

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 20, 2012
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order:** The meeting was called to order at 5:34 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. Cathy Torok, Ms. Ann Wellham, and Ms. Julie Yoder.

The Board welcomed guest Ms. Kearstin Hinebaugh, Administrative Associate for the President's Office and Foundation.

2. **Communication from the Public:** None at this time
3. **Approval of the Agenda:** On a motion by Vice-Chair Coviello, seconded by Trustee Bell, the agenda was approved as distributed.
4. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Chair Sherbin summarized the upcoming events and highlighted the upcoming All-College Forum on March 27th, Foundation Spring Splash event scheduled for April 14th, and Commencement scheduled for Saturday, May 19th.
 - b. **Award for Outstanding Contributions to Garrett College Update:** Three nominations were received by the deadline. The committee will select an award recipient and bring before the full Board during the April Meeting.
5. **Report of Board Members:** Board Members congratulated Ms. Linda Fike, who will be inducted into the Garrett County Women's Hall of Fame on March 24, 2012.
6. **Report of the President of the College:** In addition to the previously submitted report on file, Dr. MacLennan passed out a handout titled "Garrett County Scholarship Program Quick Facts". He noted that this information was handed out at the County Commissioners Meeting yesterday afternoon when Dr. MacLennan, Mr. Allen and Ms. Ashby attended to present information related to the County Scholarship Program.

a. Executive Council Monthly Reports: In addition to the previously submitted reports on file, Dr. Brelsford passed out an updated dashboard for the CARC and Mr. Allen updated members on the changes to the Academic Calendar. Trustee Bell asked several clarifying questions regarding enrollment and residence hall numbers, video surveillance equipment on campus, developmental math classes in the summer, and Perkins funding. She also commended Mr. Michael Chavis, Assistant Coordinator of Student Programs/Resident Student Life, regarding the recent International Club luncheons that he has been hosting. She noted that there is a great deal of American students participating in these luncheons and it is nice to see wide-spread student participation.

7. Report of the Garrett College Foundation: In addition to the previously submitted report on file, Mr. Learey updated Board Members on the status of the Letter of Credit for Laker Hall and proposed lease with the College.

B. APPROVAL OF THE DRAFT MINUTES: On a motion by Trustee Bell, seconded by Trustee Coviello, the minutes from the regular Board Meeting held on February 21, 2012 were approved as distributed.

C. STUDY SESSION

1. Academic Plan: Board Members discussed the Academic Plan that was distributed during the February Board Meeting. Trustee Bell asked that verbiage from the Garrett College Value Statements be incorporated into the plan; specifically, the inherent values of a Garrett College Community and additional information about human resources other than managing effectively and efficiently. She further noted that the College's greatest strength is its people.

D. ACTION and/or INFORMATION ITEMS

1. Information Item - Garrett College Financial Reports to February 29, 2012: Dean Gilman summarized the Garrett College and CARC Financial Reports through February 29, 2012 and answered related questions.

2. Action Item - Garrett College Academic Plan: The Board discussed the Garrett College Academic Plan during the Study Session segment of the meeting. On a motion by Vice-Chair Coviello, seconded by Trustee

Seib, the Board accepted the plan with suggestions noted by Trustee Bell during the Study Session.

- 3. Action/Information Item - Proposed Testing Center Fees:** Members discussed the information that was provided to them in the March Board Agenda packets regarding the Garrett College Academic Support Services Testing Center – Fee Proposal for Placement Testing and Other Testing Services. Mr. Allen explained that costs associated with administering testing services have risen, and fees for these services are being adjusted to support them. All tests are currently given at no charge and placement testing has increased significantly partially due to larger numbers of entering students and partially due to the adoption of a new testing instrument (Accuplacer), which is superior to the Compass test that we formerly used but is more expensive. The proposed fees are simply cost-recovery. The overall Board was fine with the proposed fees as a cost-recovery method.
- 4. Information Item - Strategic Plan Progress Spreadsheet:** The Garrett College Strategic Plan FY2010-2013 Progress Spreadsheet – Updated 3/20/12 was passed out to Board Members. Dr. MacLennan noted that this spreadsheet will be reviewed as a study session item during the April Board Meeting. Members will review the spreadsheet prior to the next meeting to prepare for the study session.
- 5. Information Item - Board Information and Resource Site:** Board Members received log-in instructions last week for the Board Information and Resource Site and College email access. Members should notify Ms. Knepp if they encounter any problems or have suggestions to improve the site.

E. MOTION TO RECESS THE OPEN SESSION MEETING FOR THE PURPOSE OF GOING INTO AN EXECUTIVE SESSION MEETING OF THE BOARD *to discuss matters covered under the Maryland Open Meetings Act attached to this agenda.*

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 Trustee Bell, the Board recessed the open session meeting at 6:45 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
College Boundary/Encroachments	7
New Board Member Discussions	2
Campus Morale	1
President Evaluation	1
Board Evaluation	1

F. ADJOURNMENT

The Board did not reconvene the open session meeting and the Executive Session adjourned at 10:10 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