

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 19, 2011
McHenry, Maryland

I. ROLL CALL

Ms. Linda S. Sherbin, Chair called the meeting to order at 5:32 p.m. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Mr. Albert Coviello, Mr. Don Morin, Mr. Jason Rush, and Mr. Duane Yoder. College administrative staff members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Ms. Josephine Gilman, Mr. Fred Learey, Ms. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder.

II. APPROVAL OF THE AGENDA

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

III. PUBLIC COMMENTS - None at this time.

IV. APPROVAL OF MINUTES of Board Meeting held on March 15 2011

On a motion by Trustee Seib, seconded by Trustee Rush, the minutes of the March 15, 2011 Board of Trustees meeting were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

Chair Sherbin thanked everyone for the successful inaugural weekend. Many members noted that they have received much positive feedback from the community regarding the events. Chair Sherbin then read a thank you letter from Ms. Lisa Umbel, a Garrett College Board of Trustee Scholarship Recipient.

1. **Upcoming Events:** Chair Sherbin summarized the upcoming events and highlighted the All College Forum, the next Board Meeting on May 17th, and the Joan Crawford Lecture Series.

VI. PRESIDENT'S REPORT

A. President's General Report

Dr. MacLennan thanked everyone for their participation in the weekend inaugural events. He noted that it was a good experience and that the guest speakers and choral society did a great job. He noted that the

College succeeded in connecting with the community and he sincerely appreciated all efforts. He also reported that the College continues with outreach activities in relation to the Integrated Planning Process and will soon hold meetings in various areas of the county. Efforts continue on the FY2012 budget and it will be presented to the board during the May meeting.

Dr. MacLennan then reported that Garrett County and ASCI were successful in receiving the bid for the 2014 World Championships. The College is formally beginning to discuss strategies and steps for closer relationships with ASCI as well.

B. Information Technology General Report

In addition to the previously submitted report on file, Dean Torok explained and summarized the Higher Education Opportunity Act and how it currently affects and will continue to affect Distance Learning offerings in the future.

C. Human Resources General Report

In addition to the previously submitted report on file, Ms. Fike noted a correction on page two of her report. Hartford is not the life insurance vendor for the County Government. Also, the Employee Recognition Luncheon will be held on Tuesday, May 17th from Noon to 2:00 p.m. Additional information will be sent out soon.

D. Instruction & Institutional Planning General Report

Mr. Allen did not have anything to add to the previously submitted Instruction report on file. He did have information to add to the Institutional Planning report. He passed out a handout which summarized the recent governance input meetings held across campus. He noted that the goal is to develop a proposal for changes to the current system for Board review and approval in July. We would then revise the current governance charter for implementation in August when faculty members return to campus.

He also reported on the Academic Planning Process, associated community outreach meetings being planned, and the College SWOT Analysis that will be completed soon. He will also be working with Student Life, Academic Program Directors, and Enrollment Management to complete an academic profile and then we will work on an environmental scan.

Trustee Bell then passed out Draft2.2 of the Garrett College Value Statements for review. Once finalized, these value statements will be

used for all planning and will be displayed across campus with the College Vision Statement. Mr. Allen noted that the goal is to complete the Integrated Planning processes and develop the Academic Plan by the end of the summer.

E. Development/Garrett College Foundation

In addition to the previously submitted report on file, Mr. Learey thanked everyone for making the inaugural weekend such a success. Many faculty and staff members assisted with this event and the facilities crew did a wonderful job on the internal and external appearance of the campus.

F. Administration and Finance General Report

In addition to the previously submitted report on file, Dean Gilman passed out two handouts: Garrett College Fiscal Year 2011-Unrestricted Funds Actual Budget to March 31st and Garrett College Statement of Budget, Expenditures, and Encumbrances for the period 7/1/2010 to 3/31/2011. She then summarized the reports for Board Members and answered related questions.

She then reported that the College recently had the property surveyed and found some encroachment on the Northeast side of the campus.

G. Student Life General Report

In addition to the previously submitted report on file, Dr. Brelsford announced that a student “Spring Fling” is scheduled for April 29th sponsored by the Student Government Association. He also noted that the First Year Experience (FYE) program syllabus was recently reviewed by the curriculum committee. We hope that this program will replace the LRN 100 – Introduction to College class.

H. Continuing Ed. & Workforce Dev. General Report

In addition to the previously submitted report on file, Dean Yoder reported on recent legislation that would drastically cut or eliminate WIA funding. She noted that this would have a tremendous impact for the MTDI students since it is a non-credit program and they are not Pell eligible. She is researching other options for the students including loans, deferred billing, etc.

