

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
January 20, 2009
Garrett College, McHenry, Maryland

I. ROLL CALL

The meeting was called to order at 5:35 p.m. by Ms. Linda S. Sherbin, Chair. Other Board Members present included: Ms. Ruth Seib, Vice-chair, Ms. Vianne Bell, Dr. Lillian Mitchell, and Mr. Duane Yoder. College staff members present included: Dr. Paul Dauphinais, Mr. James Allen, Dr. Rebecca DiLiddo, Ms. Linda Fike, and Mr. Edward Robinson.

II. APPROVAL OF THE AGENDA

The agenda was approved as distributed by acclamation.

III. APPROVAL OF MINUTES of November 24, 2008

On a motion by Trustee Yoder, seconded by Vice-chair Seib, the November 24, 2008 Board of Trustee Minutes were approved as distributed.

IV. REPORT OF OFFICERS

A. Chairperson's Report

Chair Sherbin reported that one of our Board Members, Mr. Dale Schroyer, was involved in a car accident yesterday while vacationing in Florida and his wife was fatally injured. Chair Sherbin noted that Mr. Schroyer is currently in the hospital but did not have any more information at this time. Everyone was very concerned. Members will be updated as more information becomes available.

1. Upcoming Events

Chair Sherbin noted that five trustees are scheduled to attend the Maryland Association of Community College's (MACC) Trustee Leadership Conference and Legislative Reception on Monday, January 26, 2009 at the Calvert House, Annapolis, Maryland.

Chair Sherbin also updated Board Members on the upcoming Cabinet Meeting scheduled for Friday, January 23, 2009 and that the College will be closed on Monday, February 16, 2009 for the President's Day Holiday.

2. ACCT Governance Leadership Institute for Trustees & CEO's

Dr. Dauphinais stated that the information regarding an upcoming ACCT Governance Leadership Conference was sent electronically to

Chair Sherbin. He stated that he thought Board Members may be interested in attending and would forward the information to all interested Board Members.

3. Revised By-Laws

Vice-chair Seib stated that there is a typographical error on page 1, under Section 2 Authority, letter C the first sentence. The word "be" should be "by".

Vice-chair Seib also pointed out that on page 3, under letter C; it states that the Board shall perform the following duties: #1 – Define the role and mission of the College and establish institutional objectives. She isn't asking for a change to this, but just wanted to point it out as an important duty of the Board.

Vice-chair Seib stated that there seems to be an old reference listed under Article 2, Section 3, letter A. It states that the Chairperson shall preside at all meetings of the Board and shall be entitled to vote at all meetings of the Board, Article 6, Section 1,A, notwithstanding. She further stated that Article 6 refers to Contracts and Finances and section 1 refers to execution of contracts so she is not sure how it is relevant.

Chair Sherbin asked a question regarding quorum and the old reference to quorum in the bylaws and the board handbooks. She read the definition in the board handbooks. Discussion ensued regarding recollections of the old references and prior research conducted. Dr. Dauphinais noted that he would look back in the files in his office, compare and update members.

V. PRESIDENT'S REPORT

A. President's General Report

In addition to the previously submitted report on file, Dr. Dauphinais stated that he received a call back from the Governor's Appointment Office regarding Mr. Rush. They will be conducting a telephone interview with Mr. Rush sometime this week or next and are trying to move forward.

B. Academic Affairs General Report

Dr. DiLiddo summarized the previously submitted report on file regarding the new Academic Dishonesty Policy, Adjunct Faculty Orientation, and the recent Faculty Governance discussion sessions. She stated that overall the new governance structure has been well received but there is still a concern about our voices being heard which

may just take some time to work out. Dr. DiLiddo also reported that one of our Faculty Members, Ms. Elisabeth Biser, has been selected by Rotary District 7350 as the recipient of a Rotary International Grant for University Teachers at Nelson Mandela Metropolitan University School of Law in South Africa. Board Members will be hearing about this later on in the meeting because it does require Ms. Biser to take a sabbatical leave.

Dr. DiLiddo stated that Dr. Jeff Reitz, professor of mathematics, is on sabbatical leave for the spring 2009 semester. Mr. Barry Stephens is taking over Jeff's duties as well as focusing on our developmental math project. She also noted that the artistic works of Ron and Lori Skidmore were displayed in a "Holiday Exhibition" recently and an exhibit of a welded steel sculpture by our adjunct welding instructor, Mr. Gregg Carrico, will be on display starting next week.

