

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 17, 2014
McHenry, MD 21541

A. COMMUNICATION ITEMS

1. **Call to Order!** Mr. Albert Coviello, Chair called the meeting to order at 5:32 p.m. The following Board Members were in attendance: Ms. Vianne Bell – Vice-Chair (in at 6:18 p.m.), Ms. Madeleine Collins (in at 5:34 p.m.), Ms. Ruth Seib, Ms. Linda Sherbin, and Mr. Duane Yoder. The only Board Member absent was Mr. Don Morin.

College Administrative Staff Members present included: Dr. Richard MacLennan – President (in at 6:14 p.m.), Dr. George Brelsford, Ms. Josephine Gilman, Ms. Cherie Krug, Ms. Ann Wellham, and Ms. Julie Yoder.

2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** Chair Coviello asked to amend the agenda by adding C.2 – Garrett College Facilities Master Plan Update. On a motion by Trustee Sherbin, seconded by Trustee Yoder, the Board unanimously approved the agenda as amended (Vote 4-0-0).
4. **Approval of the Draft Minutes from the May 20, 2014 regular Meeting:** On a motion by Trustee Yoder, seconded by Trustee Seib, the minutes of the May 20, 2014 Board Meeting were unanimously approved as distributed (Vote 5-0-0).
5. **Report of the Chair of the Board:** Chair Coviello reported that Dr. MacLennan and Vice-Chair Bell would be late to the meeting this evening because they are attending a Commissioners Meeting to make a public statement regarding the College's Facilities Master Plan. They will discuss in more detail when they arrive.
 - a. **Upcoming Events:** Chair Coviello highlighted the upcoming retirement reception for Ms. Jean Tressler, Dean Ann Wellham, and Ms. Margie Perfetti on June 26, 2014 at 2:00 p.m. in LC#620-A.
 - b. **Board Scholarship Recipients:** Members reviewed the AY14-15 Board Scholarship Recipients and asked clarifying questions. Ms. Krug will acquire additional information and send to the Board Members via email tomorrow.
6. **Report of Board Members:** The FY2015 Board Nominating Committee was chaired by Trustee Sherbin. Additional members included Trustee Morin and Trustee Yoder. The committee nominated Ms. Vianne Bell to

serve as the Board Chair and Mr. Don Morin to serve as the Vice-Chair. Elections will take place during the Annual Board Dinner Meeting on July 15, 2015.

7. Report of the President of the College: *(Note: This report was provided by Dr. MacLennan at the end of the Board Meeting since he had to attend the County Commissioners Meeting earlier in the evening).* He reported that he has been working with external agencies (regional and federal) to host a Regional Entrepreneurship Conference at Garrett College this fall. He also noted that he recently attended the Clinton Global Initiative in Denver, Colorado as a member of the Appalachian Regional Commissions Entrepreneurship Team.

a. Executive Council Monthly Reports: The Board thanked Dean Wellham for her 33 years of service to the College. This is the last Board Meeting that she will attend before her retirement on June 30, 2014.

Chair Coviello thanked the Executive Council Members for adding information in each of their reports that ties back to the College Strategic Plan.

Board Members then asked several clarifying questions about the monthly reports and updates were provided. Dean Gilman provided a correction to Ms. Fike's Board Report. She noted that the College is hiring a "coordinator" of marketing and public relations and not a "director". The President will meet with the final three candidates this week.

B. ACTION ITEMS

- 1. FY2015 Budget:** Dean Gilman summarized updates made to the FY2015 budget since the May Board Meeting. On a motion by Trustee Seib, seconded by Trustee Sherbin, the Board unanimously approved the FY2015 Garrett College Budget (Vote = 5-0-0).
- 2. Board Scholarship MOU:** Board Members reviewed the Board of Trustee Scholarship Memorandum of Understanding that is held and administered by the Garrett College Foundation to benefit students through scholarships. This is a new format for the annual scholarships that does not require yearly scholarship criteria updates unless requested by the Board. The MOU will be reviewed every five years. On a motion by Trustee Seib, seconded by Trustee Collins, the Board unanimously approved the new Board of Trustee Scholarship MOU as distributed (Vote = 5-0-0).

- 3. Maryland Higher Education Commission (MHEC) Mission Statement:** The Maryland Higher Education Commission requires Garrett College to complete this document to demonstrate how GC's mission and goals and the activities that result from them align with and support the goals outlined in the 2013-2017 Maryland State Plan for Postsecondary Education. The State Plan is revised every four years. The document is due June 30th and requires Board approval. A few typographical errors were noted and will be updated before submission. On a motion by Trustee Collins, seconded by Trustee Seib, the Board unanimously approved the Garrett College 2014 Mission and Goals Statement prepared for the Maryland Higher Education Commission (Vote = 5-0-0).
- 4. Vice President of Academic Affairs:** The Board of Trustees received, via email, Dr. Sarah Garrett's application materials and Dr. MacLennan's recommendation for her selection as the Vice President of Academic Affairs. The terms of employment were also included. Through email communication, the Board of Trustees unanimously approved both Dr. Garrett's selection, salary, and allowance for expenses related to her relocation to Garrett County. To reaffirm what was approved electronically, Trustee Seib motioned to approve the appointment of Dr. Sarah Garrett to the Vice President of Academic Affairs along with her salary and allowances for expenses related to her relocation to Garrett County. Trustee Collins seconded the motion and the Board unanimously approved (Vote = 6-0-0).

C. INFORMATION ITEMS

- 1. Garrett College Financial Reports to May 31, 2014:** Dean Gilman summarized the financial reports for Board Members and answered clarifying questions.
- 2. Garrett College Facilities Master Plan Update:** Dr. MacLennan and Vice-Chair Bell updated members on the Open County Commissioners Meeting that they attended earlier this evening. Dr. MacLennan made a public statement to the Commissioners regarding the Letter of Intent/Resolution from the County that is necessary for the College to move forward on the College's Facilities Master Plan. The Letter of Intent/Resolution for the STEM Building Renovation and Addition was previously approved and signed by the College's Board of Trustees during the May 2014 Board Meeting. It was then forwarded to the County Commissioners for signatures since the letter along with the College's Facilities Master Plan had previously been discussed with them. The College learned that the County Commission decided not to follow through with its prior commitment to provide the letter of intent needed to allow Garrett College to compete for available State capital funds. Dr. MacLennan and Vice-Chair Bell attended the open meeting of the

County Commissioners tonight to ask that they reconsider this action. Based on this discussion, the College's request was approved and the Letter of Intent was signed.

- D. EXECUTIVE SESSION:** The Garrett College Board of Trustees 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 Vice-Chair Bell, the Board recessed the open session meeting by unanimous vote at 7:15 p.m. (Vote = 6-0-0).

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

- E. ADJOURNMENT:** The Executive Session adjourned at 8:39 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