

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**April 21, 2015**  
**McHenry, Maryland 21541**

**A. COMMUNICATION ITEMS**

- 1. Call to Order!** Chair Bell called the meeting to order at 5:34 p.m. Board Members in attendance included: Mr. Don Morin – Vice-Chair, Ms. Madeleine Collins, Ms. Linda Sherbin, and Mr. Duane Yoder. Members absent included: Mr. Albert Coviello and Ms. Ruth Seib. College Administrative Staff Members present included: Dr. Richard MacLennan-President, Mr. James Allen, Ms. Linda Fike, Ms. Josephine Gilman, Ms. Cherie Krug, and Ms. Julie Yoder. Guests present for agenda item C.4. were: Ms. Kathy Browning, Director of Business and Finance at Garrett College and Mr. Tom Carr, Associate Member of the Garrett County Board of Education.
- 2. Communication from the Public:** None at this time.
- 3. Approval of the Agenda:** Chair Bell noted that agenda item B.1. Board Award for Outstanding Contributions to Garrett College would be moved to the Executive Session Agenda. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously approved the agenda as amended (Vote=5-0-0).
- 4. Approval of the Draft Minutes from the February 17, 2015 Meeting:** On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously approved the minutes from the February 17, 2015 meeting (Vote=5-0-0).
- 5. Report of the Chair of the Board**

  - a. Upcoming Events:** Chair Bell summarized the upcoming events and highlighted the Foundation Gala on May 1<sup>st</sup>, the joint meeting with the Board of Trustees and local Board of Education on May 7<sup>th</sup>, and Employee Recognition Luncheon on May 27<sup>th</sup>.
  - b. REMINDER: 2014 Financial Disclosure Statements DUE: April 30<sup>th</sup>!** Board Members were reminded to submit their 2014 financial disclosure statements by April 30<sup>th</sup>.
- 6. Report of Board Members:** Chair Bell reported that she recently attended the National Men’s Basketball tournament where the Laker Men’s team did a great job representing Garrett College. She also attended the Special Honors Ceremony on April 10<sup>th</sup> which honored the College’s First Distinguished Alumni and Inaugural Hall of Fame Athletes.

**7. Report of the President of the College:** Dr. MacLennan reported that this is a very busy time of the year and summarized the recent events, conferences, and meetings that he has recently attended or hosted. He also updated members on several “Dinner Dialogue Sessions” currently being held with community representatives as part of our College planning processes.

**a. Executive Council Monthly Reports:** Board Members asked several clarifying questions related to the monthly board reports.

**B. ACTION ITEMS**

**1. Award for Outstanding Contributions to Garrett College:** See below.

**Motion to recess the Open Session Meeting for the purpose of going into an Executive Session Meeting of the Board:** On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously recessed the Open Session Meeting at 6:12 p.m. for the purpose of convening an executive session to discuss the following matter and related exception covered under the Maryland Open Meetings Act (Vote=5-0-0).

| <b>TOPICS TO BE DISCUSSED</b>             | <b>REASON FOR CLOSING</b><br><i>(see Statutory Authority to close session on next page)</i> |
|---|---|
| Award for Outstanding Contributions to GC | 1   |

**Reconvene Open Session:** The Board unanimously reconvened the Open Session Meeting at 6:45 p.m. (Vote=5-0-0) and realigned the agenda to discuss item C.4 OPEB Discussion while Mr. Tom Carr and Ms. Kathy Browning were present.

**2. Community Education & Performing Arts Center Resolution:** Board Members received information in their April Board Agenda packets pertaining to the second project of the College’s ten-year Facilities Master Plan – Community Education & Performing Arts Center (CEPAC) #800 building renovations. President MacLennan explained that each capital project seeking state funding is required to provide a signed resolution from the Board of Trustees of each institution. This document is the Board’s request to the County Commissioners to approve the capital project and file the necessary petition with the Maryland Higher Education Commission. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously approved the Maryland Community College Resolution for the Community Education and Performing Arts Center – renovation and addition (Vote=5-0-0).

### **C. INFORMATION ITEMS**

- 1. Garrett College Financial Reports to March 31, 2015:** Dean Gilman summarized the Garrett College Financial Reports to March 31, 2015 and answered related questions.
- 2. Strategic Plan Updates:** Mr. Allen provided two handouts to Board Members for review and discussion: Garrett College 2012 Academic Plan Outcomes and Garrett College 2014-2016 Strategic Plan Accomplishments. He then summarized the documents and answered clarifying questions.
- 3. Periodic Review Report:** Mr. Allen provided Board Members an April 20, 2015 draft copy of the Garrett College Periodic Review Report to the Middle States Commission on Higher Education. This very important document is due to MSCHE on or before June 1, 2015. He noted that the executive summary and financials are still being tweaked and will be provided via email to each member in the next few weeks. The full report will be presented to the Board in the May Board Agenda packets for review and approval. Members will contact President MacLennan or Mr. Allen with any questions or concerns related to this report.
- 4. OPEB Discussion:** Members were provided individual handouts of the Other Post Employment Benefits (OPEB) Presentation. Dean Gilman summarized each slide that included government accounting standards, history, eligibility, legal requirements, summary of investments, actuarial calculations, questions explored, available options, factors to consider, and possible follow-up activities. Board Members asked several clarifying questions throughout the presentation and asked to acquire a copy of the Garrett County Employees Health Care Plan Trust Agreement and the Retiree Health Plan Trust Agreement to review. Discussion ensued regarding the possibility of amending the agreement, a set timeline to conduct additional research, and monthly updates. On a motion by Trustee Sherbin, seconded by Trustee Collins, the Board unanimously agreed that a decision regarding the OPEB liability be made prior to the FY2017 budget approval (Vote=5-0-0).

- D. EXECUTIVE SESSION:** On a motion by Trustee Collins, seconded by Trustee Sherbin, the Board of Trustees unanimously re-convened an executive session at 8:17 p.m. to discuss additional matters covered under the Maryland Open Meetings Act as listed and revised below (Vote=5-0-0).

| <b>TOPICS TO BE DISCUSSED</b>           | <b>REASON FOR CLOSING</b><br><i>(see Statutory Authority to close session on next page)</i> |
|---|---|
| Board Evaluation                        | 1   |
| President Evaluation                    | 1   |
| Personnel Issues                        | 1   |
| President's Contract – Committee Update | 1   |

- E. ADJOURNMENT:** The Board did not reconvene the Open Session Meeting. On a motion by Trustee Collins, seconded by Vice-Chair Morin, the Executive Session unanimously adjourned at 9:10 p.m. (Vote=5-0-0).

Respectfully submitted by:

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

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Vianne Bell  
 Chair  
 G.C. Board of Trustees