

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

A. COMMUNICATION ITEMS:

1. Call to Order

The meeting was called to order at 5:36 by Ms. Linda S. Sherbin, Chair. Members present included: Mr. Albert Coviello – Vice Chair, 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, Dr. George Brelsford, Ms. Josephine Gilman, Mr. Fred Learey, Ms. Ann Wellham, and Ms. Julie Yoder.

2. Communication from the Public

None at this time.

3. Approval of the Agenda

Chair Sherbin asked that agenda item D.7. Garrett College Financial Reports to August 30, 2011 be added to the agenda. On a motion by Trustee Bell, seconded by Trustee Seib, the agenda was approved as distributed with the above noted addition.

4. Report of the Chair of the Board

Chair Sherbin discussed the new agenda format and asked for input from Board Members.

a. Upcoming Events

Chair Sherbin summarized the upcoming events and highlighted the CARC Grand Opening event on October 22nd and the next All College Forum on September 28th from 12-1:15 p.m. in CE 224.

5. Report of Board Members

None at this time.

6. Report of the President of the College

In addition to the previously submitted report on file, Dr. MacLennan reported that the College recently received a significant Appalachian Regional Commission Grant that will be used for Science, Technology, Engineering, and Math initiatives (STEM). Also, he attended a meeting today in Cumberland with Dean Wellham, the Presidents of FSU, Allegany, and Potomac State, and the Cumberland Times News Editorial Board about regional initiatives. He also reported that Enrollment is at a record level and brings additional

pressures to the institution. We have begun a formal enrollment management discussion for long-range planning that will help us deal with the increased enrollment demand; especially in developmental classes.

The newly formed Administrative Council Leadership Team met yesterday with good agenda items and in-depth discussion. We hope to have better campus-wide communication because of the formation of this team.

7. Report of the Garrett College Foundation

In addition to the previously submitted report on file, Mr. Learey reported that the Foundation Board met last Friday. The Board received and approved the FY2011 audit. He then reported that the Letter of Credit for Laker Hall and the College Management Agreement are up for renewal but were extended until May. The Foundation is currently researching financial opportunities to improve the financing agreement. The management agreement may be brought to the College Board in October for review.

B. APPROVAL OF THE DRAFT MINUTES from the Annual Board Dinner Meeting held on July 19, 2011

On a motion by Vice Chair Coviello, seconded by Trustee Bell, the minutes of the Annual Board Dinner Meeting held on July 19, 2011 were approved as distributed.

C. STUDY SESSION:

1. Integrated Planning Taskforce

Mr. Allen passed out two handouts: Academic Plan Outline and Academic Plan Tentative Goals. The Board focused on discussing the Strategies and Initiatives of the plan that are summarized in the second handout. Discussion ensued regarding areas to focus on, setting the course for the next 3-5 years, improving access, and the College's limited resources. The full draft of the Academic Plan should be available for review during the October Board Meeting.

2. ASCI/Garrett College Exploration

Ms. Gilman passed out a handout titled ASCI-Garrett College Exploration that listed discussion points. Members reviewed proposed programming and internship opportunities, financial information, definitive agreements, physical plant information, winterization of course and pumps, and the 2014 Worlds. Additional information will be discussed at the October Board Meeting.

D. ACTION and/or INFORMATION ITEMS:

1. Action Item: 2011 MHEC Performance Accountability Report

The Board received and approved the 2011 MHEC Performance Accountability Report via email. The report was due by September 15th and the Board did not meet in August.

2. Action Item: CARC

a. Fitness Equipment Bid

The Board received and approved the CARC Fitness Equipment Bid via email on August 31, 2011 since they did not meet in August. The bid was awarded to Wellness Solutions of Warrenton, Virginia for a fixed sum of \$62,058.96.

b. Fee Adjustments

Board Members reviewed the updated CARC Fee Schedule and made some minor wording adjustments to the document. Updates included: lowering the member guest fee from \$20 to \$10/day, the youth age was changed from under 13 to under 14, and the daily rates per person to \$15/day for adults and \$10/day for youth under 14. On a motion by Vice Chair Coviello, seconded by Trustee Seib, the Board approved the CARC fee adjustments noted above.

c. Delegation of Authority

On a motion by Trustee Seib, seconded by Trustee Morin, the Board voted to allow presidential authority to adjust CARC fees for special circumstances, events, and promotional opportunities.

3. Information Item: Board Scholarship Criteria Update

Board Members reviewed the Board Scholarship Criteria for the Garrett College Foundation. It was last reviewed in April of 2008. The current criteria stipulates that 12 annual scholarships will be awarded at \$500 each and can be used for tuition, fees, textbooks, supplies, and on-campus housing. Board Members agreed to keep the criteria the same.

4. Information Item: FY2012 Board Stipend Authorization Forms

Board Members who were present reviewed and signed the FY2012 Stipend Authorization forms.

5. Information Item: Emeritus Honorees

On a motion by Trustee Bell, seconded by Trustee Seib, Board Members voted to amend the Board action taken during the April 2011 Executive Session of the Board that conferred upon Dr. Stephen J. Herman the status of Emeritus Honoree with the title of Professor Emeritus. The Board voted to change the title to President Emeritus and noted that Dr. Herman served, with distinction, as president of Garrett College for 20 years.

6. Information Item: Garrett College Vision and Values

On a motion by Vice Chair Coviello, seconded by Trustee Bell, Board Members voted to approve the 9/14/2011 version of the Garrett College Mission, Purpose, Values, Vision, and Future Statements.

7. Information Item: Garrett College Financial Reports to August 30, 2011

Ms. Gilman passed out copies of the Garrett College Financial Reports to August 30, 2011 (Operating Budget Report and Revenue Comparison Report to the end of period two FY2012). She then summarized the reports and answered clarifying questions.

E. EXECUTIVE SESSION

The Board of Trustees did not convene an executive session.

F. ADJOURNMENT

On a motion by Trustee Bell, seconded by Trustee Coviello, the meeting adjourned at 8:05 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