

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
November 15, 2011
McHenry, Maryland

A. COMMUNICATION ITEMS

1. Call to Order

The meeting was called to order at 5:35 p.m. by Ms. Linda S. Sherbin, Chair. Members present included: Mr. Albert Coviello – Vice Chair, Mr. Don Morin, Ms. Ruth Seib, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Josephine Gilman, and Mr. Fred Learey.

2. Communication from the Public

There were no public comments at this time.

3. Approval of the Agenda

Chair Sherbin asked that agenda item D.2. Keeping Maryland Community Colleges Affordable Grant and D.3. Security Camera Bids be added to the agenda. On a motion by Trustee Seib, seconded by Vice Chair Coviello, the agenda was approved with the above noted additions.

4. Report of the Chair of the Board

a. Upcoming Events

Chair Sherbin summarized the upcoming events and highlighted the holiday party on December 2nd, the joint breakfast meeting with the Foundation Board on November 22nd, the upcoming All College Forum on December 1st, and MACC Leadership Conference in January of 2012.

5. Report of Board Members

No report at this time.

6. Report of the President of the College

In addition to the previously submitted report on file, Dr. MacLennan and Dr. Brelsford updated Board Members on recent student incidents. Dr. MacLennan also explained that on December 9th a team from the College would be attending the Maryland Association of Community College Completion Summit at CCBC. He noted that the summit will help us build

strategies within our existing resources to assist students complete their degrees.

7. Report of the Garrett College Foundation

In addition to the previously submitted report on file, Mr. Learey reported that the past and present Foundation Board of Directors and Board of Trustee members will be meeting for breakfast on November 22nd at Will O' the Wisp. He encouraged all current Board Members to attend if available.

B. APPROVAL OF THE DRAFT MINUTES from the Regular Board Meeting held on October 18, 2011.

On a motion by Vice Chair Coviello, seconded by Trustee Morin, the minutes of the October 18, 2011 Garrett College Board of Trustee Meeting were approved as distributed.

C. STUDY SESSION

1. Facilities Master Planning

Dean Gilman passed out a handout listing concepts for the FY2013 – FY2022 Facilities Master Plan. She then summarized the timeline to complete the plan before the February 1, 2012 submission date and the input received from all campus departments and one external group. Members reviewed the handout and a Power Point Presentation, discussed the information in detail, and asked clarifying questions.

The Board will meet in a study session in December to discuss the facilities master plan in more detail.

D. ACTION and/or INFORMATION ITEMS

1. Information Item: Garrett College Financial Reports to September 30th.

Dean Gilman passed out and summarized the Garrett College Financial Reports to October 31, 2011.

2. Keeping Maryland Community Colleges Affordable Grant

The Keeping Maryland Community Colleges Affordable Grant provides funding to community colleges to help limit increases to in-county tuition rates from the 2010-2011 and 2011-2012 academic years. To be eligible for the grant, community colleges must limit the AY 2011-2012 increase to in-county tuition to 3% or less.

On a motion by Trustee Yoder, seconded by Trustee Seib, the Garrett College Board of Trustees voted to approve Resolution #2011-08 – Keeping

Maryland Community Colleges Affordable Grant which certifies that the College has not increased the in-county tuition rate from AY 2010-2011 to AY 2011-2012. The in-county tuition rate at Garrett College has not increased since 2010; therefore Garrett College is eligible to receive the grant.

3. Security Camera Bids

Dean Gilman explained that the original bid for security cameras to be implemented or updated campus-wide came in above budget. The College has decided not to implement as many cameras as originally planned for the entire campus at this time, but only for certain crucial areas as determined by the Dean of Information Technology and Coordinator of Campus Security. The Board originally approved \$47,000 to purchase cameras for the entire campus. On a motion by Vice Chair Coviello, seconded by Trustee Morin, the Board approved the current Board Resolution #2011-09 of \$46,865.32 to Johnson Controls, Inc. (Please note that implementation is included in the price).

E. 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 Vice Chair Coviello, seconded by Mr. Morin, the Board recessed the Open Session Meeting at 8:15 p.m.

TOPICS DISCUSSED	REASON FOR CLOSING
Laker Hall	2
Organizational Structure	1
Custodial Services	1

F. ADJOURNMENT

The Board did not reconvene the open session meeting. Therefore, on a motion by Vice Chair Coviello, seconded by Trustee Yoder, the Executive Session adjourned at 9:55 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