

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**January 19, 2010**  
**McHenry, Maryland**

**I. ROLL CALL**

The meeting was called to order at 5:30 p.m. by Ms. Linda Sherbin, Chair. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Ms. Lillian Mitchell, Mr. Jason Rush, and Mr. Duane Yoder. College Staff Members present included: Dr. Jeanne Neff – President, Mr. James Allen, Dr. Rebecca DiLiddo, Ms. Linda Fike, Dean Josephine Gilman, Dean Cathy Torok, Dean Ann Wellham, and Interim Dean Julie Yoder.

**II. APPROVAL OF THE AGENDA**

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

**III. PUBLIC COMMENTS**

None at this time.

**IV. APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING HELD ON DECEMBER 18, 2009**

On a motion by Trustee Seib, seconded by Trustee Bell, the Garrett College Board of Trustees Special Board Meeting Minutes from December 18, 2009 were approved as distributed.

**V. REPORT OF OFFICERS**

**A. Chairperson's Report**

**1. Upcoming Events**

Chair Sherbin noted that she liked the new format for the Upcoming Events section of the Agenda. She pointed out that the Trustee Leadership Conference will be held next Monday, January 25, 2010 in Annapolis. Dr. Neff and all Board Members are planning to attend.

**2. Farewell Dinner for Dr. Neff – GC Foundation**

The Garrett College Foundation has requested approval from the Board regarding a farewell dinner for Dr. Neff. Board members were in consensus and thanked the Foundation for taking the initiative to plan the event.

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

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

Dr. Neff did not add anything to her previously submitted report on file, but referred to page 3 of her report which lists administrative strategic priorities for the Spring Semester 2010.

### **B. Academic & Student Affairs General Report**

A copy of Dr. DiLiddo's report was emailed to Board Members and distributed during the meeting. She noted that the residence halls are at full capacity with a waiting list.

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

In addition to the previously submitted report on file, Dean Gilman reported that the FY2011 budget process has begun, we are moving forward with the bid process for the demolition of the Panorama property, and bids for the construction of the CARC project. She noted that a good number of contractors have inquired to date.

Dean Gilman also passed out a copy of the Garrett College Statement of Budget, Expenditures, and Encumbrances report for the period 7/1/2009-12/31/2009. She summarized the report and noted that everything is on track at this time. In the future, Dean Gilman will provide Board Members with a report that not only shows the budgeted amounts and expenditures, but also our current revenues.

### **D. Continuing Ed. & Workforce Dev. General Report**

In addition to the previously submitted report on file, Dean Yoder reported that her office has experienced a large volume of calls inquiring about their Spring Class Schedule. Also, we have recently experienced Internet problems with the Southern Outreach Center and Dean Torok and her IT Team have been working to remedy the problem and will connect the center into the College network.

### **E. Marketing & Enrollment Management General Report**

In addition to the previously submitted report on file, Dean Wellham reported that we have 757 students enrolled for the Spring Semester including 51 new students. A question was raised regarding what area(s) that the new students came from. Dean Wellham did not have the statistics with her, but noted that she could email it to Board Members.

Dean Wellham also reported that the weather portion of our website is the most frequently visited portion, therefore the College Webmaster has placed a “reminder scroll” across the bottom of that site. Dean Wellham noted that the new site will be easier to navigate as we have adopted the “three click rule” and have enhanced many sections of the site. Discussion ensued regarding Student Ambassadors, High School Co-hort Tracking Data, updating College Marketing materials for signature programs, and linking programs and College information to U-tube, Face book, etc.

**F. Information Technology General Report**

In addition to the previously submitted report on file, Dean Torok reported that the IT Infrastructure for the Learning Center is complete and that the telephony system installation and training went very well. Discussion ensued regarding document imaging, possible mass shredding volumes, and certified companies to assist with this process. Dean Yoder will check with the Director of GIEC to see who they currently use.

**G. Personnel/Human Resources General Report**

In addition to the previously submitted report on file, Ms. Fike reported that in regards to the Fiscal Year 2009 Audit, the HR Department and the Business Office implemented new “division of labor” procedures with the last payroll run. The procedures seem to be working well with only a few issues to work out.

