

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**September 21, 2010**  
**McHenry, Maryland**

**I. ROLL CALL**

The meeting was called to order at 5:36 p.m. by Ms. Linda S. Sherbin, Chair. Other Board Members present included: Ms. Ruth Seib – Vice Chair and Mr. Duane Yoder. College 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. Guests present included: Mr. Daniel Hughes, Garrett College Student Newspaper Representative, and Dr. Lonnie Brewster, Advisor of the Student Newspaper/Professor of Language Arts.

**II. APPROVAL OF THE AGENDA**

On a motion by Vice Chair Seib, seconded by Trustee Yoder, the agenda was approved as distributed.

**III. PUBLIC COMMENTS**

None at this time.

**IV. APPROVAL OF MINUTES of Regular Board Meeting held on July 20, 2010**

On a motion by Trustee Yoder, seconded by Vice Chair Seib, the minutes of the regular Board Meeting held on July 20, 2010 were approved as distributed.

**V. REPORT OF OFFICERS**

**A. Chairperson's Report**

**1. Upcoming Events**

Chair Sherbin summarized the upcoming events and noted that the next All College Forum would be held on September 24, 2010 and the next regular Board Meeting would be held on October 19, 2010.

**VI. PRESIDENT'S REPORT**

**A. President's General Report**

Dr. MacLennan reported that per his previously submitted report on file, he has been spending a large amount of time listening and getting to know the college community and external community. He added that the Executive Council Team is committed to continue moving forward on items discussed at their recent retreat and the college-wide listening session. Members will hold another ½ day retreat to follow up on all input and develop goals. We

will also continue to engage the College Community and provide feedback on a regular basis.

**B. Academic Affairs General Report**

There were no additions to the previously submitted report on file.

**C. Administration and Finance General Report**

In addition to the previously submitted report on file, Dean Gilman reported that we recently received bids from three companies for the cafeteria service on campus. The bid committee used strict criteria as spelled out in the specific RFP to review the bids (Example: quality of food and quality of service to students). The bid was then awarded to Jearbryo's. Mr. Hughes noted that he has heard good reports about the cafeteria food this semester and that the students enjoy watching the food be prepared in front of them as they wait.

Dean Gilman then handed out Revenue and Expense reports for fiscal year ending 2010, and noted that there has not been significant activity to report in FY 2011 thus far. She also summarized the ADA section of the Civil Rights audit that was attached to her previously submitted report on file.

**D. Student Life General Report**

In addition to the previously submitted report on file, Dr. Brelsford reported on recent student events including the Women's Volleyball team first victory in over a year and their first victory with a new coach. He also reported that he has recently formed a Campus Assessment Response and Evaluation Team (CARE). This team will provide systematic responses to students and members of the College community whose behavior is disruptive to themselves, the campus community, or who may be in violation of the Student Code of Conduct. The CARE Team is committed to student success, and will assist in protecting the health, safety, and welfare of the students and members of the College Community.

Dr. Brelsford commented that students seem to be happy with the new cafeteria service and are thankful that the restaurant across the street from the College is also available to them from 6-9 p.m. each evening. He is also in the process of forming a food service committee for students, faculty, and staff and continues to get acquainted with the campus community and external community.

**E. Continuing Ed. & Workforce Dev. General Report**

In addition to the previously submitted report on file, Dean Yoder reported that her department is reviewing registration policies and timing of classes, and reported on student numbers in classes being offered at the CTTC

Facility, the Regional Leadership Series through the Greater Cumberland Committee, and additional trainings being offered in the spring. Trustee Yoder suggested sending marketing materials related to the new occupational scholarship and academic scholarships to the guidance offices of the local high schools to ensure that all students receive the information.

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

In addition to the previously submitted report on file, Dean Wellham reported that the final fall semester headcount is 865. She also summarized statistics from spring to fall, and noted that the College is planning to host additional advising dates in order to register more students in a timely manner.

Trustee Yoder asked Dean Wellham what percentage of local high school graduates did Garrett College capture for the past spring and current fall semester. Dean Wellham will research the information and report her findings to the Board next month.

**G. Information Technology General Report**

In addition to the previously submitted report on file, Dean Torok updated Board Members that the IT Team was able to work with the tenant at the Southern Outreach Center Building to provide a temporary T1 line connection for SOC.

Discussion ensued regarding the Maryland Broadband Grant and how it would affect us: it would give us more connectivity and lower costs associated with videoconferencing.

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

There were no additions to the previously submitted report on file.

**I. Institutional Planning General Report**

There were no additions to the previously submitted report on file.

**J. Development/Garrett College Foundation**

Mr. Learey noted that per his previously submitted report on file, the Garrett College Foundation has received a \$200,000 endowment from the Community Trust Foundation to establish the Howard and Audrey Naylor Scholarship. The Scholarship will be available to adult learners for training and will require the students to contribute at least 10% of class expenses. We will also be requesting a supplemental grant soon to utilize in the spring semester.

## **VII. OLD BUSINESS**

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

Dean Yoder reported that we currently have the following classes scheduled at the facility: three welding classes with 26 students, a CNA class with 14 students, and a robotics software class with 11 students. The AutoCAD class has been postponed until October 2010. She also reported on recent discussions regarding internship opportunities with local companies and curriculum glitches and possibilities associated with a weatherization program.

