

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 15, 2010
Garrett College Board Room
McHenry, Maryland

I. ROLL CALL

The meeting was called to order at 5:34 p.m. by Ms. Linda Sherbin, Chair. Chair Sherbin then welcomed Dr. Rick MacLennan, President Elect to the Board Meeting. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Dr. Lillian Mitchell, Mr. Jason Rush, 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 Trustee Mitchell the agenda was approved as distributed.

III. PUBLIC COMMENTS

None at this time.

IV. APPROVAL OF MINUTES of Regular Board Meeting held on May 18, 2010 and Special Board Meeting held on June 1, 2010.

Trustee Seib noted a correction in the second paragraph on page 1 of the May 18th Regular Board Meeting Minutes. The word “child” should be changed to “could”. Trustee Bell then spoke to the statement on page 3 regarding the future status of the Bucknell Scholarship through the Jack Kent Cooke Foundation. She reported that she recently visited Bucknell and was told by an administrator that Garrett College students have set the bar for the Bucknell-Jack Kent Cooke Foundation Scholarship program with a 100% success rate. The College will work to acquire additional funding sources in order to continue the community college scholarship program and extend to 100 need-based students who have attained a 3.5 GPA.

On a motion by Vice Chair Seib, seconded by Trustee Bell the May 18, 2010 minutes were approved with the above noted corrections and the June 1, 2010 minutes were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin summarized the upcoming events and reminded Board Members about the upcoming “Evening on the Lake” Foundation Gala in honor of Dr. Neff on Friday, June 18, 2010 as well as the Dean of Student Life Interview sessions next week.

2. Annual Board Dinner Meeting Location and Time

Board Members decided to hold the July Annual Board Dinner Meeting at Cornish Manor Restaurant in Oakland.

3. Appointment of Nominating Committee for Board Officers

Chair Sherbin appointed the following Board Members to the Nominating Committee for Board Officers: Trustee Bell, Trustee Mitchell, and Trustee Rush.

VI. PRESIDENT'S REPORT

A. President's General Report

In addition to the previously submitted report on file, Dr. Neff reported that she would become a member of the Foundation Board once her Presidential Contract ends June 30, 2010. She also noted that her June Board report was a summary of major College accomplishments over the past year.

B. Academic & Student Affairs General Report

In addition to the previously submitted report on file, Dr. DiLiddo reported that faculty would return to campus on August 16, 2010 for a faculty meeting and development session. Discussion ensued regarding the CAAP Test Summary and dissemination of results to faculty and the college community. Dr. DiLiddo also reported that the placement testing at local high schools has been completed but she is still working on the analysis. She plans to present the results to the board next month.

C. Administration and Finance General Report

In addition to the previously submitted report on file, Dean Gilman passed out the following handouts: Statement of Budget, Expenditures, and Encumbrances – 7/1/2009-5/31/2010 and Garrett College Fiscal Year 2010 Unrestricted Funds Actual Budget as of 5/31/2010. She also passed out an updated version of the budget report to the Board Members reflecting a reduction of \$127,000 from the State of Maryland.

Dean Gilman then summarized the handouts and noted that the auditors should be on campus by the end of the month for a walk through to help ensure that everything will be finalized and information sent to MHEC by September 1st.

Dean Gilman then explained that the College will soon submit an annual capital improvement proposal (CIP) to the State Department of General Services. This plan goes along with the College's Facilities Master Plan (FMP) which was last submitted in 2008. The FMP is scheduled to be updated and submitted to the State every ten years, but can be reviewed and updated with a change in leadership. She explained the Community College Capital Funding list and noted that Garrett College has not been on the list for many years as the CARC

Funds were acquired through a different funding source. Board Members asked Dean Gilman to submit a request for Community College Capital Funding for the renovation of the gymnasium for FY2013, and then the FMP will be reviewed and revised under the new President.

D. Continuing Education & Workforce Development General Report

In addition to the previously submitted report on file, Dean Yoder reported that her department recently hired a part-time registration assistant, Ms. Jenna Rush. She also reported on RFP's for two grants that are related to ABE and GED instruction and a scholarship given through the The Greater Cumberland Committee for their Regional Leadership Series (which is a partnership with Garrett College, Potomac State College, and Allegany College). Dean Yoder and Dr. Neff also recently met with the County Commissioners regarding the County Scholarship Program II for vocational training. Details of the scholarship should be finalized and announced soon.

E. Marketing & Enrollment Management General Report

In addition to the previously submitted report on file, Dean Wellham updated Board Members on the current enrollment and residence hall numbers. She noted that our numbers are down slightly, but it is still early and we have several advising and placement sessions scheduled over the summer months.

F. Information Technology General Report

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

G. Personnel/Human Resources General Report

In addition to the previously submitted report on file, Ms. Fike reported that we received a final report from the MD State Retirement/Pension Audit. She noted that we are contesting a finding regarding calculation/reporting of hours worked by regular, part-time employees because we have documented records of State instructions for the calculation method used.

