

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 15, 2014
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order!** Ms. Vianne Bell, Chair called the meeting to order at 5:32 p.m. Board Members in attendance included: Mr. Don Morin – Vice-Chair, Ms. Madeleine Collins, Ms. Ruth Seib, and Mr. Duane Yoder. Board Members absent included: Mr. Albert Coviello and Ms. Linda Sherbin. College Administrative Staff Members in attendance included: Dr. Richard MacLennan – President, Dr. George Brelsford, Ms. Linda Fike, Ms. Sarah Garrett, J.D, Ms. Josephine Gilman, Ms. Cherie Krug, and Ms. Julie Yoder.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Trustee Seib, seconded by Trustee Collins, the Board unanimously approved the agenda as distributed (Vote=5-0-0).
4. **Approval of the Draft Minutes from the July 15, 2014 regular Meeting:** On a motion by Vice-Chair Morin, seconded by Trustee Seib, the Board unanimously approved the minutes of the July 15, 2014 meeting as distributed (Vote=5-0-0).
5. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Chair Bell reported that the upcoming Joan Crawford Lecture Series has many interesting speakers scheduled this year. She also asked members to mark their calendars for the Spring Commencement ceremony scheduled on Thursday, May 21, 2015 at 2:00 p.m.
 - i. **DC2014 Schedule and Ticket Information:** Please review the schedule and let Ms. Knepp know at your earliest convenience if you are interested in attending.
 - b. **FY2015 Board Stipends:** Board Members received an update on the Board Scholarship Fund and asked clarifying questions. Stipend authorization forms were then filled out and turned in.
6. **Report of Board Members:** None at this time.
7. **Report of the President of the College:** Dr. MacLennan thanked College personnel for all of the hard work put forth for a smooth start to

the fall semester. He then passed out a postcard with information about the Power of Possibilities Regional Entrepreneurship Conference that will be held at Garrett College on Friday, October 24, 2014. He also reported that the College Executive Council Team would begin another “listening tour” with various community groups. The Board would also be involved. Additional details will be sent out once the plans are finalized for each session.

- a. **Executive Council Monthly Reports:** Ms. Fike explained the employee assistance program that was included in her previously submitted monthly board report and answered some clarifying questions. Chair Bell commented on the successful turnout for the women’s forum held with Congressman Delaney recently on the Garrett College campus. Also, she commended the College Athletes who assisted before, during, and after the recent Art and Wine festival. Members also commended the College recruitment staff for increasing the population of International Students. Discussion then ensued on the reactivation of the World View International Club. Ms. Garrett reported that she has also been having discussions with faculty members regarding available grant funding for International Students.

B. ACTION ITEMS

1. **Cultural Diversity Report:** The Board approved The Cultural Diversity Plan for Garrett College – 2014 Update and Progress Report via email prior to the September 9, 2014 report submission deadline by a vote of 6-0-1. This agenda item is the formal recognition of the electronic vote for public record.

C. INFORMATION ITEMS

1. and 2. **2014 Employee Survey and Student Surveys:** Dr. MacLennan reported that Ms. Kalie Ashby, Assistant Director of Institutional Research and Planning, did a nice job summarizing the data into this report format. We now have a benchmark to compare against for next year. Executive Council Members are also addressing the information from the two surveys into their AY2014-2015 Operating Plans and will use the data moving forward to assist with decision making.

- 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 these items as well as the related exceptions are noted below. On a motion by Trustee Seib, seconded by Vice-Chair Morin, the board recessed the open session meeting by unanimous vote at 6:08 p.m. (Vote=5-0-0).

TOPICS TO BE DISCUSSED	REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i>
Life Insurance	1
Legal Counsel Contract	1

E. ADJOURNMENT: The Executive Session adjourned at 6:54 p.m.

Respectfully submitted by:

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

Vianne Bell
 Chair
 Garrett College Board of Trustees