

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
December 20, 2011
McHenry, Maryland

A. COMMUNICATION ITEMS

1. Call to Order

The meeting was called to order at 5:02 p.m. by Ms. Linda S. Sherbin, Chair. Members present included: Ms. Vianne Bell, Mr. Don Morin, Ms. Ruth Seib, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard MacLennan – President, Mr. James Allen, Ms. Linda Fike, Ms. Josephine Gilman, Mr. Fred Learey, Ms. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder. Mr. Mike Logsdon, Director of Adventure Sports, was present as a guest.

2. Approval of the Agenda

Chair Sherbin added item #C.1 - Custodial Equipment Bid to the agenda. On a motion by Trustee Bell, seconded by Trustee Seib, the agenda was approved with the above noted addition.

B. STUDY SESSION

1. Facilities Master Planning

Dean Gilman passed out two handouts to Board Members for review and discussion: Garrett College – Rationale for the 2012-2022 Facilities Plan and Example Order with Surge Space options 1-3.

Dr. MacLennan and Dean Gilman explained that some of the information in the document has been provided by the architects and some information was pulled from the Academic Plan, which ultimately drives the Facilities Master Plan.

Discussion ensued regarding: order of building renovations, utilization of the old gym for the ASI program or for surge space, cost of surge space renovations, cost of temporary structures for surge space, attracting and retaining students, maintenance replacement plans, the Maryland Community College Capital Budget priority list, and related funding issues.

C. ACTION and/or INFORMATION ITEMS

1. Action Item: Custodial Equipment Bid

Board Members reviewed the Board Resolution #2011-11 – Custodial Equipment. The College is in need of new custodial equipment and

received competitive quotations from pre-qualified suppliers for materials. On a motion by Trustee Seib, seconded by Trustee Yoder, the Board approved the Custodial Equipment Bid for \$29,880 to Jemni, Inc. of St. Paul, Minnesota.

D. EXECUTIVE SESSION

The Garrett College Board of Trustees recessed the open session meeting for the purpose of going into an executive session to discuss matters covered under the Maryland Open Meetings Act. The titles of these items as well as the related exceptions are noted below. On a motion by Trustee Bell, seconded by Trustee Morin, the Board recessed the Open Session Meeting at 7:10 p.m.

TOPICS DISCUSSED	REASON FOR CLOSING
CARC	1
ASCI	1
Organizational Structure	1
New Board Member	2

E. ADJOURNMENT

The Board did not reconvene the open session meeting. Therefore, the Executive Session adjourned at 8:54 p.m.

Respectfully submitted by:

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

Linda S. Sherbin
 Chair
 Garrett College Board of Trustees