She also reported that she is working very hard to get the FY2011 contracts out to employees within the next week.

H. Institutional Planning General Report

Mr. Allen did not have anything to add to the previously submitted report on file. Dr. Neff congratulated Mr. Allen and Ms. Fike on their assistance with moving the HR Manual revisions through the governance system. She noted that once all recommended corrections to the document are finalized, College legal counsel will review the draft before posting on the College Intranet.

VII. OLD BUSINESS

A. CTTC Facility/Expansion of Vocational Programs

Dean Yoder stated that the College is scheduled to take over the facility on July 1, 2010. Then, the College security staff will change the locks and the IT department will move forward with the remaining technology components. Some of the scheduled programming for the facility includes: Welding (including new welding curriculum), Certified Nursing Assistant, Auto Cad, Robotics, Electrical and Mechanical apprenticeship programs, contract trainings, and ABE classes.

We will also be able to renovate the last section of the building for flexible building trade programs such as electrical, plumbing, HVAC, etc., thanks to the local Economic Development Office and an ARC Grant.

Dean Yoder also reported that an Open House and Ribbon Cutting Ceremony will be held at the facility in August. We have responded to a request from the Governor's Office regarding workforce-related events and he and other state dignitaries may be present.

B. CARC Facility

Dean Gilman reported that we began weekly meetings with the contractor this week. They are currently utilizing the old Math Lab Trailer. They have refurbished the trailer and added a deck and will leave it in better shape than when they arrived, as part of the agreement. The new project executive is Mr. Bruce Herr of Hess Construction. Discussion ensued regarding a recent complaint made against Hess Construction and reaffirmed that the College does not get involved in disputes between the general contractor and subcontractors.

Dean Gilman also reported that work continues on the gymnasium phase of the project.

VIII. NEW BUSINESS

A. Proposal for Associate of Science in Engineering

Dr. DiLiddo explained the proposal for the Associate Science in Engineering Degree. The proposal has been approved through the College Governance System and was developed from an outcomes-based process initiated through the State of Maryland. She further explained job potential, the number of students that we have enrolled each year who will transfer into an engineering program at a four-year college, the local high school pre-engineering programs, local robotics programs, utilizing adjunct instructors to teach the classes, and how full-time faculty with engineering backgrounds are already teaching the basic courses. She also noted that some of the classes will be held at the CTTC Facility because it already has an electrical lab.

Board Members asked Dr. DiLiddo to pursue articulations with out-of-state as well as Maryland Universities. On a motion by Trustee Bell, seconded by Vice

Chair Seib, the Board of Trustees approved the proposal for the Associate of Science in Engineering at Garrett College.

B. Discontinuance of Academic Programs

In accordance with Middle States standards and MHEC expectations, Dr. DiLiddo and the Garrett College faculty have conducted a review of academic program enrollments to ensure that the Catalog does not contain courses and programs that are no longer offered or no longer viable. The recommendation of the governance committees and councils is to remove from the College Catalog and/or discontinuance of 11 academic programs as noted in the June Board Agenda packets. Dr. DiLiddo reported that it would not negatively impact any student because they would be “grandfathered” in the programs if they are currently enrolled, but should only affect a very small number of students. On a motion by Vice Chair Seib, seconded by Trustee Bell, the Garrett College Board of Trustees approved the Proposal for Discontinuance of Academic Programs dated April 16, 2010.

C. CC5 Report for the Maryland Higher Education Commission

Dean Gilman passed out a copy of the CC5 Report for the Maryland Higher Education Commission. She explained that the document is essentially our FY2011 budget in another format required by the State. She then explained the document in detail for Board Members and noted that the Business Office verified all of the numbers in the report before printing. On a motion by Trustee Rush, seconded by Trustee Mitchell, the Board approved the MHEC-CC-5 Report for Fiscal Year Ending June 30, 2011 as distributed.

D. Approval of Auditor Engagement Letter

Dean Gilman explained the auditor engagement letter and associated fees that Board Members received in their June Agenda packets. The auditors, Rodeheaver and Associates, P.C. have proposed to provide the same services as in past years. Board Members asked to review the original contract and will discuss the details in the closed session meeting later in the evening.

IX. SCHEDULE OF NEXT MEETING

The Annual Board Dinner Meeting of the Garrett College Board of Trustees will be held on July 20, 2010 at 5:30 p.m. at Cornish Manor Restaurant, Oakland, MD.

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 Mitchell, the Board recessed the Open session meeting at 7:04 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
IT Security Risk Assessment, Phase II	2
Recruitment and Retention	2
H.R. Manual – final sections	1
New Employee Classification System	1

Respectfully submitted by:

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

Linda S. Sherbin
Chair
Garrett College Board of Trustees