

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**February 15, 2011**  
**McHenry, Maryland**

**I. ROLL CALL**

Ms. Linda S. Sherbin, Chair called the meeting to order at 5:34 p.m. by welcoming two new Board Members Mr. Albert Coviello and Mr. Don Morin. She also welcomed approximately 20 students from the Journalism I class and instructor Dr. Lonnie Brewster to the meeting. Other Board Members present included: Ms. Vianne Bell, Mr. Jason Rush, and Mr. Duane Yoder. College administrative staff Members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Dr. Rebecca DiLiddo, 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 Rush, the agenda was approved as distributed.

**III. PUBLIC COMMENTS**

Dr. Lonnie Brewster reported that the Journalism I class is present this evening to conduct research for upcoming writing assignments on meetings and speeches. Board Members welcomed them to the meeting.

**IV. APPROVAL OF MINUTES of Regular Board Meeting held on January 18, 2011**

On a motion by Trustee Bell, seconded by Trustee Rush, the minutes of the January 18, 2011 Garrett College Board of Trustees meeting were approved as distributed.

**V. REPORT OF OFFICERS**

**A. Chairperson's Report**

**1. New Board Member Installation**

Chair Sherbin welcomed Ms. Sondra Buckel, Clerk of the Circuit Court of Garrett County, to the meeting to install Mr. Coviello and Mr. Morin. Ms. Buckel stated that she received commissions for both new members from the State of Maryland to be sworn in as Garrett College Board of Trustee members for a term of six years from July 1, 2010.

**2. Upcoming Events**

Chair Sherbin summarized the upcoming events. Mr. Allen noted that the next All College Forum is scheduled for Monday, February 28, 2011 at 9:00 a.m. in CE 205/207.

**3. Reminder**

Chair Sherbin reminded Board Members that they are required to file annual financial disclosure statements to the Maryland State Ethics Commission by April 30, 2011.

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

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

Dr. MacLennan did not have any additional information to add to the previously submitted report on file.

### **B. Institutional Planning General Report**

Mr. Allen did not have any additional information to add to the previously submitted report on file.

### **C. Development/Garrett College Foundation**

In addition to the previously submitted report on file, Mr. Learey reported that the Presidential Inauguration and Gala invitations will be mailed this week. He then explained how individuals could become members of the President's Circle as part of the Gala Foundation Fundraiser. He encouraged everyone to attend the Inauguration Ceremony and Gala fundraiser and to contact the Foundation Office for additional information. He also reported on a recent Chinese New Year event held at Trustee Bell's home that resulted in over \$1200 in donations to benefit Garrett College Athletics.

### **D. Academic Affairs General Report**

Dr. DiLiddo did not have any additional information to add to the previously submitted report on file.

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

In addition to the previously submitted report on file, Dean Gilman passed out a data sheet from July 1, 2007 – September 30, 2010 showing Maryland Community College student loan repayment statistics. The percentages show the amount of students who defaulted on student loans. The high percentage for Garrett College's students who have defaulted on loans is partially due to ongoing problems in the Financial Aid Office during a portion of the data collection period that has since been corrected. Dr. MacLennan reported that several individuals on campus have been meeting to discuss how to better assist students on the front-end when they are first considering the loans. Dean Gilman also passed out a 12-Step Guide to Financial Success – Mapping Your Future from MappingYourFuture.org. This document contains financially responsible information for students. The financial aid office and student life offices are also working together to incorporate more debt management information in the classroom.

Dean Gilman then passed out the Garrett College Statement of Budget, Expenditures, and Encumbrances report for the period 7/1/10 – 1/31/11 and Garrett College Fiscal Year 2011 Unrestricted Funds Actual – Budget to January 31<sup>st</sup>. She summarized the reports for Board Members and answered questions.

**F. Student Life General Report**

In addition to the previously submitted report on file, Dr. Brelsford reported that the men's and women's basketball teams are both in the Maryland JUCO tournament this week and the baseball team has away games scheduled this coming weekend. He then fielded questions from Board Members regarding the Diversity Club and Student Government Association.

**G. Continuing Education & Workforce Development General Report**

In addition to the previously submitted report on file, Dean Yoder reported on updated enrollment numbers and noted that the numbers are up from last year. She also reported that the renovation of the 5,000 sq/ft high-bay area of the Career Technology Training Center in Accident, Maryland is in the design phase with the architect. The Garrett County Economic Development Department has secured \$800,000 in funding to renovate this last unfinished section of the building. She is also working on additional programming options for the facility and hopes that the College's Integrated Planning process will provide feedback to assist in this process.

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

In addition to the previously submitted report on file, Dean Wellham reported that the number of admission applications received to date is up from last year. She also updated Board Members on recent College news releases, a calendar of spring initiatives, an upcoming financial aid workshop on 2/23/11, and plans for a Spring Open House in April targeting Adult Learners.

**I. Information Technology General Report**

Dean Torok did not have any additional information to add to the previously submitted report on file.

**J. Human Resources General Report**

Ms. Fike noted a correction to her previously submitted report. Kailee Craig's resignation date is effective 2/28/11 and not 2/8/11. Also, a full-time Plant Administrator position has been advertised.

**VII. OLD BUSINESS**

**A. Community Aquatic and Recreation Center Update**

Dean Gilman reported that construction has been delayed because of the recent inclement weather, but they hope to extend work schedules and catch up again with the upcoming warm weather forecast. They are still working toward a September 1<sup>st</sup> opening of the facility.

