

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**June 21, 2016**  
**McHenry, Maryland 21541**

**A. COMMUNICATION ITEMS**

1. **Call to Order!** Chair Bell called the meeting to order at 5:35 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins, Mr. Albert Coviello, Ms. Ruth Seib, and Ms. Linda Sherbin. Board Members absent included: Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard MacLennan-President, Mr. James Allen, Ms. Linda Fike, Dr. Sarah Garrett, Ms. Josephine Gilman, Ms. Cherie Krug, and Ms. Julie Yoder. Guest present included: Mr. Randall Bittinger (*who will assume his duties as Vice President of Administrative and Financial Services on July 1, 2016 after Ms. Gilman retires as of June 30, 2016*).
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the agenda was approved as distributed (Vote=6-0-0).
4. **Approval of the Minutes from the May 17, 2016 Meeting:** On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board approved the minutes from the May 17, 2016 Board Meeting (Vote=4-0-2).
5. **Report of the Chair of the Board:** Chair Bell passed out a draft Presidential Search Timeline and a list of search committee members. She then summarized the recent public input forums held to update the Presidential Profile. Once the profile is updated by ACCT after acquiring input from the public and internal college community, the Board will need to hold a special meeting on either June 30<sup>th</sup> or July 1<sup>st</sup> to approve the final draft of the Presidential Profile before distribution.
  - a. **Upcoming Events:** No additional comments were made regarding the previously distributed list of upcoming events.
6. **Report of Board Members:** Trustee Seib presented a card and picture of the Youghiogheny River by local artist Fred Peacock to Dr. MacLennan in appreciation of his time and efforts to the College over the past six years.
7. **Report of the President of the College:** No report.
  - a. **Executive Council Monthly Reports:** Ms. Fike passed out a copy of a comparison table showing changes to the health care plan costs for FY2017. VP Gilman introduced Mr. Randy Bittinger who

will begin his duties on July 1, 2016 as VP of Administrative & Financial Services. Board Members then asked clarifying questions about the previously submitted board reports and health care plan handout.

**B. ACTION ITEMS**

1. **Approval of Acting President:** On a motion by Vice-Chair Morin, seconded by Trustee Collins, the Board approved Mr. Albert A. Coviello as the Acting President of Garrett College effective July 1, 2016 (Vote=5-0-1). Mr. Coviello resigned from the Board effective June 30, 2016.
2. **Student Code of Conduct Update:** Dr. MacLennan summarized the updates recently made to the Student Code of Conduct. Board members asked several clarifying questions and noted a few wording changes to the document. On a motion by Trustee Sherbin, seconded by Trustee Seib, the Board approved the document with the noted wording changes (Vote=6-0-0).
3. **FY2017 Budget:** Vice President Gilman reported that there were some updates on the budget narrative and assumption pages. Discussion ensued regarding the amount set aside for a 3% across-the-board raise, unanswered questions and unknown costs associated with the new overtime rule, staffing concerns, and costs associated with the presidential search. On a motion by Trustee Coviello, seconded by Trustee Sherbin, the Board approved the budget with the exception of not including a 3% across-the-board raise at this time. The money set aside for this proposed raise will remain in the budget until additional research is done related to the new overtime rule and evaluation of college-wide staffing. The Board will determine by September what type of raise (i.e. percentage, certain dollar amount added to base salaries, etc.) that college employees will receive during FY2017 (Vote=5-1-0).
4. **Garrett College FY2017-2019 Strategic Plan:** Mr. Allen passed out an updated handout titled Garrett College FY2017-FY2019 Strategic Plan (Draft 6/7/16 without assessment and institutional goals listed; only goals and objectives). On a motion by Trustee Coviello, seconded by Trustee Morin, the Board approved the FY2017-FY2019 Garrett College Strategic Plan (Vote=6-0-0).

**C. INFORMATION ITEMS:** None at this time.

**D. EXECUTIVE SESSION:** On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the Board unanimously recessed the Open Session Meeting at 7:41 p.m. for the purpose of convening an executive session to discuss the

following matters and related exceptions covered under the Maryland Open Meetings Act (Vote=6-0-0).

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

- E. ADJOURNMENT:** The Board did not reconvene an Open Session Meeting and adjourned the Executive Session Meeting at 7:58 p.m. on a motion by Trustee Coviello, seconded by Vice-Chair Morin (Vote=6-0-0).

Respectfully submitted by:

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Vianne Bell  
 Chair  
 Garrett College Board of Trustees