Dr. DiLiddo also reported that we had an accident with the boiler in the gymnasium. Water leaked out onto the gymnasium floor and has damaged the floor. Some of the damage is on the playing surface but most of it is in the bleacher area. She is currently in discussions with our insurance company, but they felt that the area would be fine to utilize in the meantime. She has left the decision of using the floor up to the Director of Athletics and basketball coaches.

C. Administrative Services General Report

Dean Gilman was unavailable to attend the meeting. Trustee Bell asked a question regarding the previously submitted report on file. She asked about the Risk Analysis to Address Audit Finding 2007-1 section. The first sentence in this section stated that "A risk analysis relating to the business office interface with financial aid was completed and shared with the Dean of Student Services and Administrative Council". She asked what this was about. Dr. Dauphinais noted that Dean Gilman's office provided him with copies today of an attachment to go along with this section of her report. He passed out a five page handout titled, "Findings and recommended steps to address Federal Award Programs Single Audit finding No. 2007-1". Members decided to discuss this in more detail with Dean Gilman when she returns.

Dr. Dauphinais stated that the new procedures manual for travel and other expenses, mentioned in Dean Gilman's report, is not quite ready for distribution but and will be sent out to everyone very soon.

D. Student Affairs General Report

In addition to the previously submitted report on file, Dean Robinson reported that in terms of the residence halls our numbers are looking good and we may even be ahead of last semester. He also noted that he

has been invited to meet with a group of 30 or 40 guidance counselors in Northeast Ohio. These counselors would like to bring a group of their students to visit our campus in April. Dean Robinson stated that an opportunity like this does not happen very often and says a lot about our College and the experience of students from that area with Garrett College. Dr. Dauphinais and the Board Members agreed that this is a good opportunity for us.

Vice-chair Seib asked a question about our student numbers and our open door application process and how we define capacity. Dean Robinson, Dr. DiLiddo and Dr. Dauphinais responded stating that it sometimes depends on our available seats in classes and students preparatory needs. Dr. DiLiddo stated that it also depends on our full-time and part-time faculty who are available to teach the classes.

Vice-chair Seib asked a clarifying question regarding Dean Robinson's report on file and the Weekly Enrollment Report for the Spring Semester. She stated that three columns for the second week in December show zeros. She asked if this is a function of our software and illustrative of a problem that should be fixed or is it a data entering problem. Discussion ensued regarding possible reasons for the error in the report.

E. Continuing Ed. & Workforce Dev. General Report

Dr. Dauphinais summarized the previously submitted report on file.

F. Information Technology General Report

Dean Torok was unable to attend the meeting. Her report was previously submitted and is on file in the President's Office.

G. Personnel/Human Resources General Report

Ms. Fike stated that she did not have anything to add to her previously submitted report on file. Vice-chair Seib asked Ms. Fike how the payroll software conversion is going. Ms. Fike responded that the conversion may run into February 2009.

Vice-chair Seib asked about the status of hiring an Institutional Research Analyst. Dr. Dauphinais stated that a committee has been formed, the job description has been approved through the Organization and Salary Committee, and the reporting structure has been changed so that this person would actually report to Mr. James Allen. The position announcement will be sent out internally for two weeks and then if there are no internal candidates, we will advertise externally for a two week time period. Ms. Fike stated that the advertisement should be sent out tomorrow. Trustee Mitchell asked if the criteria had changed from the

last search. Ms. Fike responded that the position has changed from a director level position to an analyst position.

H. Institutional Planning and Accreditation General Report

Mr. Allen stated that his previously submitted February Board Report is longer than it will be from here on out, but he felt that the Board Members should have some of the background information regarding the Middle States findings in order to better understand our reaccreditation status report.

Mr. Allen summarized the items of critical concern with respect to the College's current warning status, tasks that need to be either completed or in progress by fall 2009, and the status of critical activities and completed tasks.

Trustee Yoder stated that as a Board member, he would like to be more involved at the objective level. Mr. Allen explained the indicators and measureable outcomes and stated that the institutional goals should be finalized by March but the strategic goals probably won't be completed until later on. He noted that institutional goals are pretty standard and are an elaboration of the mission statement and thus do not change much over time, but the strategic goals can change more often. He stated that we need to get the institutional goals in place first because the strategic goals should be derived from the institutional goals.

Vice-chair Seib asked if we compared notes with other community colleges. Mr. Allen stated that we need to be benchmarking with our peer institutions but we don't really compare with other institutions in Maryland. Vice-chair Seib clarified that she meant in terms of the accreditation process and gave a specific reference to Howard Community College and how they have everything tied together, access their data, etc. She also noted that she would like to see a simple check off sheet showing accreditation progress in the future because the information enclosed in the packets is still too much detail and it is hard to read.