She also noted that the process for Phase II of the renovation of the section with the high bay doors is underway. The scope of work is with the architects and the timeline is to offer classes in that section during the spring 2012 semester.

### **B. CARC Facility**

Dean Gilman provided a brief update to Board Members as some items related to the CARC facility will be discussed under new business. She also noted that weekly progress meetings are held with the contractor and that a project manager and assistant project manager are on site. The weather has also been very favorable for construction.

Discussion ensued regarding how membership fees will be structured, possible assistance through the local community action and health department agencies for low-income families, and a recently established programming committee.

## **VIII. NEW BUSINESS**

### **A. MHEC Performance Accountability Report**

Mr. Allen reported that Board Members approved the 2010 MHEC Accountability Report last week via email because it had to be submitted to MHEC by September 15, 2010. He then summarized the report and highlighted performance measures in which the college collects data.

### **B. SOC Renovation Board Resolution**

Dean Gilman reported that Board Members approved the SOC Renovation bid to the lowest bidder Harbel, Inc., of Cumberland, Maryland last week via email. She noted that since that time, some mold issues have been found at the facility which may cost additional money but we are not sure of the extent of the damage at this time. She will keep Board Members informed of the progress and any additional expenses that may incur.

**C. CARC Phase II Bid Process and Timeline**

Dean Gilman summarized the CARC Phase II bid process and timeline and reported that Board Members received this information via email recently and voted to approve.

**D. CARC Stormwater Management Conveyance Piping Board Resolution**

Dean Gilman summarized the Stormwater Management Conveyance Piping bids, provided a copy of all bids to Board Members, and noted that the lowest bidder was BYCO Enterprises, Inc., of Grantsville, Maryland. On a motion by Vice Chair Seib, seconded by Trustee Yoder, the Garrett College Board of Trustees voted to award the bid for SWM to the lowest bidder BYCO Enterprises, Inc., as stated in the 2010-05 Board Resolution provided in the September Board Agenda packet.

**E. CARC Program Development and Fees**

Dr. MacLennan reported that the programming and management of the facility is Garrett College's responsibility. We have formed a programming committee and the structure of the operating expenses is beginning to take shape. The committee will meet every two weeks and hopes are that by January 2011 we will have the membership pricing worked out. We also hope to be able to bring some scenarios to the October Board Meeting relating to a marketing plan for the facility and public communication strategy.

**F. Capital Planning Process/Performing Arts Center**

Dr. MacLennan reported that we have an opportunity with a change in leadership to revisit our capital plan and make changes as deemed necessary. We will begin reviewing this process soon.

He further noted that the Board has met a few times with the local Performing Arts Committee representatives about building a performing arts center on the college campus; and there is interest in continuing the dialogue with this group. The committee has requested that a representative from the College attend their committee meetings and Mr. Learey has agreed to do so. Concerns have been raised as to the groups understanding of the College's entire capital planning process and associated timelines.

Dr. MacLennan explained that the College's capital plan is based on both college and community needs and everyone must understand the depth of the entire process. The administration must first consider how the plan coincides with the Strategic Plan, the Academic Plan, Financial Plan, and the State Community College Capital Planning process before moving forward. In the meantime, Mr. Learey will continue to stay connected with the group as the College reviews their capital planning process and future needs.

**G. Board Bylaw Review**

Board Members discussed whether the current bylaws should be revised after review. Chair Sherbin noted that an addition should be made to the end of the first sentence under Article 6 – Contracts and Finances, Section 1 – Execution of Contracts. The wording “except where required by law” (Example: real estate transactions) should be added. Members suggested that the state guidelines also be cited after this sentence to ensure that we are following the required documents properly (Example: Maryland Annotated Code – 16-103, Powers of Board of Trustees (e) acquisition of property).

The bylaws state that advanced notice of a change in the bylaws must be presented to all board members before a vote. On a motion by Vice Chair Seib, seconded by Trustee Yoder, the board voted to add the proposed wording changes under Article 6 of the current bylaws to the October Board Agenda for an official vote.

**H. Board of Trustees Communication and Resource Site**

Ms. Knepp, Executive Assistant to the President, displayed the newly revised Board of Trustees Communication and Resource Site for Board Members to review. She explained the contents of the site, how to access the site, and how the President’s Office and Board Members could communicate through the site. Ms. Knepp noted that this site serves as a good resource tool for all board members and will be especially helpful in orienting new board members.

**IX. SCHEDULE OF NEXT MEETING**

The next regularly scheduled meeting of the Garrett College Board of Trustees will be held on October 19, 2010, 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 Vice Chair Seib, seconded by Trustee Yoder, the Board recessed the Open Session Meeting at 7:20 p.m.

| <b>TOPICS TO BE DISCUSSED</b>     | <b>REASON FOR CLOSING</b> |
|-----------------------------------|---------------------------|
| Allegany Power Right-of-Way       | 3                         |
| STEM                              | 2                         |
| New Board Member Update           | 1                         |
| Board Stipends                    | 1                         |
| Board Retreat/Trustee Development | 1                         |

Respectfully submitted by:

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

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Linda S. Sherbin  
Chair  
Garrett College Board of Trustees