

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
February 21, 2012
McHenry, Maryland

A. COMMUNICATION ITEMS

1. Call to Order

The meeting was called to order at 5:30 p.m. by Ms. Linda S. Sherbin, Chair. Members present included: Ms. Vianne Bell, Mr. Don Morin, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Josephine Gilman, and Ms. Julie Yoder.

2. Communication from the Public:

Mr. Richard Douglas, candidate for United States Senate, and his campaign manager Ms. Rachel Audi attended the meeting. Mr. Douglas summarized his background and proclaimed his motives to run for the U.S. Senate. Board Members then asked some clarifying questions and noted their concerns with the recent federal financial aid regulation changes.

3. Approval of the Agenda

On a motion by Trustee Bell, seconded by Trustee Yoder, the Board approved the agenda as distributed.

4. Report of the Chair of the Board

- a. Upcoming Events:** Chair Sherbin summarized the upcoming events and noted that the next All College Forum will be held on Tuesday, February 28th from 8:30–10 a.m. in CE 205/207. Also, the “Spring Splash” Foundation fundraising event will be held on April 14, 2102 in the CARC.
- b. Financial Disclosure Statement Filing - Due by April 30:** Chair Sherbin reminded Board Members to file their annual financial disclosure statements by April 30th.
- c. Award for Outstanding Contributions to Garrett College:** The 2012 Board Award Committee will consist of Trustee Bell, Vice-Chair Coviello, and Trustee Morin. The application materials for this award will be distributed this week.

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 on the recent upgrades that were made to the Board Room and the work that is still pending. He thanked the facilities department for all of their prep-work, painting, cleaning, etc., to make the room look so nice.

7. Report of the Garrett College Foundation

Mr. Learey did not have anything new to add to his report at this time.

B. APPROVAL OF THE DRAFT MINUTES from the Regular Board Meeting held on January 17, 2012.

On a motion by Trustee Morin, seconded by Trustee Bell, the minutes of the January 17, 2012 Board of Trustee Meeting were approved as distributed.

C. STUDY SESSION

1. Garrett College Academic Plan

Dr. MacLennan briefly summarized the plan and highlighted the areas that are currently being addressed. He noted that it is a very ambitious plan and asked Board Members to provide input, ask questions, and note any concerns as they prepare to endorse the plan.

Discussion ensued regarding developmental/at-risk students, completion rates, accountability, action/implementation plan, and current strategic plan updates. Since two board members were absent and others wanted to review the plan in more detail, this item will be discussed again during the March meeting for final approval.

2. Update on the FY2013 Budget Process

Dr. MacLennan noted that this is one of the most variable budget years that he has been involved with. Dean Gilman summarized the timeline, discussed state and county budget uncertainties, CARC expenses, student special need costs, potential health insurance increases, fleet vehicle issues, and internal auxiliary and departmental analysis that are ongoing.

D. ACTION and/or INFORMATION ITEMS

- 1. Information Item - Garrett College Financial Reports to January 31, 2012:** Dean Gilman summarized the current Garrett College financial reports.
- 2. Information/Action Item - Garrett College Academic Plan:** Tabled until the March meeting for further discussion and vote.
- 3. Information/Action Item - Proposed Fee Increase for Residence Halls:** Dean Gilman summarized the information that was distributed in the agenda packets. She noted that the College is requesting a 4% fee increase for both Laker and Garrett Halls. Rates have not increased for the past three fiscal years. On a motion by Trustee Morin, seconded by Trustee Yoder, the Board approved a 4% fee increase for both residence halls (Garrett Hall and Laker Hall).

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 Trustee Bell, seconded by Trustee Morin, the Board recessed the Open Session Meeting at 7:30 p.m.

TOPICS DISCUSSED	REASON FOR CLOSING
Laker Hall	3
College Boundaries/Encroachments	2
ASCI	1
New Board Member Discussions	2
Organizational Structure	1
Board Information	1

F. ADJOURNMENT

The Board did not reconvene the open session meeting. Therefore, on a motion by Trustee Morin, seconded by Trustee Bell, the Executive Session adjourned at 9:10 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