**H. Institutional Planning General Report**

In addition to the previously submitted report on file, Mr. Allen reported that the next All College Forum is scheduled for Friday, February 19, 2010 from 8:30 a.m. – 10:00 a.m. He also referred to the attachment “Initiative to Promote Financial Literacy Among Students – Garrett College January 2010” and noted that he developed this report at the request of the Maryland Association of Community Colleges.

**VII. OLD BUSINESS**

**A. CTTC Facility/Expansion of Vocational Programs**

Dean Yoder referred members to the updated information regarding the CTTC Facility in her monthly CEWD Board Report. In addition to the previously submitted report on file, Dean Yoder indicated that a Board Meeting could be held at that location once open.

**B. CARC Facility**

Dean Gilman explained the CARC Facility bidding process, areas in which the bids were advertised, responses received to date, and that the bid opening date is February 4, 2010 at 2:00 p.m. in the Continuing Education Building on the Garrett College campus. She also reported that the CARC Business Committee would be meeting next week and asked Board Members if they would like to be involved with the bid committee to review the bids on February 4<sup>th</sup> as they are opened. On a motion by Trustee Seib, seconded by Trustee Mitchell, Board Members voted to accept the following eight member committee to review the CARC Bids on February 4, 2010: Dr. Neff, Dean Gilman, Dean Yoder, Chair Sherbin, Trustee Rush, Trustee Yoder, Don Battista, and Jerry Zimmerman.

Dean Gilman asked Board Members if they would be willing to hold special meetings or conduct email-votes as needed throughout the bidding and construction phases of this project. Members agreed that they would vote via email.

Dean Gilman also reported that we are also accepting bids for the demolition of the buildings on the recently purchased Panorama Motel property. The Panorama Demolition Bid Committee will consist of: Dean Yoder, Dean Gilman, Dana Shimrock, and Jerry Zimmerman. Board Members will be asked to vote via email regarding this bid award soon.

**VIII. NEW BUSINESS**

**A. FTC “Red Flags” Rule Regarding Identity Theft**

Dean Gilman reported that the Federal Trade Commission’s (FTC) has adopted an identity theft program called the “Red Flag Rule. The federal government is requiring all colleges and universities to have a red flag rule in place by June 1, 2010. Dean Gilman drafted a “Garrett College Identity Theft Prevention Program – Red Flag Rule Response” document for Board review. She explained that the essence of the College is to protect the identity of our students, faculty and staff. A nine-member committee has been formed that will meet on a monthly basis to assist with the implementation of this document as well as encourage best practices. A correction was noted on the next to the last page of the document regarding the spelling of committee member Margi Perfetti.

On a motion by Trustee Seib, seconded by Trustee Bell, the Board approved the Garrett College Identity Theft Prevention Program – Red Flag Rule Response document with the above noted correction.

**B. IPEDS Data Feedback Report 2009 (For informational purposes only)**

Mr. Allen summarized the Integrated Postsecondary Education Data System (IPEDS) 2009 Report. IPEDS is the core postsecondary education data collection program for the National Center for Education Statistics (NCES) and is a single comprehensive system designed to encompass all institutions and educational organizations whose primary purpose is to provide postsecondary education.

**C. Tuition**

Dean Gilman passed out tuition statistics for all Maryland Community Colleges and summarized how Garrett College compares. Discussion ensued regarding our current tuition rates, the feasibility and difficulties of a % across the board tuition increase, and the reality of the current economy. Members asked the College administration to conduct further research, discuss with and seek comments from the County Commissioners, and provide a particular set of reports to review at a later date.

**IX. SCHEDULE OF NEXT MEETING**

The next regularly scheduled meeting of the Garrett College Board of Trustees is scheduled for Tuesday, February 16, 2010 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 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 Trustee Mitchell, the Board adjourned the Open Session meeting at 7:05 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Presidential Search	1
New Board Member Discussions	1

Respectfully submitted by:

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Jeanne H. Neff  
 President, Garrett College  
 Secretary/Treasurer, Board of Trustees

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Linda S. Sherbin  
 Chair  
 Garrett College Board of Trustees