

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 18, 2013
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order:** Mr. Albert Coviello, Board 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, Ms. Cherie Krug, 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 Collins, seconded by Trustee Sherbin, the agenda was unanimously approved as distributed.
4. **Approval of the Draft Minutes from the May 21, 2013 meeting:** On a motion by Trustee Sherbin, seconded by Trustee Seib, the minutes of the May 21, 2013 Board Meeting were approved as distributed with one abstention. Chair Coviello was absent last month and abstained from voting on the minutes.
5. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Chair Coviello noted that the May Commencement Ceremony was very nice and worked well in the new gym. He also reminded Board Members that new officers will be elected for FY2014 during the Annual Board Dinner Meeting on July 16, 2013.
 - b. **July Retreat Update:** Chair Coviello summarized the upcoming Board Retreat scheduled to begin at Noon on Tuesday, July 16, 2013. Additional information will be sent to Board Members once the agenda is finalized.
6. **Report of Board Members:** Vice-Chair Bell and Ms. Krug updated Board Members on the costs associated with the Summer Bridge to College Program. The program will cost each student approximately \$340 and each session can enroll up to six students. Four Board Members pledged to donate their annual Board Stipends to fully fund the first class of students this summer. Most of the students who need to enroll in this program are unable to utilize financial aid funds and would otherwise not be able to afford to attend.

7. **Report of the President of the College:** Dr. MacLennan summarized the exciting Foundation Board Retreat held yesterday that included the Executive Council Team from the College and a guest speaker from Harford Community College. He commended Ms. Krug and Ms. Hinebaugh on a successful event.

He then reported on recent meetings with the County Commissioners and representatives from the Garrett County Public Schools on Senate Bill 740 requirements. Board Members were then given a copy of the draft dual-enrollment agreement that should be finalized by the end of the month.

- a. **Executive Council Monthly Reports:** Dean Josephine Gilman noted that she had an addition to her previously submitted report on file. An update to the order of projects in the Five-Year Capital Improvement Program (FY2015-2018) was recently submitted to the Maryland Department of Budget and Management. She then passed out a copy of the updated document to each Board Member.
8. **Report of the Garrett College Foundation:** Ms. Krug highlighted the NFL Play 60 grant and the Kilgus Memorial Golf Tournament from the previously submitted report on file. She then reported that Mr. David Moran was recently elected as the Treasurer of the Foundation.

B. ACTION and/or INFORMATION ITEMS

1. **Action Item - FY2014 Budget:** Dr. MacLennan highlighted the main areas of the budget and Board Members asked clarifying questions. On a motion by Trustee Seib, seconded by Vice-Chair Bell, the Board unanimously approved the FY2014 Budget as presented.
2. **Action Item - Policy #4002 – Good Academic Standing Requirement To Live in the Residence Halls:** Board Members previously reviewed this policy during the May 2013 meeting and asked for the purpose statement to be reworded. One other typographical correction was also noted. On a motion by Vice-Chair Bell, seconded by Trustee Morin, the Board unanimously approved the Garrett College Policy #4002 titled “Good Academic Standing Requirement to Live in the Residence Halls”.
3. **Information Item - Garrett College Financial Reports to May 31, 2013:** Dean Gilman summarized the Financial Reports to May 31, 2013. There was no further discussion.
4. **Information Item - Policy #5001 – Conditions of Employment During Provisional Employment Period:** Dr. MacLennan noted that this policy will bring us up-to-date with the affordable care act, County

Government, and Public School employees. On a motion by Vice-Chair Bell, seconded by Trustee Collins, the Board unanimously approved the Garrett College Policy #5001 – Conditions of Employment During the Provisional Employment Period.

- 5. **Information Item - CEWD Tuition Differential:** Dean Yoder summarized the previously distributed information and noted that the proposed changes would put us in line with other community colleges in Maryland. On a motion by Trustee Morin, seconded by Trustee Collins, the Board unanimously approved the proposed CEWD Tuition Differential from percentage-based to dollar-based as distributed in the June 18, 2013 Board Agenda materials.
- 6. **Information Item - Cultural Diversity Plan:** Mr. Allen explained that the draft version of this plan will be distributed electronically to Board Members next week for review once all data has been received. The Board will then vote on the plan during the July Board Meeting since it is due to be submitted by September 1st to the Maryland Higher Education System and the Board is not scheduled to meet in August.

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 Trustee Collins, seconded by Trustee Seib, the board recessed the open session meeting by unanimous vote at 7:37 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
President’s Contract and Compensation Package	1

D. **ADJOURNMENT:** The Board did not reconvene the open session meeting and adjourned at 8:22 p.m.

Respectfully submitted by:

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

Albert Coviello
 Chair
 Garrett College Board of Trustees