

**GARRETT COLLEGE BOARD OF TRUSTEES
MEETING MINUTES**

July 15, 2014

**Ace's Run Restaurant at Will O'the Wisp
Oakland, Maryland**

A. COMMUNICATION ITEMS

1. **Call to Order!** Mr. Albert Coviello, Chair called the meeting to order at 5:35 p.m. Board Members in attendance included: Ms. Vianne Bell, Vice-Chair, Ms. Madeleine Collins, Mr. Don Morin, Ms. Ruth Seib, Ms. Linda Sherbin, and Mr. Duane Yoder. College Administrative Staff Members in attendance included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Ms. Josephine Gilman, Ms. Cherie Krug, and Ms. Julie Yoder.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Trustee Sherbin, seconded by Trustee Collins, the Board unanimously approved the agenda as distributed (Vote=7-0-0).
4. **Approval of the Draft Minutes from the June 17, 2014 regular Meeting:** On a motion by Trustee Seib, seconded by Trustee Sherbin, the Board unanimously approved the minutes of the June 17, 2014 regular board meeting as distributed (Vote=7-0-0).
5. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Chair Coviello reported that there is no regularly scheduled Board Meeting in August. The full-time faculty members will return to campus on August 18th and a college-wide picnic is being planned for that week. A reception will also be held at Dr. MacLennan's residence toward the end of the month.
 - b. **Election of Board Officers for FY2015:** Chair Coviello thanked committee members Trustee Sherbin, Trustee Yoder, and Trustee Morin for serving. The committee nominated Trustee Bell to serve as the Board Chair and Trustee Morin to serve as the Board Vice-Chair for FY2015. On a motion by Trustee Sherbin, seconded by Trustee Yoder, the Board voted to unanimously approve the nominations (Vote=7-0-0). Outgoing Chair Coviello then presented a gift to incoming Chair Bell.
6. **Report of Board Members:** Vice-Chair Bell reported on the participation of the Garrett College Robotics team in the recent International competition held in Alpena, Michigan. The team placed 11th and was awarded the judges choice award along with \$3,000 towards travel to the

next competition in New Orleans in February. The team was supported by Garrett College as well as the Garrett College Foundation via funds from GCC Technologies and the Chinese New Year fundraising event. A big “thank you” to Dr. Qing Yuan, Mr. Phil Malone, and Mr. Kevin Bass for coaching the team and representing the College so well.

7. **Report of the President of the College:** Dr. MacLennan also wanted to commend the Garrett College Robotics Team on a job well done. He further reported that enrollment is currently down but other colleges throughout the state are reporting the same trend. A weekly enrollment meeting is held internally to discuss student outreach strategies as well as other ways to increase enrollment; but we may still need to adjust our budget figures this fall.
 - a. **Executive Council Monthly Reports:** Board Members asked some clarifying questions regarding the monthly board reports. Ms. Fike noted a correction on page six under the full-time-open/newly hired positions section. The reference to “director” should be “coordinator”.
 - b. **Presentation of Board Gifts:** As a token of appreciation for the time commitment and dedication of each Board Member, Dr. MacLennan presented the members with a gift of appreciation.

B. ACTION ITEMS

1. **Paramedic Program Proposal:** Dean Yoder summarized the background of the paramedic program and the previously distributed information on the proposed new credit program. This new program proposal has undergone a preliminary review by staff at the Maryland Higher Education Commission (MHEC) and was subsequently revised based on their comments. Since the paramedic program is already being offered by the Continuing Education and Workforce Development department at their CTTC location, the College will also be seeking approval through the Middle States Commission on Higher Education (MSCHE) to add the CTTC facility as another instructional location before the Paramedic Program can be offered for credit. On a motion by Trustee Collins, seconded by Vice-Chair Bell, the Board unanimously voted to approve the credit Paramedic Program proposal (Vote=7-0-0).

C. INFORMATION ITEMS

1. **MHEC CC5 Report:** The MHEC CC-5 Report is essentially the College budget in an annual budget report format as required by the Maryland Higher Education Commission (MHEC). This information was provided

to the Board as an information item for review only as the FY2015 Budget was approved during the June 2014 Board Meeting.

- 2. **Cultural Diversity Report:** The Board will receive this report electronically in August since the guidelines were received late last week and the report is due prior to the next regularly scheduled Board Meeting in September. The Board will need to review and take an electronic vote prior to submission of the report on September 9, 2014. This item will also be placed on the September Board Agenda to formalize the record of the electronic vote.
- 3. **Strategic Plan – 2014 Final Area Reports:** Final reports on the execution of the Strategic Plan for FY2014 were provided to Board Members in their July 2014 Board Agenda packets. After final review and analysis of these reports are done, any necessary updates will be made to the three-year strategic plan. Then, an updated version will be provided to the Board for approval in the fall.

D. EXECUTIVE SESSION: The Garrett College Board of Trustees took a break for dinner at 6:45 p.m. The Board then recessed the open session meeting for the purpose of convening an executive session to discuss matters covered under the Maryland Open Meetings Act. The titles of the items as well as the related exceptions are noted below. On a motion by Trustee Collins, seconded by Trustee Sherbin, the Board recessed the open session meeting by unanimous vote at 7:49 p.m. (Vote=7-0-0).

TOPICS TO BE DISCUSSED	REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i>
Life Insurance	1

E. ADJOURNMENT: The Executive Session adjourned at 8:35 p.m.

Respectfully submitted by:

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

Albert C. Coviello,
 Chair
 Garrett College Board of Trustees