

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**April 15, 2014**

**A. COMMUNICATION ITEMS**

1. **Call to Order!** Mr. Albert Coviello, Chair called the meeting to order at 5:31 p.m. The following Board Members were in attendance: Ms. Vianne Bell – Vice-Chair, Ms. Madeleine Collins (by phone), 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 Sherbin, seconded by Trustee Seib, the Board unanimously approved the agenda as distributed (Vote 7-0-0).
4. **Approval of the Draft Minutes from the March 18, 2014 regular Meeting:** Chair Coviello noted a correction on Page three under section six. The vote should be 5-0-1 and not 6-0-1. On a motion by Vice-Chair Bell, seconded by Trustee Seib, the Board approved the minutes from the March 18, 2014 regular meeting as amended above (Vote=7-0-0).
5. **Report of the Chair of the Board**
  - a. **Upcoming Events:** Chair Coviello highlighted the following upcoming events: The Garrett College 42<sup>nd</sup> Commencement Ceremony will be held on Saturday, May 17<sup>th</sup> at 10:30 a.m. in the CARC. The Annual Garrett College Employee Recognition Luncheon will be held on May 22<sup>nd</sup>. Invitations will be sent soon.
  - b. **Reminder:** Chair Coviello reminded Board Members that their Financial Disclosure Statements were due by April 30, 2014 and to remember to send a confirmation page to Ms. Knepp when complete.
6. **Report of Board Members:** Chair Coviello reported that Trustee Sherbin will serve as the Chair for the Board Officer Nominating Committee. Elections will be held at the Annual Board Dinner Meeting on July 15, 2014.
7. **Report of the President of the College:** Dr. MacLennan reported that the references to the Strategic Plan in the monthly Executive Council reports would be in a more unified format next month. Board Members

asked to be specifically informed about the items that were originally planned in the strategic planning process that may not be happening now and why (i.e. what we expected to happen and where we are now).

- a. **Executive Council Monthly Reports:** Board Members asked a few clarifying questions related to these monthly reports.

## **B. ACTION ITEMS**

1. **Discontinuance of the A.A.S. Degree Program in Juvenile Justice:** Mr. Allen summarized that the College has not taken any new students into this program since the fall semester of 2013 and statewide designation was removed from the Juvenile Justice program effective fall 2012. Also, subsequent reorganizations within the Department of Juvenile Services have eliminated the job categories that require a two-year degree. Positions within DJS now require either a high school diploma or a four-year degree. On a motion by Trustee Sherbin, seconded by Trustee Morin, the Board unanimously voted to discontinue the A.A.S. degree program in Juvenile Justice, effective with the end of the 2013-14 (current) academic year (Vote 7-0-0).

## **C. INFORMATION ITEMS**

1. **Garrett College Financial Reports to March 31, 2014:** Dean Gilman summarized the financial reports to March 31, 2014. She noted that the non-credit revenue is currently higher than displayed in the reports because of issues related to recent upgrades to the computer system.
2. **FY2015 Budget Preparations:** Dean Gilman passed out draft expenditures by function for FY2015. All departments, including auxiliary functions, have been asked to reduce their budgets for the upcoming fiscal year since enrollment projections are down and we are expected to be flat-funded again this year. The Board will receive additional FY2015 Budget projections during the May meeting.
3. **Strategic Plan Update – March 2014:** Mr. Allen summarized the Strategic Plan Implementation Progress Reports for March 2014. The reports indicate progress to date relative to carrying out and/or accomplishing the FY2014-2016 Strategic Plan objectives. He apologized that The Strategic Plan Oversight Group (SPOG) reports were not uniform this month. We are working on a better way to update data and provide brief updates to the Board each month.
4. **Tour of CTTC:** Board Members toured the Career Technology Training Center (CTTC) with Ms. Carol Mowbray-Brooks, Program Coordinator for the facility.

- 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 Vice-Chair Bell, seconded by Trustee Sherbin, the Board recessed the open session meeting by unanimous vote at 7:27 p.m.

<b>TOPICS TO BE DISCUSSED</b>	<b>REASON FOR CLOSING</b> <i>(see Statutory Authority to close session on next page)</i>
Board Award Recipient	1 and 2
Life Insurance	1
Board Self-Evaluation	1

- E. ADJOURNMENT:** The Board did not reconvene the Open Session Meeting and the Executive Session adjourned at 8:51 p.m.

Respectfully submitted by:

---

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

---

Albert C. Coviello  
Chair  
Garrett College Board of Trustees