

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**May 18, 2010**  
**Garrett College CTTC Facility**  
**Accident, 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. Jason Ruth, 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**

Dr. Neff noted that agenda item VIII.A - FY2011 Budget has been tabled until the budget is finalized and a special meeting can be scheduled for Board discussion and approval. On a motion by Trustee Bell, seconded by Trustee Rush, the agenda was approved with the above noted change.

**III. PUBLIC COMMENTS**

The Garrett County Performing Arts Center Committee members: Tom Carr, B.J. Davisson, Bob Huebner, and Libby Riley were present to discuss the possibility of partnering with Garrett College to build a Community Performing Arts Center on the College Campus. Mr. Carr and Mr. Davisson displayed a Power Point presentation for Board Members and discussed the importance of such a facility in Garrett County, the history behind the project, the original location for the center that fell through, and other related delays of the project.

Discussion ensued regarding the current College building projects, Facility Master Plan update due in February of 2011, and the importance of this project to the College and the Community. Board Members asked the Performing Arts Committee to provide square footage information and additional details of the project to College Administrators to review. It was agreed that a broader concept including the Visual Arts could deliver maximum benefit (i.e., a Community Arts Center). Board Members agreed that after the new President has arrived, it would be a good idea to form a College-Community working committee as was done for the CARC.

**IV. APPROVAL OF MINUTES of Regular Board Meeting held on April 20, 2010**

On a motion by Trustee Mitchell, seconded by Trustee Bell, the minutes of the regular Board Meeting held on April 20, 2010 were approved as distributed.

## **V. REPORT OF OFFICERS**

### **A. Chairperson's Report**

#### **1. Upcoming Events**

Chair Sherbin highlighted the upcoming events including the Foundation Gala – Evening on the Lake, in honor of Dr. Neff on Friday, June 18<sup>th</sup>. Deadline to register for the event is Friday, June 4, 2010.

Chair Sherbin also noted that the upcoming All College Forum has been rescheduled from May 19<sup>th</sup> until May 26<sup>th</sup> from 10:30 a.m. - Noon in CE 224.

She also read a section from the ACCT Newsletter that congratulated Garrett College and Dr. Richard MacLennan on a successful Presidential Search.

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

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

Dr. Neff summarized her previously submitted report on file and noted that the revisions to the Human Resource Manual must be complete and approved by the Board by June 30<sup>th</sup>. Also, the Director of Development/Executive Director of the Foundation and Dean of Student Life positions have been advertised. She will chair both search committees and the new President will be involved in the interviews as the hiring supervisor.

Dr. Neff also reported that she recently met with Mr. Allen, Dean Yoder, and Mr. James Hinebaugh, Garrett County Economic Development Director, to discuss the details of Phase II of the County Scholarship Program for technical/workforce careers and non-credit offerings. Information will be distributed in a timely manner to attract students for the fall semester. She noted that she is also working with a private donor who wishes to create an endowment to assist Garrett County students who have been out of high school several years (adult learners) with credit and non-credit tuition.

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

In addition to the previously submitted report on file, Dr. DiLiddo reported that the recent commencement ceremony went well; the new Athletic Director, Mr. Shawn Noel, has been hired and will begin his duties around July 1<sup>st</sup>; and the Women's Basketball/Volleyball Head Coach full-time position has been advertised.

She also reported that Bucknell Scholars were honored at commencement and noted that we will have one student entering the summer program this year. The future status of the scholarship is not known as the Jack Kent Cooke Foundation funds may not be available.

Dr. DiLiddo has been working with BAIT Director Qing Yuan to develop an Associate Science in Engineering (ASE) Degree Program; paperwork will be sent to MHEC soon. Also, Garrett College incoming students will be able to take their placement testing off-campus this summer at other community college testing sites for a fee. The scores will then be sent to Garrett College for advising and placement.

**C. Administration and Finance General Report**

In addition to the previously submitted report on file, Dean Gilman passed out an FY2010 Statement of Budget, Expenditures, and Encumbrances Report for the period 7/1/09-4/30/10 as well as a Garrett College Fiscal Year 2010 Unrestricted Funds Actual to Budget as of 4/30/2010. She then summarized the reports for Board Members and explained that some of the County funds have not arrived yet.

She also reported that we were in the process of working with an external agency to handle the Financial Aid Deferred Payment Plans for students.

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

In addition to the previously submitted report on file, Dean Yoder reported that her department has hired a temporary data entry registration assistant to help with the entry of a backlog of registrations into the College's management information system. The Southern Outreach Center (SOC) will be providing summer programs for children. One of the Program Coordinators on the main campus has partnered with the Discovery Center and will provide adult nature programming this summer. CEWD also has many customized business trainings scheduled for the summer.

Dean Yoder also reported that her department has been reviewing their internal processes, deadlines, etc., and are working to update policies and procedures to better assist clientele.

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

In addition to the previously submitted report on file, Dean Wellham reported that College representatives from Admissions, Financial Aid, and the Foundation will be participating in the Northern High School Awards ceremony tomorrow. She also updated board members on the

fall applications received to date and positive enrollment numbers for summer and fall. She noted that fall 2010 enrollment numbers may be closer to the fall 2008 enrollment numbers instead of 2009.

She also reported that we have had many individuals viewing our website and that the recently uploaded Men's Basketball recruitment video is popular.

Dr. Neff thanked Dean Wellham for developing data-driven reports with current enrollment numbers, target enrollment numbers, etc., for assistance with College strategic planning.

**F. Information Technology General Report**

Dean Torok did not have anything to add to her previously submitted report on file, but noted that her department is heading into their busy season of computer and system upgrades.

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

In addition to the previously submitted report on file, Ms. Fike reported that applications for the Women's Basketball/Volleyball coach have been forwarded to the committee for review and that the Employee Recognition Luncheon held last week was well attended.

She also updated Board Members about the Maryland State Retirement/Pension Audit. The MTDI Instructors are not eligible for retirement benefits under this system, but they will be added to the CBIZ system that the College currently utilizes for the facilities department personnel.

Ms. Fike noted that the Health Care Reform is scheduled to be a tiered process with many changes, but the proposed changes are not yet "carved in stone".

**H. Institutional Planning General Report**

Mr. Allen did not have anything to add to his previously submitted report on file.

**VII. OLD BUSINESS**

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

Dean Yoder reported that the building is almost complete and that the College Welding Program is now under the CEWD Umbrella. She also noted that she has been in touch with apprenticeship programs in the

state for plumbing and electrical and is working on the details of a fall schedule for the facility.

The Open House has been re-scheduled for August.

**B. CARC Facility**

Dean Gilman reported that Hess Construction recently notified us of an internal change with the project manager. The Storm Water Management Easement will be discussed in the closed session meeting later this evening.

**VIII. NEW BUSINESS**

**A. FY2011 Budget**

Board Members postponed this agenda item and agreed to hold a Special Board Meeting on Tuesday, June 1<sup>st</sup> for discussion and approval.

**IX. SCHEDULE OF NEXT MEETING:**

The next regular meeting of the Garrett College Board of Trustees is scheduled for Tuesday, June 15, 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 Bell, seconded by Trustee Seib, the Board adjourned the Open session meeting at 6:46 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Foundation Board	1
New Board Member Discussions	1
Board Scholarship Recipients	2
HR Manual – Ethics & Conduct Section Review	1

Respectfully submitted by:

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

Linda S. Sherbin  
 Chair  
 Garrett College Board of Trustees