

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

I. ROLL CALL

Ms. Linda S. Sherbin, Chair called the meeting to order at 5:31 p.m. Other Board Members present included Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Mr. Albert Coviello, Mr. Don Morin, 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. A guest was also present: Mr. Jerry Zimmerman, Garrett College Director of Facilities.

II. APPROVAL OF THE AGENDA

Chair Sherbin added Item V.B. Vision Committee Process, moved the Board Retreat Dates agenda item from the closed session meeting to the open session as new business item VIII.A. and added CEWD Dean Search as a new business item VIII.B. (Open session will reconvene for final vote on this agenda item once discussed in executive session). On a motion by Trustee Bell, seconded by Vice-Chair Seib, the remaining agenda was approved as distributed with the above noted changes.

III. PUBLIC COMMENTS

None at this time.

IV. APPROVAL OF MINUTES of Regular Board Meeting held on February 15, 2011

On a motion by Trustee Coviello, seconded by Trustee Bell, the minutes of the regular Board Meeting held on February 15, 2011 were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

- 1. Upcoming Events:** Chair Sherbin summarized the upcoming events and highlighted the All College Forum, Inaugural Events, and Commencement dates.
- 2. Annual Financial Disclosure Statements:** Chair Sherbin reminded Board Members to file their Annual Financial Disclosure

Statements by April 30th and send a confirmation to the President's Office for their records.

B. Vision Committee Process

Trustee Bell reported that she is involved with the Board and College Vision Committee which also consists of Trustee Coviello, Ms. Elizabeth Grant, and Ms. Connie Meyers. She explained the process for developing the College values and passed out a draft which will serve as a dialogue to start discussing with the College community. Members discussed a few additions to the document but will email any additional ideas to Trustee Bell.

VI. PRESIDENT'S REPORT

A. President's General Report

In addition to the previously submitted report on file, Dr. MacLennan participated in two meetings yesterday with the Governor of Maryland as he visited Garrett County and Allegany College to discuss local tourism and local initiatives. Dr. MacLennan also reported that he has been working with the Adventure Sports Center International and the Garrett College Adventure Sports Program as they propose to bring the 2014 World Canoe & Kayak Championships to Garrett County. He noted that chances are favorable for this event to take place in Garrett County and that Garrett College would play an integral role.

B. Human Resources General Report

In addition to the previously submitted report on file, Ms. Fike reported that a full-time plant manager position was recently advertised with a deadline of March 6th and the Athletic Trainer position is being reevaluated. Also, three quotes have been received to date from companies who offer pre-tax flexible spending account options for Garrett College employees. Dr. MacLennan thanked Ms. Fike for working on the proposals for additional life insurance options, as noted in the monthly Human Resources Report, as well as the flexible spending account options. He noted that we hope to be able to offer additional options to employees for the upcoming fiscal year.

C. Institutional Planning General Report

In addition to the previously submitted report on file, Mr. Allen reported that the follow-up report to the Middle States Commission on Higher Education is due on April 1st. He noted that he would email a copy to Board Members for review and comments prior to submission.

He then referred to The Garrett County Scholarship Program: Report to the Garrett County Commissioners February 2011 that was included in the March Board Agenda packets. He noted that there was a mistake on pages four and five that will be corrected and re-submitted to the Commissioners. Dr. MacLennan also noted that the College Executive Council is planning to reformat the document to include additional success stories, pictures, charts, etc., and distribute to the public to better explain why the scholarship program is important to Garrett County citizens as well as Garrett College.

D. Development/Garrett College Foundation

In addition to the previously submitted report on file, Mr. Learey noted that the Inaugural events were only four weeks away and there is still much to do. We have arranged for two Garrett College students to play the piano during the evening Gala and for the Garrett Choral Society to perform two songs during the ceremony in the morning. Reservations for the Gala are slow coming in, but we hope to have a good turnout.

E. Academic Affairs General Report

In addition to the previously submitted report on file, Dr. DiLiddo reported that the Curriculum Standards Committee is currently reviewing course syllabi and the new Engineering Degree proposal will be submitted to the Maryland Higher Education Commission in the next few days.

F. Administration and Finance General Report

In addition to the previously submitted report on file, Dean Gilman passed out an Interim Report of Financial Aid for Fiscal Year 2010-11 from the Garrett College Financial Aid Office. She noted that the College plans to sponsor a financial literacy fair in the Spring for students to better understand their financial aid obligations and finances in general. She also passed out two handouts: Garrett College Statement of Budget, Expenditures, and Encumbrances for the period 7/1/10 – 2/28/11 and Garrett College Fiscal Year 2011 Unrestricted Funds Actual-Budget to February 28, 2011. She then summarized the reports for Board Members and answered related questions.

G. Student Life General Report

In addition to the previously submitted report on file, Dr. Brelsford reported that a small group has been formed on campus to discuss ways to better assist veteran students. Also, the CARE Team recently attended a training session at Anne Arundel Community College.