Discussion ensued regarding our accreditation status and that we are still a fully accredited institution, we just have some work to do to insure that we are in compliance with all of the accreditation standards.

I. Financial Report

1. FY 2009 Budget, Expenditures, and Encumbrances Report

Trustee Yoder asked if we were having trouble receiving our state money. Dr. Dauphinais stated that we are not, but they are taking money back that was originally allocated.

2. FY 2009 Operating Cash Forecast

There were no comments or questions regarding this previously submitted report on file.

VI. OLD BUSINESS

A. Proposed Governance Structure Update

Mr. Allen reported that we held our second round of the proposed governance structure follow-up meetings with faculty and staff this past week. Our initial round of meetings was held in December. He stated that after the December meetings, he made a few minor changes to the document and then continued discussion in January.

Mr. Allen stated that as far as the actual governance structure itself; most people seem comfortable with it. Many of the comments that were made related to the composition of some of the committees and we have adjusted some of the memberships. Mr. Allen stated that he will now go back and make the final changes to the proposal and will email copies to the Board Members and post the proposal on the College Intranet site for Faculty and Staff final review.

Mr. Allen further reported that the primary concern of both faculty and staff were the non-governance functions that Cabinet performs and how they would be addressed since the current Cabinet does not exist under the new system. People feel that Cabinet meetings are their source of information sharing and discussion on topics of interest. Mr. Allen stated that the governance role of Cabinet will be replaced by the Council's. He stated that no one has issues with the new governance structure, but are more concerned with the non-governance issues that come up regularly in Cabinet meetings. He noted that on a typical Cabinet agenda, the governance issues often play a minor role and there is a lot of information sharing and opportunity to air concerns from across the campus community, etc. He further stated that Cabinet does play a role in resolution of such issues.

Mr. Allen stated that we must make provisions for the non-governance issues and that the Committee for Policy Review is working on an amendment to go with the governance proposal to address the non-governance issues. He stated that most of the resolutions will be done in an All College Forum which would be scheduled on a monthly basis and be more structured than in the past. He also noted that we also need to address the role, if any, that Cabinet plays in the informal grievance process which is spelled out in the current governance structure and the Personnel Manual.

Mr. Allen reported that we generally have agreement from everyone that they are comfortable with the governance structure as it is being proposed as long as we provide an assurance on how the non-governance issues will be handled. This will be done in an outline form for now and then we will work out the specifics or details later. In the meantime, we should be able to move forward with the governance proposal.

B. Award for Outstanding Contributions to Garrett College

Community nomination letters were mailed on January 8, 2009 with a deadline to return the nomination forms to the President's Office by February 9, 2009. Board Committee members will receive any submitted materials in their February 2009 Board Agenda packets.

C. Recommendation for Appointment of the Dean of Continuing Education and Workforce Development

Dr. Dauphinais summarized the previously submitted report on file in which the administration recommends Ms. Julie Yoder as Interim Dean of Continuing Education and Workforce Development. This matter has been reviewed by Cabinet and that body recommends approval. The Board was previously provided this information.

On a motion by Trustee Mitchell, seconded by Vice-chair Seib, the Board of Trustees unanimously approved Ms. Julie Yoder's appointment as Interim Dean of Continuing Education and Workforce Development.

VII. NEW BUSINESS

A. IPED's Report

Dr. Dauphinais stated that this item was placed on the agenda as an "information only" item. He stated that he would be happy to answer any questions relating to this report which basically tells us how we compare to other institutions. He noted that the report looks at a number of things including enrollment, race, ethnicity, academic year type, costs, types of aid, etc,. He asked members to look at the list page six, which is IPED's comparison group of institutions that share our institution's characteristics.

Vice-chair Seib asked a clarifying question regarding scholarship, types of aid, and why we did not report anything in respect to institutional grants. Dr. Dauphinais and Dr. DiLiddo responded and stated that it may have to do with the fact that they have very specific rules on how things are reported. They stated that without knowing the definitions that IPEDs uses, we cannot properly respond. It was also noted that information for this report comes from all areas of the College.

Mr. Allen added that as far as benchmarking is concerned, one of the things that we are looking into doing is becoming a member of the National Community College Benchmarking Project which is based in Kansas. This program provides much more extensive comparative data from community colleges across the country. He stated that it is important that we are able to make these types of comparisons particularly in regards to our institutional effectiveness and improvement. Some colleges have aspirational institutions as well as peer institutions to have a target for the measures. He stated that the approximate cost would be around \$1,000, but would be well worth the investment. He further noted that IPEDS is useful but it is pretty broad and we do not get the specificity needed for institutional improvement.

