

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

A. COMMUNICATION ITEMS

1. Call to Order:

Mr. Albert Coviello, Chair called the meeting to order at 5:32 p.m. Other Board Members present included: Ms. Vianne Bell – Vice-Chair, Ms. Madeleine Collins, Mr. Don Morin, Ms. Ruth Seib, Ms. Linda Sherbin, and Mr. Duane Yoder. College administrative staff members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Ms. Josephine Gilman, and Ms. Julie Yoder.

2. Communication from the Public:

None at this time.

3. Approval of the Agenda:

On a motion by Trustee Seib, seconded by Vice-chair Bell, the agenda was approved as distributed.

4. Approval of the Draft Minutes from the October 16, 2012 meeting:

On a motion by Trustee Sherbin, seconded by Vice-chair Bell, the minutes were approved as distributed.

5. Report of the Chair of the Board:

Chair Coviello thanked everyone for their heroic efforts during the recent Hurricane Sandy snowstorm. He noted that many worked to keep the students safe and well-fed, to plow snow and clear sidewalks, and to open the CARC for the public to take showers. He also thanked everyone who worked on the Veteran's Lounge Dedication Ceremony.

Chair Coviello, Vice-Chair Bell, and Trustee Seib are currently reviewing the Board by-laws. The committee will send suggested changes out for review soon.

a. Upcoming Events: Chair Coviello summarized the upcoming events.

6. Report of Board Members:

Board Members noted concerns with the timeliness of receiving and approving the FY2012 Audit/Financial Statements. Discussion ensued

regarding MHEC deadlines, reviewing state guidelines regarding board approval of the audit before or after submission, and extra time needed to review and understand the audit.

7. Report of the President of the College:

Dr. MacLennan reported that a team has been formed to discuss and assess the recent Hurricane Sandy Snowstorm and the College's response to the event. This team will assist with updating the emergency preparedness plan accordingly. The county emergency management team will also assist with future planning. He also noted that he has been chosen to serve as Vice-Chair for the Executive Committees of both The Greater Cumberland Committee and Garrett County Development Corporation. In addition, he is also serving as Chair of The Greater Cumberland Committee's Education Workgroup.

a. Executive Council Monthly Reports: In addition to the previously submitted reports on file, Ms. Fike invited board members to the "Tis the Season Party" and noted that official invitations were passed out prior to the meeting.

8. Report of the Garrett College Foundation:

In addition to the previously submitted report on file, Dr. MacLennan reported that Ms. Kearstin Hinebaugh would be taking on additional work responsibilities in the interim while the Director search is finalized.

B. ACTION and/or INFORMATION ITEMS

1. Information Item - Garrett College Financial Reports to October 31, 2012

Dean Gilman summarized the College financial reports and Dean Yoder summarized the CARC financial report to October 31, 2012.

2. Information Item - FY2014-2016 Strategic Planning Update

Dr. MacLennan updated members on the progress being made on the FY2014-2016 strategic plan. Project Directors, Project Managers, and Team Members have been meeting to discuss critical issues and draft strategies. The groups will soon be working on draft objectives and tactics. External community members are also participating in this process that seems to be working well. We hope to share key benchmarks with the Board in January 2013.

3. Information Item - ASCI Update

Mr. Mike Logsdon thanked the board for permitting him to work in a dual capacity over the last fiscal year as it was a good experience. He then passed out a few handouts which summarized budget figures, staffing, marketing efforts, events, and significant accomplishments. He also highlighted current efforts and future plans that include a strategic planning process similar to what the College is currently undertaking. Board Members asked some clarifying questions related to management of the College Adventure Sports program and related time commitments at ASCI.

C. EXECUTIVE SESSION:

The board did not convene an executive session meeting this month.

D. ADJOURNMENT:

The meeting adjourned at 6:50 p.m.

Respectfully submitted by:

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

Mr. Albert Coviello
Chair
Garrett College Board of Trustees