

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 18, 2012
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order:** Mr. Albert Coviello, Chair called the meeting to order at 5:32 p.m. He then welcomed new Board Member Ms. Madeleine Collins to her first board meeting as well as guests Dr. Bernie Sadusky, Executive Director of the Maryland Association of Community Colleges (MACC); Ms. Jody Kallis, MACC Legislative Liaison; and Mr. Don Stump, Community Member. Other Board Members present included: Ms. Vianne Bell – Vice Chair, 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, Mr. Fred Learey, and Ms. Ann Wellham.

Dr. Sadusky updated Board Members on current Community College funding, early college access, adult education, GED Funding, and Diversity.

2. **Communication from the Public:** Mr. Don Stump presented an idea of establishing a “Hall of Fame for Distinguished Alumni” at Garrett College. He explained that this program is a good way to recognize the alumni and raise money for the College Foundation. Chair Coviello stated that the Board would take this idea under advisement and hopes to see some movement in this direction in the near future. Dean Wellham noted that there are currently two showcases in the Laker Café that are dedicated for alumni and one for academic programs.
3. **Approval of the Agenda:** On a motion by Vice-Chair Bell, seconded by Trustee Sherbin, the Board approved the agenda as distributed.
4. **Approval of the Draft Minutes from the July 17, 2012 regular Meeting:** On a motion by Trustee Sherbin, seconded by Trustee Seib, the Board approved the minutes of the July 17, 2012 regular meeting as written.
5. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Trustee Coviello summarized upcoming events and highlighted the Regional Leadership Series and Autumn Glory Parade. Members were asked to participate in the parade by riding on the College float. Alumni will also be walking behind the float representing the past 40 years.

6. **Report of Board Members:** Vice-Chair Bell stated that Garrett College student athletes volunteered at the recent Art & Wine Festival. She noted that they were great ambassadors for the College and the community members loved them. Dr. MacLennan said that he received several comments as well about how helpful, polite, and respectful the student athletes were during the festival.

Chair Coviello and Dr. MacLennan then passed out two books to Board Members titled “Leading Change – How Boards and Presidents Build Exceptional Academic Institutions” and “Financial Responsibilities of Governing Boards” from the Association of Governing Boards of Universities and Colleges. Time will be set aside outside of Board Meetings for study sessions related to these publications.

7. **Report of the President of the College:** Dr. MacLennan reported that enrollment is strong but relatively flat compared to last year and that tuition revenue is down in-county but up in other areas compared to last year. He then provided information regarding the Garrett College Center for Entrepreneurship studies, the Mountain Maryland Angel Network Group that assists local entrepreneurs, the MACC Legislative Agenda, and a new Summer Camping Program that will be supported for at least the first three years by the Garrett County Commissioners.

He also reported that invitations would be sent out soon regarding a ribbon cutting/dedication ceremony for the new Veterans’ Center on campus. The Center will be a safe retreat space in the 600 building for our student veterans to utilize. The center is being renovated and fully furnished courtesy of Ms. Nancy Railey owner of Railey Mountain Lake Vacations. He further noted that he hopes this center will send a strong message to the region that Garrett College is dedicated to serving veterans.

- a. **Executive Council Monthly Reports:** Chair Coviello asked that current statistical information and data on developmental courses be provided to the Board. He then asked that at the end of the semester the Board receive statistics on student progress (i.e. percentage of students who advanced to higher-level coursework) as well as statistics on the progress being made in the new Advising and Academic Success Center.

Ms. Fike also updated Board Members on the RFP Bids being solicited through CBIZ Benefits and Insurance Services for a Medicare Supplemental and Part D Prescription Drug Plan for retirees eligible for Medicare.

8. **Report of the Garrett College Foundation:** In addition to the previously submitted report on file, Mr. Learey reported that the next President's Circle Luncheon is scheduled for Thursday, October 18th at 11:30 a.m. in CE205. Also, on April 20th the third annual Foundation spring fundraising event will be held at Chanteclair Farm. Invitations will be sent for both events.

B. ACTION and/or INFORMATION ITEMS

1. **Information Item - Garrett College Financial Reports to August 31, 2012:** Dean Gilman passed out a copy of CARC Operations through June 30, 2012 and summarized.
2. **Information Item - Audit Planning Communication:** The formal Auditor Engagement Letter from Rodeheaver & Associates, P.C. was previously emailed to Board Members since there was not an August Board Meeting. Dean Gilman reported that the CC4 and draft Financial Statements should be sent to MHEC by the end of September or first part of October.
3. **Information Item - MHEC Performance Accountability Report:** Mr. Allen reported that Board Members would be sent an electronic draft copy of this report prior to the October Board Meeting for review. The report is due November 1st and will be added to the October Board Agenda as an action item.
4. **Information Item - E-mail Retention Policy:** The E-mail Retention Policy was recently vetted through the College Governance System and Board Members received a copy of the policy and related procedures in their October Board Agenda packets. On a motion by Trustee Seib, seconded by Trustee Morin, the Garrett College General/College Operations Policy #205 – E-mail Retention Policy was approved as presented.
5. **Information Item - Default Management Plan:** Dr. MacLennan explained the current financial aid default rates for Garrett College and across the country. He then noted that the College has developed a "Default Management Plan" to better educate students on the front end about their financial obligations and future risks. He then summarized the internal efforts being made to help decrease the default rate.
6. **Information Item - FY2014-2016 Strategic Planning Process Update:** This topic will be a standing agenda item until the process is complete in the spring. Dr. MacLennan summarized the process and noted that Mr. Mike Tumbarello, Director of GIEC and a member of the strategic planning steering committee, has been assisting with this process as he

has past experience in this area. He further noted that the steering committee is in the draft stages of identifying critical issues and forming workgroups. A timeline will be provided to Board Members during the October Board Meeting.

7. Action Item - Board of Trustee Scholarship Criteria Update: Members reviewed the current Board of Trustee Scholarship Criteria and did not make any changes.

8. Action Item - FY2013 Board Stipend Authorizations: Members reviewed and filled out their FY2013 Board Stipend Authorization forms.

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 Vice-Chair Bell, seconded by Trustee Seib, the Board recessed the open session meeting at 7:55 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Discuss the Performance of an Employee	1

D. ADJOURNMENT: The Board did not reconvene the open session meeting and the executive session meeting adjourned at 8:20 p.m.

Respectfully submitted by:

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

Albert Coviello
 Chair
 Garrett College Board of Trustees