Dean Yoder reported on the status of hiring a director of the facility. The committee is currently reviewing applications and will schedule phone interviews soon and on-campus interviews during the first few weeks in March. She also

noted that work on programming options of the facility is ongoing. The Continuing Education and Workforce Development division will have collaborative programming with Garrett County Memorial Hospital as well as separate programming options.

Dr. MacLennan reported that on the marketing side we are very aware of the community questions relating to pricing. Dean Wellham and her staff have been working on a marketing plan for the facility. Related information for the facility is being posted on the CARC website, related brochures will be mailed and distributed locally soon, and news releases will be in the local papers soon. Also, in the near future, information related to the facility will be posted on the Billboard located on Rt. 219 that is rented by the College.

Dr. MacLennan also reported that the Foundation Major Gifts Committee is working on initiatives to assist with community outreach for the facility, specifically to acquire funding to support the "I Can Swim" program. This program would assist every child in Garrett County learn to swim in the new facility.

## **VIII. NEW BUSINESS**

### **A. FY2010-2013 Strategic Plan Annual Assessment**

Mr. Allen passed out the Garrett College Strategic Plan FY2010-2013 Progress Spreadsheet – Updated February 14, 2011. Mr. Allen summarized the spreadsheet and highlighted several areas that the College has made significant progress in as well as areas that still need further attention. He noted that the next step is to make revisions to the Strategic Plan for Board Review prior to the new fiscal year.

Trustee Yoder asked that the board be given updates on assessment of the plan either quarterly or every six months. Also, the critical items should be reported on a more frequent basis.

### **B. Committee for the Board Award for Outstanding Contributions to Garrett College**

Board Members selected for the Committee for the Board Award for Outstanding Contributions to Garrett College are as follows: Trustee Rush, Trustee Coviello, and Chair Sherbin.

Nominations will be accepted until March 11<sup>th</sup>. Committee members will then review the nominations and announce their selection(s) at the April 2011 board meeting.

### **C. Budget Process**

Dean Gilman updated Board Members on the status of FY2012 budget preparation process. She noted that the College is assuming flat funding from the County, we expect to be down in statewide designated funds, and we are projecting tuition based on 830 full-time credit students. The FY2012 balanced budget will be distributed to Board Members for approval at the May 2011 meeting.

**D. Garrett County Economic Development Strategic Plan**

Dr. MacLennan reported that each Board Member received a copy of the Garrett County Economic Development Strategic Plan in their February Board Agenda packets. He noted that Garrett College was one of the five core entities that guided the planning process. Board Members who participated in the process included Trustee Yoder and Vice-Chair Seib. Dr. MacLennan and Dean Yoder were also very involved in the planning process. The Garrett County Development Corporation is awaiting endorsements of the plan from the boards of the five organizations before presenting to the County Commissioners. Dr. MacLennan noted that the plan will contribute significantly to the College's current academic planning process and decision making regarding development of educational programs and services.

Dean Yoder added that the College is being tasked with many projects in the plan, but we are already working on some of the items. Discussion ensued regarding the already thin College resources, concern for placing additional stress on administrators and staff who already have heavy workloads, county commitment and community assistance, and the College's educational role in the Marcellus Shale political debate.

There was some concern expressed that by endorsing the plan, the College risked generating negative public perception in relation to the current debate on issues regarding the Marcellus Shale. In crafting a motion, Board members wanted to ensure that its endorsement did not imply a collective position relative to any issue of public debate over development of the Marcellus Shale. Trustee Yoder moved that the Garrett College Board of Trustees endorse and support the elements of the Garrett County Economic Development Strategic Plan that speak to the College's role and responsibilities of the Strategic Plan in accordance with the Garrett College Mission. Trustee Morin seconded the motion. Motion passed.

**E. Academic Program Proposal/Changes**

Dr. DiLiddo summarized the proposed changes to the Education/Teacher Preparation degree programs that were distributed in the February Board Agenda packets. She noted that the Director of Education, Mr. Alex Tuel, has been reviewing all degrees and certificates to make recommendations for improvement and changes as deemed necessary. The following recommendations must be approved by the Board:

1. Submission of a request to MHEC to add the AAT in Early Childhood/Early Childhood Special Education (title by the State of Maryland; new degree to replace the A.A. degree in Early Childhood Education) and
2. Discontinuance of the A.A. in Early Childhood/Early Childhood Special Education when the A.A.T. is added, and
3. Discontinuance of the Early Childhood Assistance Certificate.

Dr. DiLiddo explained the new childhood assistant worker guidelines and how our programming change will meet the new guidelines on the credit side. Trustee Bell noted a correction on page 11. The combined fee has been changed from \$20/credit hour to \$24/credit hour. On a motion by Trustee Coviello, seconded by Trustee Bell, the Garrett College Board of Trustees approved the Academic Program proposal changes as listed above and with the correction on page 11.

**IX. SCHEDULE OF NEXT MEETING**

The next regular meeting of the Garrett College Board of Trustees is scheduled to be held on March 15, 2011 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 two 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 Rush, the Board recessed the Open Session Meeting at 7:25 p.m.

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

Respectfully submitted by:

---

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

---

Linda S. Sherbin  
 Chair  
 Garrett College Board of Trustees