

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**May 20, 2014**  
**McHenry, MD 21541**

**A. COMMUNICATION ITEMS**

1. **Call to Order!** Mr. Albert Coviello, Chair called the meeting to order at 5:35 p.m. The following Board Members were in attendance: Ms. Vianne Bell – Vice-Chair (in at 6:25 p.m.), Ms. Madeleine Collins, Ms. Ruth Seib, Ms. Linda Sherbin, and Mr. Duane Yoder (by phone). The only Board Member absent was Mr. Don Morin. (Note: At 6:30 p.m. Chair Coviello had to leave the meeting and Vice-Chair Bell presided over the remainder of the Board Meeting).

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 that agenda as distributed (Vote 5-0-0).
4. **Approval of the Minutes:** On a motion by Trustee Sherbin, seconded by Trustee Seib, the Board unanimously approved the minutes from the April 15, 2014 Regular Board Meeting (Vote 5-0-0).
5. **Report of the Chair of the Board:**
  - a. **Upcoming Events:** Chair Coviello thanked Vice-Chair Bell for standing in for him during the commencement ceremony and for planning to attend the Employee Recognition Luncheon this week to say a few words on behalf of the Board.
  - b. **Annual Board Dinner Meeting Location:** The 2014 Annual Board Dinner Meeting will be held at Ace's Run.
6. **Report of Board Members:** None at this time.
7. **Report of the President of the College:** Dr. MacLennan thanked the Board Members who were able to participate in the recent commencement ceremony. He noted that the College staff worked hard to convert the gym and set-up the stage in a different location this year. He noted that the

new set-up worked well, but we still experienced some speaker/sound issues that we hope to fix soon.

- a. **Executive Council Monthly Reports:** Dr. MacLennan acknowledged that much time was spent to update the Board Reports and link to operating plans as well as to update the Strategic Plan Update document this month. He thanked the Executive Council Team Members for their efforts.

## **B. ACTION ITEMS**

1. **Policy # 5003 - Performance Evaluation Policy:** The Board reviewed an earlier version of this policy during the March 2014 meeting. The policy was updated based on suggestions from the Board and is now coming back for approval. Ms. Fike noted that all references to promotion were removed from this policy and a separate promotion section will be added to the Human Resource Manual as section #11. Board Members then asked some clarifying questions regarding promotion and the new evaluation process. On a motion by Trustee Seib, seconded by Trustee Collins, the Board approved Policy #5003 – Performance Evaluation Policy as distribute (Vote 5-0-0).
2. **Policy # 5004 – Acceptance of Accrued Sick Leave Policy:** Dr. MacLennan summarized the policy for the Board. On a motion by Trustee Sherbin, seconded by Trustee Seib, the Board approved Policy #5004 – Acceptance of Accrued Sick Leave Policy (Vote 5-0-0).
3. **Resolution for Capital Funds Request:** Dr. MacLennan summarized that for each capital project seeking State funding, there is a requirement that a Resolution be signed by the Secretary-Treasurer or designated officer of the College’s Board of Trustees. This document is the Board’s request to the County Commissioners to approve the capital project, file the necessary petition with MHEC, and make available local funds for completion of this project. The first project listed in the College’s ten year facilities master plan is the STEM Building (200 Building) renovations. On a motion by Trustee Collins, seconded by Trustee Seib, the Board approved the Resolution for Capital Funds Request for the STEM Building Renovation and Addition (Vote 5-0-0).
4. **Auditor Engagement Letter:** Ms. Gilman summarized the Auditor Engagement Letter from The Rodeheaver Group, P.C. She noted that one change this year is that the A133 (Federal) Audit is not due until March of the following year and may be delayed this year due to staffing issues. On a motion by Trustee Sherbin, seconded by Trustee Collins, the Board approved the Auditor Engagement Letter from The Rodeheaver Group, P.C. dated May 7, 2014 (Vote 5-0-0).

**C. INFORMATION ITEMS:**

1. **Garrett College Financial Reports to April 30, 2014:** Ms. Gilman summarized the financial reports to April 30, 2014 and answered related questions.
2. **Strategic Plan Update – April 2014:** Board Members reviewed the Strategic Plan Updates and discussed the new format. Board Members noted that there is much information in the updates and is a very thorough and useful document. This document will be updated on a quarterly basis.
3. **FY2015 Budget:** Board Members reviewed and asked clarifying questions about the draft FY2015 budget. Dr. MacLennan noted that once the final budget numbers come in from the County and State, the document will be updated and distributed to Board Members for approval during the June 2014 Board Meeting.
4. **Garrett College Request for Bid Proposal for Enterprise Information System (EIS):** Board Members asked clarifying questions related to the request for bid proposal for a new enterprise information system. Dr. MacLennan noted that many individuals and departments were involved in compiling the document as this is a critical issue for the College.

**D. EXECUTIVE SESSION:** The Board did not convene an Executive Session.

**E. ADJOURNMENT:** On a motion by Trustee Yoder, seconded by Trustee Sherbin, the Board adjourned the meeting at 6:55 p.m. (Vote 5-0-0).

Respectfully submitted by:

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Dr. Richard MacLennan  
President  
Secretary/Treasurer, Board of Trustees

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Mr. Albert Coviello  
Chair  
Board of Trustees

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Ms. Vianne Bell  
Vice-Chair  
Board of Trustees