

**Maryland 529
Board Meeting Minutes**

May 19, 2022

11:45 AM – 12:15 PM

Held via: Zoom Video Conference

**Board Members/Designees Present via
Conference Call**

Peter Tsirigotis, Board Chair
Geoffrey Newman, Secretary of Higher
Education’s Designee, Board Vice-Chair
Ellen Herbst, Chancellor of University
System of Maryland’s Designee, Secretary
Carol Beatty, Secretary of Maryland
Department of Disabilities
Laura Atas, Designee for the State Treasurer
Capathia P. Campbell
Jessica McClain

Board Members/Designees Absence

Justin Hayes, Maryland Comptroller’s
Designee
Justin Dayhoff, Designee for the
Superintendent of Maryland State
Department of Education
Sam Gallo
Joanna Pratt

Staff, Representatives and Guests

Erin Layton, Executive Director
Meghan Marek, Assistant Attorney General
Maria Dodge, Executive Assistant

Maryland 529 Board Meeting

Mr. Tsirigotis called the meeting to order at 12:00 PM.


• **Executive Director Job Description**

Ms. Herbst presented the recommendation of the Administrative Finance and Personnel Committee to approve the draft revisions to the Executive Director’s Job Description, noting that it was last updated and approved in 2019. The draft includes updates and clarifications, which Ms. Layton reviewed with the Board. There being no discussion other than one typographical correction and upon motion duly made and seconded, it was unanimously

RESOLVED, that the Board approves the revisions and updates to the Job Description for the Executive Director.

There being no further business and upon motion duly made and seconded, it was unanimously

RESOLVED, that the meeting be adjourned at 12:05 PM.

Approved:  _____ Date: 7/12/2022
Ellen Herbst, Board Secretary

Exhibits:

- 1A- Agenda
- 2- Job Description for Executive Director