

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
January 18, 2011
McHenry, Maryland

I. ROLL CALL

The meeting was called to order at 5:38 p.m. by Ms. Linda S. Sherbin, Chair. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, and Dr. Lillian Mitchell. College staff members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. Rebecca DiLiddo, Ms. Linda Fike, Ms. Josephine Gilman, Ms. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder. Guests present included: Mr. Kevin Bass, Ms. Kathy Browning, Ms. Kathy Fauber, Ms. Carrie Hackett, Mr. Andrew Harvey, Ms. Cissy VanSickle, and Ms. Julia Zaiser.

II. APPROVAL OF THE AGENDA

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

III. PUBLIC COMMENTS

None at this time.

IV. APPROVAL OF MINUTES of Regular Board Meeting held on November 16, 2010

On a motion by Trustee Mitchell, seconded by Trustee Bell, the minutes of the November 16, 2010 Garrett College Board of Trustees meeting were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Recognition of individuals who assisted with MSDE Program Review

Chair Sherbin read Board Resolution #2011-02 – Financial Aid Program Review acknowledging 14 Garrett College Employees for their hard work and dedication during the Financial Aid Program Review. On a motion by Trustee Seib, seconded by Trustee Bell, the Board approved this resolution. The following employees were present and received a signed copy of the resolution: Ms. Cissy VanSickle – Director of Financial Aid, Mr. Kevin Bass – MIS Administrator, Ms. Carrie Hackett – Staff Accountant, Mr. Andrew Harvey – Financial Aid Counselor, Ms. Kathy Fauber – Financial Aid Counselor, Ms. Pam Warnick – Assistant Director of Financial Aid, Kathy Browning – Director of Business and Finance, Mr. James Allen – Director of Institutional Planning, Ms. Julia Zaiser – Executive Associate II to the Dean of Administration and Finance, Ms. Josephine Gilman – Dean of Administration and Finance, and Dr. Richard MacLennan – President. Individuals not present who were also recognized included: Ms. Trisha Mayles – Staff Accountant, Ms. Kim

DeGiovanni – Director of Records and Registration, and Mr. Vaughn Vitez – Copy Center Manager.

2. Upcoming Events

Chair Sherbin reminded everyone that the next All College Forum will be held on January 26, 2011 at 12:30 in CE 205/207.

MACC Trustee Leadership Conference and Legislative Reception:

Three board members and the President are planning to attend the MACC Conference on Monday, January 24, 2011. Dr. MacLennan will contact the two newly appointed Board Members to see if they are also available to attend.

Governance Leadership Institute – February 13, 2011, Washington, DC: No one is planning to attend this conference.

VI. PRESIDENT'S REPORT

A. President's General Report

Dr. MacLennan referred to the recent *Republican Newspaper* Article “Message from the President’s Desk” that was included in the Board Agenda packet. He received a phone call from the Mayor of Friendsville, Spencer Schlossnagle, immediately after the article was published and recently met with him to discuss the College’s planning processes and how the local municipalities would be involved.

B. Development/Garrett College Foundation

Mr. Learey summarized the approval process for the Garrett College Foundation Investment and Spending Policy that was included in the Board Agenda packets. He also reported that the Inauguration Steering Committee will meet tomorrow and reminded Board Members to put April 8 and April 9 on their calendars for Inauguration activities, ceremony, and Foundation Gala fundraiser.

He also updated Board members on recent donations received, a potential donor for the Community Aquatics and Recreation Center, the recent Foundation Audit, and policy revisions.

C. Academic Affairs General Report

In addition to the previously submitted report on file, Dr. DiLiddo summarized the recent results of the A+ Student Certifications and noted that the College is on track to fully implement the CISCO Academy this fall.

D. Administration and Finance General Report

In addition to the previously submitted report on file, Dean Gilman passed out two handouts titled: Garrett College Statement of Budget, Expenditures, and Encumbrances and Garrett College Fiscal Year 2011 Unrestricted Funds Actual-Budget to December 31, 2010. She then summarized the handouts and answered questions.

E. Student Life General Report

In addition to the previously submitted report on file, Dr. Brelsford reported that the College will be welcoming back many residential students this weekend and still accepting applications for on-campus housing. He then reported on the recent men's and women's basketball statistics and the newly formed CARE Team which assists troubled students. An email explaining the CARE Team was recently sent out to the College Community. He noted that he would make sure that Board Members receive the information as well.

F. Continuing Ed. & Workforce Dev. General Report

In addition to the previously submitted report on file, Dean Yoder reported that she recently met with representatives regarding the renovation of the high bay at the Career Technology Training Center. She also noted that we just finished a successful first semester at the facility serving over 100 students and that credit classes will be held there this semester. Her department is also working to accommodate students and tweak processes related to the County Occupational Scholarship and the Naylor Family Scholarship. The renovation at the Southern Outreach Center is nearing completion except for some information technology items. We hope to be able to host a future Board Meeting at the facility.

G. Marketing & Enrollment Management General Report

In addition to the previously submitted report on file, Dean Wellham updated Board Members on upcoming College newspaper articles, current enrollment numbers, retention numbers, and projections.

H. Information Technology General Report

In addition to the previously submitted report on file, Dean Torok reported that we are searching for online English Instructors – locally or remotely.

