

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
July 19, 2011

I. CALL TO ORDER

Ms. Linda S. Sherbin, Chair called the meeting to order at 5:36 p.m. Other Board Members present included: Ms. Ruth Seib – Vice Chair, Ms. Vianne Bell, Mr. Albert Coviello, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Ms. Josephine Gilman, Mr. Fred Learey, Ms. Cathy Torok, and Ms. Ann Wellham.

II. APPROVAL OF THE AGENDA

Dr. MacLennan asked that item VII.B. Visioning Discussion be added to the agenda. On a motion by Trustee Bell, seconded by Vice Chair Seib, the agenda was approved as distributed with the above noted addition.

III. PUBLIC COMMENTS

None at this time.

IV. APPROVAL OF MINUTES of Regular Board Meeting held on June 21, 2011

On a motion by Trustee Coviello, seconded by Vice Chair Seib, the minutes from the June 21, 2011 Garrett College Board of Trustee Meeting were approved as distributed.

V. REPORT OF OFFICERS

A. Chairperson's Report

1. Upcoming Events

Chair Sherbin summarized the upcoming events and noted that there is no Board Meeting scheduled in August. The next regularly scheduled meeting is September 20, 2011.

2. Nominations and Voting for Board Officers

The nomination committee members consisted of Trustee Coviello, Trustee Morin, and Trustee Rush. Mr. Coviello noted that after discussion with the entire board, the committee voted to nominate Ms. Sherbin to serve as Board Chair again this year and Trustee Coviello to serve as the new Vice Chair. On a motion by Trustee Seib, seconded by Trustee Bell, the Board approved the nomination for Ms. Linda Sherbin to serve another term as Board Chair and Mr. Albert Coviello to serve as Vice Chair for the FY2012 Fiscal Year.

3. Board Gifts

Dr. MacLennan presented a College bookstore gift certificate to each Board Member. He then thanked them on behalf of the Executive Council and College Community for their dedication and work that has been accomplished over the past year.

VI. PRESIDENTS REPORT

A. President's General Report

In addition to the previously submitted report on file, Dr. MacLennan reported that there was a mistake in his board report. The “Fall Welcome Back Events” are scheduled to begin on Monday, August 22nd and not September 22nd.

B. Student Life General Report

Dr. Brelsford highlighted the “Pre-Opening Back Woods Adventure” information from his board report. He has been working in cooperation with the College ASI staff who are very excited about this three-day adventure. He noted that the College is hoping to sign up 40 students to take part in the program that includes whitewater rafting, rock climbing, camping, mountain biking, and hiking. There is a cost to the student, but the College is offering one PE credit if they complete the program. A winter program is also being planned.

C. Continuing Ed. & Workforce Dev. General Report

Dean Yoder did not have anything to add to the previously submitted report on file.

D. Marketing & Enrollment Management General Report

In addition to the previously submitted report on file, Dean Wellham reported that enrollment numbers are up and looking very positive to date and we currently have more applications for the residence halls than beds.

E. Information Technology General Report

Dean Torok did not have anything to add to the previously submitted report on file.

F. Human Resources General Report

In addition to the previously submitted report on file, Ms. Fike reported that we did receive the final approval notification from American

Universal Life (AUL) and we are now in the process of submitting additional information to them.

G. Instruction & Institutional Planning General Report

Interim Dean Allen did not have anything to add to the previously submitted report on file.

H. Development/Garrett College Foundation

In addition to the previously submitted report on file, Mr. Learey reported that the next Foundation Board Meeting is scheduled for September 10, 2011.

I. Administration and Finance General Report

Dean Gilman did not have anything to add to the previously submitted report on file. There were no financial reports to distribute this month either since it is the beginning of a new fiscal year.

VII. OLD BUSINESS

A. Community Aquatic and Recreation Complex

Dr. MacLennan reported that construction is still on schedule and that the director position was offered to a candidate who declined. Since this was the second failed search, we looked internally for a solution. The College management team decided to realign some positions in the Admissions and Student Life areas to provide coverage for the CARC facility. A CEWD Program Coordinator will also assist in the facility ½ of each day of the week and a secretary has been hired for the facility. He further noted that there is still a lot of transition work to be done as well as acquiring life guards, student workers, and volunteers.

The board will take a tour of the facility before the next board meeting.

B. Visioning Discussion

Mr. Allen passed out a handout that included the College Mission, Purpose, Values, Vision and Future. Vision Committee Members Trustee Bell, Trustee Coviello, Ms. Connie Meyers, and Ms. Lyz Grant have been working to summarize this information. Board Members began reviewing and discussing the vision and future sections of this document since they were recently added. Discussion then ensued regarding the rewording of some of the value statements. The committee will meet again soon to update the document before distribution to the College Community for review and input.

Mr. Allen then explained the timeline for the completion of the Academic Plan and remaining work to be finalized for the Integrated Planning Process. He also discussed the Fall Welcome Activities that are in the planning stages the last two weeks in August. Board Members are invited to participate in the college-wide events.

VIII. NEW BUSINESS

A. FY2011 Cultural Diversity Updated Plan and Status Report

Mr. Allen explained that this is the third year that this document has been required by the Maryland Higher Education Commission. Board Members received a copy of this document via email last week to review. The data sections of the report have been updated, but the main document content is relatively the same as the FY2010 report. Trustee Bell noted a correction to the International Student population percentage which should be 1%. On a motion by Trustee Bell, seconded by Trustee Coviello, the Board approved the FY2011 Cultural Diversity Updated Plan and Status Report with the above noted correction.

IX. SCHEDULE OF NEXT MEETING:

The next Garrett College Board of Trustee Meeting will be held on September 20, 2011 at 5:30 p.m. in the Garrett College Board Room, CE 215.

X. MOTION TO RECESS THE OPEN SESSION MEETING FOR THE PURPOSE OF GOING INTO A CLOSED/EXECUTIVE SESSION MEETING OF THE BD

The Board had a number of items to discuss in executive session. The titles of these items as well as the related exceptions under the Open Meetings Law are noted below. On a motion by Vice Chair Seib, seconded by Trustee Coviello, the Board recessed the Open Session Meeting at 7:30 p.m. Members then took a break for dinner before the executive session.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Auditor Engagement Letter	14
College Boundary Survey Results	7
EO and Liability Insurance	14
ASCI	14

Respectfully submitted by:

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

Ms. Linda S. Sherbin
Chair
Garrett College Board of Trustees