B. Biser Sabbatical

Dr. Dauphinais stated that the Board members were provided the application information in their packets for Ms. Elizabeth Biser's sabbatical request. As noted earlier in the meeting, Ms. Biser was awarded a Rotary International Grant for University Teachers at Nelson Mandela Metropolitan University School of Law in South Africa. Dr. Dauphinais noted that these awards are highly competitive and sabbaticals must be approved by the board.

On a motion by Trustee Bell, seconded by Trustee Mitchell, the Board of Trustees unanimously approved Ms. Biser's sabbatical.

Vice-chair Seib asked if the Board had officially commended Ms. Biser on this accomplishment to date. Trustee Mitchell noted that Ms. Biser was to provide information to her to draft a news release and that we would also like to have a picture to send along with the release.

Vice-chair Seib noted that in addition to the news release, the Garrett College Board of Trustees commends Ms. Biser on receiving this competitive award and sent "congratulations" her way.

C. REGENT System

Chair Sherbin stated that Dean Torok is not here but asked Vice-chair Seib to report on the REGENT system. Vice-chair Seib stated that the Board Members had heard through the Faculty and Staff Meetings about certain issues with the REGENT System. She has met with Dean Torok to discuss the issues and provide feedback to the Board. Most of the issues from Dean Torok's perspective is that the College had customized the old COCO System heavily which required a lot of work and support. The REGENT folks have been assisting us to customize things to a certain extent but are causing complications. Dr. Dauphinais stated that in the fall, he realized that people were trying to make REGENT look like COCO and it was making it far too unwieldy so he put a stop to the

customization. Vice-chair Seib also stated that she also found out that there were better systems available when we purchased this system, but they were very costly. She noted that there is still a significant amount of training that needs to be done, specifically in the reporting functions. Dean Torok is going to set up some REGENT Training Wrap Sessions. Dr. Dauphinais noted that Dean Torok has already sent an email out regarding the wrap sessions. Vice-chair Seib is hopeful that the training sessions will address some of the concerns that the Board heard at the Faculty and Staff meetings.

D. Scheduling of Faculty/Staff Meetings in March 2009

Chair Sherbin discussed scheduling another Faculty and Staff Meeting with the Board of Trustees in March. Dr. DiLiddo stated that the March faculty meeting is scheduled for Friday, March 27, 2009 at 2:00 p.m. The schedule has changed somewhat due to spring break, but the faculty members should all be here on that day. The group decided to schedule the Faculty and Staff meetings with the Board of Trustees in the morning of March 27th. Ms. Knepp, Executive Assistant to the President, will work out the details and send out a notice to the College Community.

VIII. PUBLIC COMMENTS

Chair Sherbin stated that we added Public Comments as a new section to the Board Agenda, but no one has shown today. She stated that someone raised a question as to how the word would get out about this item being added to the agenda. Chair Sherbin noted that the agenda is mailed to the Republican Newspaper, The Cumberland Times News Weekender, The County Commissioners, the local radio station in Mt. Lake Park, and all Board Members. Also, agendas are provided to Administrative Council Members, the Student Government Association, posted on a bulletin board in "faculty row" on campus, and posted to the Garrett College Internet and Intranet websites. She stated that anybody who wants to find out what is on the Agenda should have access to it. We should not have to specifically announce that this section has been added to the agenda. She also noted that we have developed a sign-in sheet for guests to print their name, position, address, telephone number, topic to address and time allotted.

Discussion ensued as to what order this topic should appear on the agenda and time limits involved. Chair Sherbin stated that it was up for discussion, but she placed it where it was located on the examples provided to her.

IX. SCHEDULE OF NEXT MEETING:

The next regularly scheduled Garrett College Board of Trustee Meeting is scheduled for Tuesday, February 17, 2009 at 5:30 p.m. in the Board Room on the Garrett College campus.

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 Vice-chair Seib, the Board adjourned the open session meeting at 6:55 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Land Encroachment – Update	7
Opinion on Scholarships and Waivers	7
Financial Aid Office	1
Data Analyst	1
Water Line for McHenry Business Park	4
Board Self Evaluation	1
Presidential Evaluation	1

Respectfully submitted by:

Rebecca M. DiLiddo, Ph.D.
 Acting President, Garrett College
 Secretary/Treasurer, Board of Trustees

Linda S. Sherbin
 Chair, Board of Trustees