

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 16, 2013
McHenry, Maryland

A. COMMUNICATION ITEMS

- 1. Call to Order:** Mr. Albert Coviello, Chair called the meeting to order at 5:31 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, Ms. Cherie Krug, Ms. Jami Reynolds, Ms. Ann Wellham, and Ms. Julie Yoder.

Chair Coviello asked for a moment of silence out of respect for the tragedies that occurred at the Boston Marathon yesterday.

- 2. Communication from the Public:** None at this time
- 3. Approval of the Agenda:** On a motion by Trustee Sherbin, seconded by Trustee Seib, the agenda was approved as distributed.
- 4. Approval of the Draft Minutes from the March 19, 2013 meeting:** On a motion by Vice-Chair Bell, seconded by Trustee Sherbin, the minutes of the March 19, 2013 Board Meeting were approved as distributed.
- 5. Report of the Chair of the Board**
 - a. Upcoming Events:** Chair Coviello summarized the upcoming events and highlighted the Engineering/Robotics Lab Ribbon Cutting Ceremony to be held on Friday, May 3, 2013 at 10:00 a.m. in the Technology Center Building #300 Lobby.
 - b. REMINDER:** Chair Coviello reminded Board Members to file their financial disclosure statements with the State of Maryland by April 30, 2013. Instructions were previously sent via email.
 - c. Nominating Committee for Board Officers:** Trustee Yoder, Trustee Seib, and Trustee Collins will serve on the 2013-2014 Board Nominating Committee. Elections will be held at the Annual Board Dinner Meeting on July 16, 2013.
- 6. Report of Board Members:** None at is time.

7. Report of the President of the College: Dr. MacLennan reported that we are getting close to the end of the spring academic semester and preparing for commencement. He noted that he doesn't always report on current projects during the Board Meeting as the Dean's thoroughly summarize items in their previously submitted monthly, written board reports.

He updated Board Members on a recent meeting held with College and Board of Education representatives regarding current joint efforts and plans moving forward. He then passed out a copy of The Greater Cumberland Committee's 2013/2014 Work Plan. He summarized the work that he has been involved in with this group and the Education Sub-group that recently distributed a regional employer survey.

Dr. MacLennan then passed out information related to Senate Bill #740 titled "College Readiness and Completion Act of 2013". He summarized the information and noted that this bill would impact the cooperative work with the local Board of Education over the next few years.

He then explained that the recent work with the County Economic Development Strategic Plan, the College Academic Planning Process, and the current College Strategic Planning process all tie together and are important as we position our programs and services.

a. Executive Council Monthly Reports: Board Members asked several clarifying questions related to the previously submitted Executive Council Monthly Board Reports.

8. Report of the Garrett College Foundation: Ms. Krug summarized her previously submitted report on file and highlighted some recent activities that the Foundation has been involved in with the College's Phi Theta Kappa Society, the Faculty/Staff Engagement Committee, Alumni Relations Committee, the upcoming Foundation Board Retreat and annual fundraiser.

B. ACTION and/or INFORMATION ITEMS

- 1. Information Item - Garrett College Financial Reports to March 31, 2013:** Dean Gilman summarized the revenue and expenditures for the College and CARC budget to date.
- 2. Action Item - 2009-2013 GC Strategic Plan-Final Status Updates:** On a motion by Trustee Seib, seconded by Trustee Collins, Board Members reviewed and unanimously approved the final status summary of the 2009-2013 Garrett College Strategic Plan.

- C. EXECUTIVE SESSION:** The Garrett College Board of Trustees recessed the open session meeting for the purpose of convening an executive session to discuss matters covered under the Maryland Open Meetings Act. The titles of the items as well as the related exceptions are noted below. On a motion by Vice-Chair Bell, seconded by Trustee Morin, the Board recessed the open session meeting by unanimous vote at 7:20 p.m.
- D. ADJOURNMENT:** The Board did not reconvene the open session meeting and adjourned at 9:30 p.m. via acclamation.

Respectfully submitted by:

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

Albert Coviello
Chair
Garrett College Board of Trustees