I. Human Resources General Report

In addition to the previously submitted report on file, Ms. Fike reported that she would be meeting with representatives from the Board of Education, County Government, and Jamie Resh-Kamp, Garrett College Coordinator of Health Services, to discuss joint Wellness Programs.

J. Institutional Planning General Report

Mr. Allen summarized the documents previously submitted with his January Board Report regarding the Integrated Planning Process and individuals involved in the process. In addition to the previously submitted report on file, Mr. Allen reported that he has been meeting with the President and various groups on campus to discuss the new governance process, provide training, and acquire feedback in order to improve processes.

VII. OLD BUSINESS

A. Community Aquatic and Recreation Center Update

Dean Yoder passed out a handout titled, "Community Aquatic Recreation Center – Membership Model Summary". Dr. MacLennan and Dean Yoder summarized the handout and noted that it is the less complicated version of the overall fee structure and that some membership areas will be dealt with on a case-by-case basis by the Director of the Facility. Dr. MacLennan reported that we are working on a planning process to promote community access to the facility and its programs. He also noted that the Board of Education recently approved a swim team for both high schools in the county school for the 2011-2012 school year.

Dr. MacLennan also reported that the Community Aquatic Recreation Center Planning Committee was recently approached by a local business owner of the Aquatics Center, Inc. in McHenry, Maryland. The owner is concerned about the closely related title of her business to the Community Aquatic Recreation Center and associated problems that could occur. Dr. MacLennan noted that the College does not want to harm her business and we are currently reviewing the matter.

Board Members asked that a few typographical changes be made to the fee structure (i.e. remove Garrett County before Senior Citizen, add annual to the title so that everyone understands that these are annual fees). On a motion by Trustee Seib, seconded by Trustee Bell, the Board approved the Community Aquatic Recreation Center – Membership Model Summary with the above noted changes.

VIII. NEW BUSINESS

A. Creating a College Vision

Dr. MacLennan explained that a board goal is to be part of the Integrated Planning Process and to be involved with the development of the College Vision Statement. Connie Meyers, Garrett College Continuing Education Program Director, is the chair of the Visioning Process Workgroup. Ms. Meyers explained the process that the Visioning Workgroup plans to follow. All Board Members will be involved in this process, but the board can identify at least one member to work with the subgroup closely throughout this process. The

group plans to hold “town-hall” type meetings to gather input from the external community.

Ms. Meyers then passed out a handout titled “Values – Garrett College Believes”. Mr. Allen noted that the values had not been reviewed for some time and that the highlighted value statements were originally listed as institutional goals until the latter were replaced by the new set of institutional goals adopted in June 2008. The visioning subgroup will begin refining or redefining the values and adopt strategic priorities associated with each goal.

Ms. Meyers will correspond with Board Members soon to set up an initial meeting to begin the planning process.

B. Gift Acceptance Policy (includes Policy on Naming Facilities)

The Garrett College Foundation Gift Acceptance Policy was approved by the Foundation Board on December 10, 2010. The policy includes appendix one – Policy on Naming Facilities that must be approved by the Garrett College Board of Trustees. Board Members then asked a few clarifying questions. On a motion by Trustee Seib, seconded by Trustee Mitchell, the Garrett College Board of Trustees approved Appendix One – Policy on Naming Facilities of the Garrett College Foundation Gift Acceptance Policy as distributed in the Board Agenda packets.

C. Combined Fee Revision

Dean Gilman explained that the College is proposing to increase the combined fee from \$20 to \$24 dollars per credit hour. This increase will help cover a portion of the additional services that students received from counseling services, health services, and the Community Aquatics and Recreation center. This increase is proposed to begin for the FY 2012 semester and will apply to in-county, out-of-county, and out-of-state students. The annual impact on an individual student is a total of \$114. She then explained the proposed FY 2012 rate increases at other institutions and noted that we will be in line with other community colleges with this fee increase. She also noted that we did not increase the fee last year when we added the nurse and counselor positions.

On a motion by Trustee Bell, seconded by Trustee Seib, the Garrett College Board of Trustees approved an increase in the combined fee from \$20/credit hour to \$24/credit hour.

D. Commissioning Bid Award – Community Aquatic and Recreation Center Phase II

Dean Gilman explained that Foreman Commissioning was chosen to represent the College as the commissioning agent for Phase I of the Community Aquatics and Recreation Center construction. Due to the mechanical space and systems shared by both the Community Aquatic and Recreation Center and the Gymnasium Facility, the associated problems of tying the two systems

together, and the two distinct construction contractors for each phase of the project, the College feels that it is best to use the same commissioning agent for both phases of the project. Board Members received all related proposals from Foreman in the Board Agenda packets. On a motion by Trustee Mitchell, seconded by Trustee Bell, the Board of Trustees approved the Board Resolution #2011-01 – Bid Award – CARC Phase II Commissioning sole-source contract with Foreman Commissioning.

IX. SCHEDULE OF NEXT MEETING

The next regularly scheduled Board of Trustee Meeting is scheduled for Tuesday, February 15, 2011, 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 Seib, the Board recessed the Open Session Meeting at 7:19 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Discuss the Performance of an Administrative Employee	1
New Board Member Orientation	1

Respectfully submitted by:

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

Linda S. Sherbin
 Chair
 Garrett College Board of Trustees