She also updated members on the CARC Director search. Four candidates were brought to campus for interviews and two names were forwarded by the committee; both individuals declined for different

reasons. She reported that Theresa MacLennan has experience working with these types of facilities and she is currently volunteering her time to assist us until we are able to hire a CARC Director. Her experience and feedback has assured us that we are on the right track with the planning of this facility. We are currently reevaluating the job description to conduct another search for the director. The Administrative Associate position will also be advertised soon.

I. Marketing & Enrollment Management General Report

In addition to the previously submitted report on file, Dean Wellham provided an enrollment number update to the Board. She noted that the numbers are up compared to last year at this time. She also reported on the recent health fair held at the Wisp, CARC inquiries, the successful Open House held over the weekend, and expansion of radio ads.

VII. OLD BUSINESS

A. Community Aquatic and Recreation Center (CARC)

Due to severe winter conditions, the College and Hess Construction have renegotiated the date on which liquidated damages would begin to October 1, 2011 for the aquatics portion of the facility. However, Hess is still committed to a September 1st target completion date.

Concerning the naming of this facility, Dr. MacLennan proposed changing the word “center” to “complex” at the end of the CARC title. Discussion ensued regarding title change issues and additional options available. Members agreed that they would like to preserve the word “aquatics” to ensure that the community and visitors to the area know that we will have a swimming pool in our facility. On a motion by Vice Chair Seib, seconded by Trustee Bell, the Board voted to change the word “center” to “complex” in the title of the recreation center currently being built on the Garrett College campus. The CARC facility will be titled “Garrett College Community Aquatics and Recreation Complex”.

B. Board Award for Outstanding Contributions to Garrett College

The Board Award Committee consisted of Trustee Coviello, Trustee Rush, and Chair Sherbin. The committee received seven nomination forms this year and selected Mr. Jim Hinebaugh, Director of the Garrett County Economic Development Office as the 2011 recipient. Mr. Hinebaugh has been instrumental in many successful College and County projects over the years. On a motion by Trustee Coviello, seconded by Trustee Rush, the Board approved the committee recommendation of Mr. Hinebaugh.

C. Board Retreat Dates

Members discussed dates for a partial day retreat in May to acquire additional input for the Integrated Planning Process and a full-day retreat in July. Dates will be sent to members via email for a final decision.

VIII. NEW BUSINESS

A. County Water and Sewer System Easement

Dean Gilman reported that we received a request from the County Department of Public Utilities on March 30, 2011 regarding the County Water and Sewer System Easement Agreement, Map 42, Parcel 101, located at 685 Mosser Road (CARC location). The letter states that the easement must be provided in order for this department to operate and maintain the pressure sewer line, electrical connection, sewage grinder pump, water meter, and appurtenances that have been or will be installed on the Garrett College property to obtain water and sewer service. The easement must be signed, notarized and returned to them at the College's earliest convenience. Chair Sherbin reported that she spoke with the local Department of Public Utilities with some changes to the easement. The original document referred to Garrett College as a corporation and we are not.

On a motion by Vice Chair Seib, seconded by Trustee Coviello, the Board approved the chairperson's signature of the easement with the above noted corrections.

B. Former Board Member Forum

Dr. MacLennan reported that the idea to host a former board member Forum came out of a recent Foundation Major Gifts Committee Meeting. This type of forum is a good way to involve past Board Members to acquire feedback and see if any may be interested in assisting with the Foundation. Members agreed to pursue a gathering in the fall over breakfast or dinner.

IX. SCHEDULE OF NEXT MEETING

The next regular meeting of the Garrett College Board of Trustees is scheduled to be held on May 17, 2011, 5:30 p.m. at Garrett College.

X. MOTION TO RECESS THE OPEN SESSION MEETING FOR THE PURPOSE OF GOING INTO A CLOSED/EXECUTIVE SESSION MEETING OF THE BOARD

The Board had three items to discuss in executive session. The titles of these items as well as the related exceptions under the Open Meetings Law are noted below. On a motion by Vice Chair Seib, seconded by Trustee Bell, the Board recessed the Open Session Meeting at 7:22 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Board Self-Evaluation	1
Presidential Evaluation	1
Emeritus Honorees	2

Respectfully submitted by:

Richard L. MacLennan
 President, Garrett College
 Secretary/Treasurer, Board of Trustees

Linda S. Sherbin
 Chair
 Garrett College Board of Trustees