

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 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. Vianne Bell – Vice-Chair, Mr. Don Morin, Ms. Ruth Seib (by phone), 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.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Vice-Chair Bell, seconded by Trustee Morin, the agenda was approved as distributed.
4. **Approval of the Draft Minutes from the February 19, 2013 meeting:** On a motion by Trustee Seib, seconded by Trustee Morin, the minutes of the February 19, 2013 Board Meeting was approved as distributed.
5. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Chair Coviello summarized the upcoming events and noted that the next All-College Forum is scheduled for Friday, April 5th from 11:00 a.m. – 12:30 p.m. and the Board Strategic Planning Retreat is scheduled for the same day from 12:30 p.m. – 4:00 p.m.
 - b. **Report of Board Members:** Vice-Chair Bell passed out an informational handout presented to the Garrett College Foundation from the Garrett College Alpha Omicron Chapter of Phi Theta Kappa as a funding request. She summarized that the group has recently been revamped through the leadership of Ms. Krista McKenzie, Chapter Advisor, and has elected officers for the first time since the group's formation at Garrett College. Ms. McKenzie recently applied for one of fifteen national scholarships to the Annual Phi Theta Kappa Conference and Leadership Workshop in San Jose, California from April 4-6, 2013. The group was selected as a scholarship recipient, but the scholarship did not include travel and hotel accommodations. The Foundation was able to assist the group with a monetary donation and donation of frequent flier miles. The College and Board are proud of this group and wish them well as they attend their first national conference.

6. **Report of the President of the College:** Dr. MacLennan reported on the recent Phi Theta Kappa induction ceremony that he attended last week and noted that the group is expanding and encouraging other students to get involved. He further noted that Ms. McKenzie is passionate about helping all students and is doing a great job with this group.

He also reported that a Foundation President's Circle event was held last Friday at Dutch's at Silver Tree. During the event, Mr. Learey was presented a "thank you" gift for his service to the Foundation and Ms. Krug was welcomed as the new Executive Director.

He also summarized the recent LEAN conference held at the College and sponsored by the Continuing Education and Workforce Development Department and reported on a ribbon cutting ceremony for the Engineering/Robotics Lab that is being planned for late April or early May.

- a. **Executive Council Monthly Reports:** Board Members asked some clarifying questions related to residence hall occupancy, CARC gym, developmental programs, and implementation of floor scores. Chair Coviello also asked the Executive Council Team to spell out the acronyms in their reports from now on.
7. **Report of the Garrett College Foundation:** Chair Coviello officially welcomed Ms. Krug to her first Board Meeting. Ms. Krug then updated members on the recent Foundation Board Meeting held and the election of three new Foundation Board Members: Ms. Barb Hafer, Mr. James Hinebaugh, and Mr. Lynn Newman. She also updated members on projects that she has been working on to date: the upcoming Foundation Gala Fundraiser, reviewing the Foundation Website for efficiency, a feasibility study to develop a Master Plan for Donors, an Internal Giving Drive Committee, and a student/parent campaign.

B. ACTION and/or INFORMATION ITEMS

1. **Information Item - Garrett College Financial Reports to February 28, 2013:** Dean Gilman summarized the revenue and expenditures for the College and also summarized the CARC budget to date.
2. **Information Item - Board Information and Resource Site Update:** Members received updated log-in instructions and related information for the Board Information and Resource Site.
3. **Information Item - Cybersecurity Program Proposal:** Mr. Allen summarized the Cybersecurity Program Proposal for the Maryland Higher Education Commission that was included in the Board Agenda packets.

On a motion by Vice-Chair Bell, seconded by Trustee Morin, the Board unanimously approved the Cybersecurity Program Proposal for MHEC.

4. Information Item - 2009-2013 GC Strategic Plan Performance

Measures: Dr. MacLennan summarized the 2009-2013 Strategic Plan Performance Measures that were included in the agenda packets. He noted that we are working to update the final status of items in this plan and ensure that we are not missing something as we work to draft the new plan. He also reported that we have found some problems related to the measures of this plan that will be corrected as we draft the new plan. Board Members suggested that they plan to review and discuss the status of the new plan on a quarterly basis.

5. Information Item: 2014-2016 GC Strategic Plan Update: Members received a rough draft of the FY2014-2016 Strategic Plan. This plan was developed through widespread involvement and collective thinking throughout the College and with representative external organizations that work closely with the College. Board Members will review the document and prepare to discuss in detail at the Board Strategic Planning Retreat scheduled for April 5, 2013.

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 Seib, the Board recessed the open session meeting by unanimous vote at 7:35 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Board Self-Evaluation	2
President Evaluation	2
President Compensation Package	2

D. ADJOURNMENT: The Board did not reconvene the open session meeting and adjourned at 8:34 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