H. Continuing Education & Workforce Development General Report

In addition to the previously submitted report on file, Dean Yoder reported that the Miltenberger Seminar occurred this past weekend at Rocky Gap Resort with over 280 people in attendance. She noted that Ms. Jean Tressler, Coordinator of Operations for Continuing Education and Workforce Development, oversees this successful program in which most area emergency personnel receive training. She also reported that her department has been working with the local University of Maryland Extension Office to discuss training opportunities for the Marcellus Shale industry. We have an opportunity to assist the companies from West Virginia and Pennsylvania with their employment training needs for CDL's, welders, surveying (CAD Training, GIS, etc.) etc. Some individuals from the College and Extension Office will travel to Penn College to tour Marcellus Shale facilities and sites next month. Dr. MacLennan noted that this is a good example of where Garrett College can serve as a regional training aid for employment training opportunities.

I. Marketing & Enrollment Management General Report

Dean Wellham noted a correction on page one of her previously submitted report on file. The fourth bullet down under the College Website section has the word "decreased" instead of "increased" and should read, "Year-to-date traffic in 2011 has increased 7.6% from 2010". She also noted that as of yesterday the yield is 46% for inquiries to applicants and we were at 27% at this time last year.

J. Information Technology General Report

Dean Torok updated Board Members on changes to project timelines in the previously submitted report on file and answered related questions.

VII. OLD BUSINESS

A. Community Aquatic and Recreation Center Update

Dr. MacLennan reported that on-campus interviews will be held this week for the Director of the Aquatics Center. Also, a recent program meeting was held for the "I Can Swim!" program sponsored by the Garrett College Foundation. The Garrett County Board of Education is also working with the College on this program.

Dean Gilman passed out a handout showing CARC Phase I and Phase II actual expenditures, expenditures by revenue source and risks to completion. She then provided a construction update to Board Members

and noted that some time has been lost due to extended inclement weather. She then discussed issues related to occupancy permits and paving Laker Drive as well as the possibility of an accelerated construction schedule.

VIII. NEW BUSINESS *

A. Board Retreat Dates

Mr. Allen reported that as part of the College Integrated Planning Process, it would be best to schedule at least a ½ day Board Retreat in late April. We would like Board Members to participate in a SWOT Analysis for the College as well as other related activities related to the IPT process in order to acquire Board insight.

Dr. MacLennan would also like to schedule a full-day summer Board Retreat. Executive Council Members would participate in the retreat in the morning and then the President and Board would meet in the afternoon to discuss goals. The President’s Office will coordinate efforts for possible Board Retreat dates and locations soon.

IX. MOTION TO RECESS THE OPEN SESSION MEETING FOR THE PURPOSE OF GOING INTO A CLOSED 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. The Board will resume the open session meeting to vote on Agenda Item VIII.B. Continuing Education and Workforce Development Dean Search after confidential discussions in executive session. On a motion by Vice-Chair Seib, seconded by Trustee Bell, the Board recessed the Open Session Meeting at 6:44 p.m.

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

X. MOTION TO ADJOURN THE CLOSED SESSION MEETING AND RECONVENE OPEN SESSION MEETING

On a motion by Trustee Bell, seconded by Trustee Coviello, the closed session meeting of the Garrett College Board of Trustees adjourned at 7:46 p.m. Chair Sherbin then called the open session Board Meeting to order again at 7:47 p.m. to discuss agenda item VIII.B. CEWD Dean Search.

*(*New Business will be continued following Agenda Items IX and X)*

VIII. NEW BUSINESS (Continued)

**B. Continuing Education and Workforce Development (CEWD)
Dean Search**

Dr. MacLennan reported that the CEWD Dean Search Committee consisted of college personnel as well as one staff member from the Garrett County Economic Development Office. A national search was conducted as well as extensive phone interviews. Then, on-campus interviews were recently conducted with the top three candidates. All individuals who participated in the on-campus interviews had the opportunity to complete a candidate survey. The results were then forwarded to the President for review and recommendation to the Board. After careful review and overwhelming positive feedback from the candidate surveys, Dr. MacLennan recommended that the Board approve Ms. Julie Yoder as the new Dean of Continuing Education and Workforce Development. Ms. Yoder has served as the Interim Dean of Continuing Education and Workforce Development for the past two years. On a motion by Trustee Coviello, seconded by Trustee Bell, the Board approved Ms. Julie Yoder as the new Dean of Continuing Education and Workforce Development effective today.

XI. SCHEDULE OF NEXT MEETING

The next regular meeting of the Garrett College Board of Trustees is scheduled to be held on April 19, 2011 at 5:30 p.m. at Garrett College.

XII. ADJOURNMENT

On a motion by Vice-Chair Seib, seconded by Trustee Bell, the open session meeting of the Garrett College Board of Trustees adjourned at 7:50 p.m.

Respectfully submitted by:

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

Linda S. Sherbin
Chair
Garrett College Board of Trustees