

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
July 17, 2012
Oakland, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order:** The meeting was called to order at 5:12 p.m. by Ms. Linda S. Sherbin, Chair. Other Board Members present included: Mr. Albert Coviello – Vice Chair, Ms. Vianne Bell, Ms. Ruth Seib, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard L. MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Ms. Josephine Gilman, Mr. Fred Learey, Ms. Jami Reynolds, Ms. Ann Wellham, and Ms. Julie Yoder.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Trustee Bell, seconded by Vice-Chair Coviello, the Board approved the agenda as distributed.
4. **Approval of the Draft Minutes from the June 19, 2012 regular meeting:** On a motion by Vice-Chair Coviello, seconded by Trustee Seib, the Board approved the minutes from the June 19, 2012 regular Board Meeting as distributed.
5. **Report of the Chair of the Board:**
 - a. **Upcoming Events:** Chair Sherbin summarized the upcoming events and noted that there is no Board Meeting scheduled in August.
 - b. **Election of Officers:** The Board Officer Election committee consisted of Trustee Bell and Trustee Yoder. The committee nominated Mr. Albert Coviello to serve as Chair for the upcoming year and Ms. Vianne Bell to serve as Vice-Chair. On a motion by Trustee Yoder, seconded by Trustee Seib, the Board voted to close the nominations. Then, on a motion by Trustee Yoder and seconded by Trustee Seib, the Board voted to approve Mr. Coviello as the new Chair and Ms. Bell as the new Vice-Chair through the July 2013 meeting.

Members thanked Ms. Sherbin for her leadership and commitment to the Board over the past several years.
6. **Report of Board Members:** None at this time.

7. Report of the President of the College: Dr. MacLennan reported on the following items:

- He will be welcoming the Leadership Maryland group to campus on Thursday, July 19, 2012 for a lunch and panel discussion;
- The Chamber of Commerce held their July Business After Hours at the CARC last week and had a good turnout;
- Enrollment numbers for fall continue to increase;
- An Administrative Council Retreat will be held at ASCI on August 9th;
- Dr. Bernie Sadusky, outgoing State Superintendent of Maryland Public Schools and incoming Director of MACC, will be attending our September Board Meeting;
- We recently received correspondence from the Governor's Appointment Office that Ms. Linda Sherbin and Ms. Ruth Seib have been reappointed as Trustees for another six-year term beginning July 2012. Also, Ms. Madeleine Collins was recently approved as a new Trustee for Garrett College. She will be continuing the six-year term for Trustee Rush who resigned effective December 2011.

- a. Executive Council Monthly Reports:** Board Members asked several clarifying questions about the previously submitted Executive Council Reports.

8. Report of the Garrett College Foundation: In addition to the previously submitted report on file, Mr. Learey reported that the Foundation would close the refinancing of Laker Hall on July 30th and that he received a new \$10,000 endowment yesterday from Lake Pointe Inn in honor of an innkeeper that passed away.

B. ACTION and/or INFORMATION ITEMS

- 1. Information Item - MHEC-CC-5 Report:** Dr. MacLennan explained that this report is required by the State and links the College's revenue and expenses to projected student outcomes based on MHEC enrollment numbers.
- 2. Action Item - Cultural Diversity Report:** This report is also a required annual State report. The report is basically the same except for updates to data and activities from the previous year. Vice-Chair Coviello made a motion to approve the report as distributed and Trustee Seib seconded the motion. Discussion then ensued regarding information on pages nine and ten of the report. The Board recommended updating the status statement under goal three, strategy one on page ten to indicate that the development of cultural awareness and cultural competency for all personnel is being considered more broadly within the context of the College's academic and strategic planning processes. Trustee Seib motioned to amend the previous motion and approve the report with the

above noted wording changes and Vice-Chair Coviello seconded the motion. The Board then voted unanimously to approve the amended report.

- 3. Action Item - 12 Passenger Van and Crew Cab Truck Bids:** Dean Gilman summarized the previously submitted bid information. On a motion by Vice-Chair Coviello, seconded by Trustee Bell, the Board voted to award the 12 passenger van bid to Team One and the Crew Cab Truck bid to Billy Bender as they met all required bid specs.

C. MOTION TO RECESS THE OPEN SESSION MEETING FOR THE PURPOSE OF GOING INTO AN EXECUTIVE SESSION MEETING OF THE BOARD

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 Seib, seconded by Vice-Chair Coviello, the Board recessed the open session meeting at 5:52 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
President’s Contract Update	2

D. ADJOURNMENT

The Board did not reconvene the open session meeting and the executive session meeting adjourned at 9:00 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