

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**May 15, 2012**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS**

1. **Call to Order:** The meeting was called to order by Mr. Albert Coviello, Vice-Chair at 5:35 p.m. Members present included: Ms. Vianne Bell, Mr. Don Morin, and Mr. Duane Yoder. Ms. Linda Sherbin and Ms. Ruth Seib were absent. 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.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** Vice-Chair Coviello tabled item A.9 – Presentation: Advising Taskforce Update. Item B.3 – Action Item: Board Resolution 2012-01 ARC Computer Equipment Grant and Item B.4 – Action Item: Auditor Engagement Letter were added to the agenda after distribution. The remaining agenda was approved with the above noted changes.
4. **Approval of the Draft Minutes from the April 17, 2012 regular Meeting:** On a motion by Trustee Bell, seconded by Trustee Morin, the minutes from the April 17, 2012 Regular Board Meeting were approved as distributed.
5. **Report of the Chair of the Board**
  - a. **Upcoming Events:** Vice-Chair Coviello summarized the upcoming events.
  - b. **Board Annual Dinner Meeting Location:** Members discussed various locations in the county to hold the Annual Board Dinner Meeting on Tuesday, July 17, 2012 and provided options to the President's Office to follow-up on.
  - c. **Summer Board Retreat:** Members decided to hold the Summer Board Retreat in the afternoon of July 17, 2012 which is the same day as the Annual Board Dinner Meeting.
  - d. **Appoint Board Committee for Officer Nominations and Vote in July:** Trustee Yoder and Trustee Bell will serve on the Board Nominating Committee this year. The committee will be prepared

to nominate individuals for the Chair and Vice-Chair positions at the annual board dinner meeting on July 17<sup>th</sup>.

6. **Report of Board Members:** None at this time.
7. **Report of the President of the College:** Dr. MacLennan provided a budget update and noted that the final FY2013 budget figures would be presented to the Board at the June 2012 meeting. In the meantime, budget updates would be sent via email to all members.

Dr. MacLennan also reported that he will be involved with the Board of Education Superintendent search over the next two days.

- a. **Executive Council Monthly Reports:** In addition to the previously submitted reports on file, Mr. Allen reported that 139 students are scheduled to graduate on Saturday but only 90 students will actually participate in the ceremony.

Ms. Gilman updated Board Members on current propane use and future budget figures.

8. **Report of the Garrett College Foundation:** Mr. Learey did not have anything to add to the previously submitted report on file.
9. **Presentation: Advising Taskforce Update** – Tabled until a later date.

## B. ACTION and/or INFORMATION ITEMS

1. **Action Item: Video Surveillance Policy, Procedures, and Form** - Members reviewed the video surveillance documents that were updated after Board input during the April 2012 meeting. On a motion by Trustee Yoder, seconded by Trustee Bell, the Board approved the Video Surveillance Policy.
2. **Action Item: Laker Hall Lease Agreement** - Mr. Learey passed out the updated Laker Hall Lease Agreement with the addition of a paragraph on page one under item two recommended by the Foundation Finance Committee last week. On a motion by Trustee Morin, seconded by Trustee Yoder, the Board approved the newly revised Laker Hall Lease Agreement with the above noted additions since distribution last week.
3. **Action Item: Board Resolution 2012-01-ARC Computer Equipment Grant** – Ms. Gilman passed out Board Resolution 2012-01 that was previously emailed to members yesterday for review as well a copy of the the Maryland Education Enterprise Consortium (MEEC) list of member

organizations. A reduced rate is provided to all member organizations and quotes can be acquired from the approved entities on the list.

Discussion ensued regarding equipment being purchased, areas of the College that the equipment would be utilized (i.e. instructional labs and classrooms – no administrative or staff use), information technology replacement plan details and available resources, new equipment compatibility with current equipment, and no direct purchase from name-brand companies (i.e. Dell).

Vice-Chair Coviello asked that a copy of the Information Technology Replacement plan be distributed to Board Members.

On a motion by Trustee Yoder, seconded by Trustee Bell, the Board approved Board Resolution #2012-01 to purchase the list of equipment attached to the resolution through the Maryland Education Enterprise Consortium for a total amount of no more than \$386,537 listed in the grant documents for the equipment purchase and that the College follow guidelines set forth in the MEEC document “Utilization of the USM and MEEC Purchase of Microcomputer Hardware, PC’s, Laptops, and Servers Contracts Implementation” process. Trustee Morin abstained.

4. **Action Item: Auditor Engagement Letter** – Board Members reviewed the May 14, 2012 Auditor Engagement Letter from Rodeheaver and Associates, P.C. noting that the fee proposal is equal to last year’s fee for the general audit and reduced for the single audit. Ms. Gilman reported that the College would go out to bid for auditing services next year as required every three years. We would bid the auditing services out with the County Government and Board of Education since the completion of the County audit depends on the timing of audit for the two other entities. On a motion by Trustee Morin, seconded by Trustee Bell, the Board approved the FY2012 Rodeheaver and Associates, P.C. Auditor Engagement Letter.
5. **Information Item: Garrett College Financial Reports to April 30, 2012** – Ms. Gilman summarized the Garrett College Financial Reports to April 30, 2012.
6. **Information Item: CARC Update** - Ms. Gilman reported that the construction of the CARC Phase II – Gymnasium is complete, but we are still experiencing problems with the installation of doors and windows. The original sub-contracted glass company filed for bankruptcy and the contractor is working to remedy this problem. Ms. Gilman noted that the College hopes to be able to open the facility sometime this summer.

Ms. Yoder provided a programming update and Dr. Brelsford reported that we continue to see increases in memberships each month. Ms. Wellham reported that the CARC Phase II Grand Opening Committee is planning a grand opening event on Saturday, October 13<sup>th</sup>, which is also the Autumn Glory Weekend celebration in Garrett County. We hope to host an alumni event, various classes and presentations, and a comedy basketball game with the Court Jesters as the evening culminating event.

**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 Morin, the Board recessed the open session meeting at 6:42 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
College Legal Counsel Contract	2
Pending Litigation	8
ASCI/ASI Memorandum of Understanding	2

**D. ADJOURNMENT**

The Board did not reconvene the open session meeting and the executive session adjourned at 7:52 p.m.

Respectfully submitted by:

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Richard L. MacLennan  
 President, Garrett College  
 Secretary/Treasurer, Board of Trustees

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Linda S. Sherbin  
 Chair  
 Garrett College Board of Trustees