

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**February 19, 2013**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS**

1. **Call to Order:** Mr. Albert Coviello, Chair called the meeting to order at 5:35 p.m. Other Board Members present included: 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. Jami Reynolds, Ms. Ann Wellham, and Ms. Julie Yoder.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Trustee Sherbin, seconded by Trustee Morin, the agenda was approved by unanimous vote as distributed.
4. **Approval of the Draft Minutes from the January 15, 2013 meeting:** On a motion by Trustee Seib, seconded by Trustee Sherbin, the minutes of the January 15, 2013 meeting were approved by unanimous vote as distributed.
5. **Report of the Chair of the Board**
  - a. **Upcoming Events:** Chair Coviello summarized the upcoming events and highlighted the upcoming All-College Forum that will be held on Wednesday, February 27<sup>th</sup> at 12:30 p.m. in CE 205.
  - b. **Appoint Committee for Outstanding Contributions to College:** Trustee Sherbin, Vice-Chair Bell, and Chair Coviello all agreed to serve on the Board Committee for Outstanding Contributions to Garrett College.
6. **Report of Board Members:** None at this time.
7. **Report of the President of the College:** Dr. MacLennan summarized College representation and his participation in various meetings with state representatives at the recent PACE Conference held in Annapolis.
  - a. **Executive Council Monthly Reports:** Board Members asked several clarifying questions related to the monthly reports.

- 8. Report of the Garrett College Foundation:** Dr. MacLennan reported that the new Executive Director of the Garrett College Foundation/ Director of Development for Garrett College, Ms. Cherie Krug, will begin her official duties on March 4<sup>th</sup>.

## **B. STUDY SESSION**

- 1. FY2014-2016 Strategic Planning Update:** Dr. MacLennan summarized the Strategic Planning process to date and passed out two additional handouts for Critical Issue #3 and #5 that were not included in the Board Agenda packets. Dr. MacLennan additionally explained that the information being provided at this time is a summary of the strategies and coordinating objectives as each project team is still in the process of finalizing their tactics/action items. Dean Allen, Dean Gilman, Dean Yoder, Dean Wellham, and Dean Brelsford then summarized the critical issue for their respective project teams. Discussion ensued during each presentation as Board Members provided important input to update the documents. Each of the five strategic planning teams will now meet to update their documents, continue to finalize their tactics/action items, and prepare for the draft presentation of the full report to the Board during the March 2013 meeting.

## **C. ACTION and/or INFORMATION ITEMS**

- 1. Information Item-Garrett College Financial Reports to January 31, 2013:** Dean Gilman summarized the financial reports to January 31, 2013 and Dean Yoder summarized the CARC report.
- 2. Information Item - Final Program Review Determination:** Dr. MacLennan reported that the College recently received the final financial aid program review determination from the United States Department of Education. He then summarized the report, associated liability, and noted that the College would not appeal. A thorough discussion ensued regarding the program review and next steps. Board Members then acknowledged the amount of work that has recently been done at the College to correct past administrative issues. On a motion by Trustee Seib, seconded by Trustee Yoder, the Board accepted the report and approved the payment of the associated liability to the Department of Education (6 ayes, 0 nays, 1 abstention).
- 3. Action Item - MHEC Letter to Support Gun Legislation:** Dr. MacLennan reported that due to the timely response to MHEC, the Garrett College Board of Trustees were not able to meet and vote on this proposed legislation. Therefore, Garrett College was the only College in Maryland that did not support the MHEC Letter to Support Gun Legislation.

**4. Action Item - Board By-law Update:** On a motion by Trustee Morin, seconded by Trustee Yoder, the Board approved by unanimous vote the proposed changes to the bylaws as discussed during the January 2013 Board Meeting.

**D. 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 Trustee Collins, seconded by Trustee Seib, the Board recessed the open session meeting by unanimous vote at 8:00 p.m.

**E. ADJOURNMENT:** The Board did not reconvene the Open Session Meeting and adjourned at 8:26 p.m.

Respectfully submitted by:

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

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Albert Coviello  
Chair  
Garrett College Board of Trustees