

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 19, 2012
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order:** The meeting was called to order by Ms. Linda S. Sherbin, Chair at 5:32 p.m. Members present included: Mr. Albert Coviello – Vice Chair, Ms. Vianne Bell, Mr. Don Morin, Ms. Ruth Seib, and Mr. Duane Yoder who joined the meeting via conference phone. College Administrative Staff Members present included: Dr. Richard L. MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Josephine Gilman, Mr. Fred Learey, Ms. Jami Reynolds, and Ms. Ann Wellham.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Trustee Seib, seconded by Trustee Bell, the agenda was approved as distributed.
4. **Approval of the Draft Minutes from the May 15, 2012 regular meeting:** On a motion by Trustee Morin, seconded by Vice-Chair Coviello, the minutes of the May 15, 2012 Garrett College Board of Trustee Meeting were approved as distributed.
5. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Chair Sherbin summarized the upcoming events including the Board Retreat that will be held in the afternoon of the Annual Board Dinner Meeting on July 17, 2012.
6. **Report of Board Members:** Vice-Chair Coviello reported that he recently met with Dr. MacLennan and Trustee Yoder regarding the Board and President Evaluations. They reviewed the current evaluation instruments, will reword some of the sections, and send an electronic copy to all Board Members for review prior to the Board Retreat in July.
7. **Report of the President of the College:** Dr. MacLennan updated Board Members on developmental student numbers enrolled for the fall 2012 semester as well as efforts being made during the summer to provide refresher courses to these students.

He also reported that members of the Team River Runner/Wounded Warrior Project were on campus for a workshop recently. He then

summarized the history, College involvement, and ASCI involvement with this group since 2006.

Executive Council Monthly Reports: Dean Gilman updated Board Members on the Audit Entrance Interview held earlier today. There were no other additions to the previously submitted reports on file.

8. **Report of the Garrett College Foundation:** In addition to the previously submitted report on file, Mr. Learey invited Board Members to attend the President's Circle Luncheon that will be held on Thursday at ASCI at 11:30 a.m. He also updated members on the re-financing status of Laker Hall, indicated that the closing is scheduled for June 27, 2010, and noted some associated problems.

B. ACTION and/or INFORMATION ITEMS

1. **Garrett College Financial Reports to May 31, 2012:** Dean Gilman summarized the Garrett College Financial Reports to May 31, 2012 and answered related questions.
2. **Student Code of Conduct:** Dr. Brelsford provided a written summary of necessary changes recently made to the document after committee and Administrative Council Review. Board Members noted a necessary sentence addition to section 11.d as well as a lettering/numbering error in section 14. On a motion by Trustee Seib, seconded by Trustee Bell, the Garrett College Board of Trustees approved the updated Student Conduct Code Policy #4001 with the typographical and wording changes noted above in sections 11.d and 14.
3. **FY2013 Budget:** Dean Gilman provided an update to the budget documents that were distributed in the Board Agenda packets. Dr. MacLennan explained that everyone on campus had participated at some level during the budget process. He then summarized the budget and answered clarifying questions. Discussion ensued regarding changes to the College Strategic Goals and OPEB. On a motion by Vice-Chair Coviello, seconded by Trustee Seib, the Garrett College Board approved the FY2013 Budget as presented. Five members voted in favor of the motion and one member voted against the motion; motion passed.
4. **Biology Faculty Position:** On a motion by Vice-Chair Coviello, seconded by Trustee Morin, the Garrett College Board of Trustees voted to approve the appointment of Ms. Christa Bowser to the full-time faculty position of Assistant Professor of Biology.
5. **English Faculty Position:** On a motion by Vice-Chair Coviello, seconded by Trustee Morin, the Garrett College Board of Trustees voted

to approve the appointment of Mr. Jack DuBose to the full-time faculty position of Assistant Professor of English.

- 6. Developmental English Faculty Position:** On a motion by Vice-Chair Coviello, seconded by Trustee Morin, the Garrett College Board of Trustees voted to approve the appointment of Ms. Dolores R. Youse to the Assistant Professor of English with emphasis on developmental English courses.

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 Bell, seconded by Trustee Seib, the Board recessed the open session meeting at 6:58 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
ASCI MOU	2
Pending Litigation	8
President's Contract	2

D. ADJOURNMENT

The Board did not reconvene the open session meeting and the executive session 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