seconded by Trustee Seib, the minutes of the regular Board of Trustee Meeting held on March 16, 2010 were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin highlighted the upcoming events including the CARC (Community Athletic and Recreation Center) Groundbreaking Ceremony scheduled to be held tomorrow. The next All College Forum is tentatively scheduled for Thursday, April 29, 2010. Details will be emailed to Board Members and the College Community once finalized.

Dr. Neff also noted that the Foundation is hosting a Gala in her honor on Friday, June 18, 2010 at Will O'the Wisp. Invitations will be sent out tomorrow.

Chair Sherbin reminded Board Members to please RSVP to Ms. Knepp regarding attendance at the commencement ceremony on May 15, 2010 and to remember to submit the Annual Financial Disclosure Statements that are due on April 30th with a confirmation email sent to President's Office.

VI. PRESIDENT'S REPORT

A. President's General Report

Dr. Neff summarized the position changes from her previously submitted report on file and noted that these changes are important to the Strategic Goals of the College.

She also reported that the Foundation Board will be meeting soon to update their By-laws and are planning to attend the May Board of Trustee Meeting to discuss the changes and next steps.

B. Academic & Student Affairs General Report

Dr. DiLiddo summarized her previously submitted report on file and attachments. Members thanked Dr. DiLiddo for the all-inclusive information and work that was put into it.

Dr. DiLiddo then passed out a list of the graduates. She noted that assuming all students listed complete their graduation requirements, we will have 161 graduates on May 15. On a motion by Trustee Seib, seconded by Trustee Bell, the board approved the list of graduates.

C. Administration and Finance General Report

Dean Gilman passed out two sheets: FY2010 Statement of Budget, Expenditures, and Encumbrances for the period of 7/1/09 through 3/31/10; and Garrett College Fiscal Year 2010 Unrestricted Funds Actual Budget as of 3/31/10. She then summarized the documents and answered questions. She did not have any additional information to add to the previously submitted report on file.

D. Continuing Ed. & Workforce Dev. General Report

In addition to the previously submitted report on file, Dean Yoder reported that a correction to a previously published article in the Cumberland Times News was printed yesterday. The article included information about our EMS Program and the recently held Miltenberger Emergency Services Seminar at Rocky Gap State Park. She noted that Garrett College is the only EMS Training Provider in the region and there

was no reference to that in the original article. The corrected article was very well written and included a quote from Jean Tressler, CEWD Coordinator of Operations.

E. Marketing & Enrollment Management General Report

In addition to her previously submitted report on file, Dean Wellham provided an update on current enrollment numbers. As of 4/20/10 there are 147 students registered for the fall semester, 51 for Summer I, 26 for Summer II, and 461 total applicants for fall.

Dean Wellham also reported that the College Open House held on April 17, 2010 was very successful with 172 attendees and 61 potential students. Many of the participants were from outside of our area.

The College recently received some free advertisement on ESPN when former Garrett College and Davis and Elkins Baseball player, Toby Stoner, was pitching for the New York Mets and they mentioned the colleges that he attended. Also, a nice letter to the editor about Garrett College's Professor of Biology, Carolyn Deniker, was also recently published in the local newspaper.

We recently received word that the CBS Morning Show would be featuring the New York Marathon this Saturday morning and the Garrett College's Half Marathon completers will be participating and "sporting" Garrett College shirts.

F. Information Technology General Report

In addition to the previously submitted report on file, Dean Torok provided the following updates:

- The Acceptable Use, the Remote Access, and the Removable Media policies have moved from the IT Committee to the Support Council of the governance structure.
- The new IT Policy document internal to the IT division has been approved by the security team and is now with Dean Torok and her team for final review.
- The Videoconferencing training provided by Hartman and Sons on April 15, 2010 was very helpful hands-on training but was not very well attended.

G. Personnel/Human Resources General Report

In addition to the previously submitted report on file, Ms. Fike reported that she was notified today that Ms. Judy Sconyers, Librarian, will be

retiring effective June 30, 2010. She has been with the College since 1988.

H. Institutional Planning General Report

In addition to the previously submitted report on file, Mr. Allen reported that the College Institutional Profile was submitted to MHEC today. He also noted that we were originally scheduled for a Civil Rights Audit with the Maryland State Department of Education, but it has been postponed until fall. Board Members congratulated College Administration on the positive MHEC comments regarding the 2009 Performance Accountability Report.

VII. OLD BUSINESS

A. CTTC Facility/Expansion of Vocational Programs

Dean Yoder reported that work on the facility should be completed soon. She recently conducted a tour of the facility for local employers who will continue to serve in an advisory role for workforce training classes. She also noted that there are some NCCER certified instructors who live in our area; which she was not previously aware.

The College was recently notified by the County Economic Development department that some additional ARC funds are available to finish the building to include a construction trade's room.

The May Board Meeting is scheduled to be held at this facility.

B. CARC Facility

As mentioned previously, the CARC Groundbreaking guest reception and ceremony will be held tomorrow at 12:00 p.m. We are waiting for final approval of county grading and storm water management permits before construction can begin. Once given the notice to proceed, Hess Construction hopes to have the facility under roof before winter sets in.

VIII. NEW BUSINESS

A. Board Award for Outstanding Contributions to Garrett College

Board Committee Members, Trustee Seib, Trustee Mitchell and Trustee Bell reported that five nominations were received this year for the Outstanding Contributor to Garrett College. After review of the applications, the committee has selected Dr. Jeanne H. Neff as the 2010 recipient of the Board Award for Outstanding Contributions to Garrett

College. Dr. Neff has done an outstanding job with all aspects of the role of the Interim President and Board Members would like to thank her for everything that she has accomplished over the past year.

Dr. Neff's name will be permanently displayed on a plaque in the College Board Room and an official announcement and resolution will be awarded to her during the College Commencement Ceremony on May 15.

IX. SCHEDULE OF NEXT MEETING

The next regular meeting of the Garrett College Board of Trustees is scheduled for Tuesday, May 18, 2010 at 5:30 p.m. at the CTTC Facility in Accident, Maryland.

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 Seib, the Board adjourned the Open Session meeting at 6:17 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
HR Manual Review	1
New Board Member Discussions	1
Presidential Search	1

Respectfully submitted by:

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

Linda S. Sherbin
 Chair, Garrett College Board of Trustees