

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
November 19, 2013
McHenry, MD 21541

A. COMMUNICATION ITEMS

1. **Call to Order!** Mr. Albert Coviello, Chair called the meeting to order at 5:34 p.m. The following Board Members were in attendance: Ms. Madeleine Collins, Mr. Don Morin, Ms. Ruth Seib, Ms. Linda Sherbin, and Mr. Duane Yoder. Members not in attendance: Ms. Vianne Bell, Vice-Chair.

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.

Guest present: Dr. James Cilecek joined the meeting at 6:30 p.m. to discuss a donation with the Board of Trustees that he recently made to the Garrett College Foundation.

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 Board approved the agenda as distributed. The motion carried 6-0-0.
4. **Approval of the Draft Minutes:** Chair Coviello noted a typographical error on page three of the October 15, 2013 Open Session Minutes. On a motion by Trustee Seib, seconded by Trustee Collins, the Board approved the October 15, 2013 Open Session Minutes as amended. Motion carried 6-0-1. *(Trustee Sherbin was absent and therefore abstained from the vote).*

On a motion by Trustee Seib, seconded by Trustee Collins, the Board voted to approve the minutes from the October 15, 2013 Executive Session Minutes. Motion carried 6-0-1. *(Trustee Sherbin was absent and therefore abstained from the vote).*

On a motion by Trustee Sherbin, seconded by Trustee Morin, the Board approved the minutes from the October 31, 2013 Special Board Meeting as distributed. Motion carried 6-0-0.

5. **Report of the Chair of the Board:** Chair Coviello thanked everyone that was involved with the College audit for their fantastic efforts and time that was put into this very important reporting process.

- a. **Upcoming Events:** Chair Coviello summarized the upcoming events as follows: The College Holiday Party will be held on December 6, 2013, the next Board Meeting is scheduled for January 21, 2014, there will not be a Board Meeting scheduled in February 2014, and the MACC Trustee Leadership Conference and Legislative Reception will be held on Monday, February 3, 2014 in Annapolis, Maryland.

6. **Report of Board Members:** None at this time.

7. **Report of the President of the College:** Dr. MacLennan reported that the College is moving forward with the timeline to acquire state funding for the first project in our Facilities Master Plan. The College recently received renderings from the architect for Project #1 – STEM Building (Continuing Education Building Renovation) and Project #2 Performing Arts & Conference Center (800 Building Renovation) which were displayed for Board Members to review. He also noted that we have significant philanthropic funding for both projects. Members then reviewed a funding spreadsheet for projects one through five and asked clarifying questions.

- a. **Executive Council Monthly Reports:** In addition to the previously submitted reports on file, Dr. Brelsford reported that he has moved into Garrett Hall to assist with residence life.

Dr. MacLennan reported that the Foundation's President's Circle Luncheon was held at the College's Career Technology Training Center (CTTC) in Accident, Maryland yesterday. Board Members who attended noted that the building and programs have really grown since they last visited the facility. Dr. MacLennan further noted that good work has been done to plan for the CTTC facility and program offerings through our Academic Plan. Ms. Carol Mowbray-Brooks does an awesome job and the students are very well served at this facility.

Dean Wellham reported that the College is slightly ahead with enrollment numbers this week compared to last year. Ms. Fike noted that the search for the Vice President of Student Learning (Academic Area) will begin soon with the advertisement going out in mid-December.

8. **Report of the Garrett College Foundation:** Ms. Krug introduced Dr. Cilecek to the Board. He then proceeded to share his background, interest in the arts, his financial commitment to the Performing Arts & Conference Center, and noted that he was happy to help in any way that he could with this project.

B. ACTION and/or INFORMATION ITEMS

- 1. Action Item - Mathematics Faculty Position:** Board Members received detailed information pertaining to this action item in their November Agenda packets. On a motion by Trustee Yoder, seconded by Trustee Seib, the Board approved the appointment of Mr. Timothy Foster to the full-time faculty position of Assistant Professor of Developmental Math/Mathematics. Motion passed 6-0-0.

- 2. Information Item - Strategic Plan Update:** Mr. Allen passed out a handout titled “Garrett College FY2014-2016 Strategic Plan Selected Initiatives Status Report – November 19, 2013” to review with Board Members. Dr. MacLennan updated members on items that the College has already made progress on. He noted that an update would be provided to Board Members at each meeting in this format since a dashboard would be too big to display all necessary information properly.

Mr. Allen then explained the formation of the Strategic Plan Oversight Group (SPOG). This group was formed to review operating plans in each area against the strategic plan to ensure that items have not been missed and ensure that the tasks assigned in the plan are carried out.

- 3. Information Item - Garrett College Financial Reports to October 31, 2013:** Dean Gilman summarized the College financial reports to date and noted that we are on track with the budget cycle.

C. EXECUTIVE SESSION: The Board did not convene an Executive Session Meeting.

D. ADJOURNMENT: On a motion by Trustee Sherbin, seconded by Trustee Morin, the Board adjourned the meeting at 7:42 p.m. Motion carried 6-0-0.

Respectfully submitted by:

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

Albert Coviello
Chair
Garrett College Board of Trustees