

**GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
February 17, 2015
McHenry, Maryland 21541**

- I. Call to Order/Roll Call:** Ms. Vianne Bell, Chair called the meeting to order at 5:35 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins (by phone), Ms. Ruth Seib (by phone), Ms. Linda Sherbin, and Mr. Duane Yoder. Mr. Albert Coviello was unable to attend the 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, and Ms. Julie Yoder.
- II. Communication from the Public:** None at this time.
- III. Amendments to and/or Approval of the Agenda:** On a motion by Trustee Seib, seconded by Trustee Sherbin, the Board unanimously approved the agenda as distributed (Vote=6-0-0).
- IV. 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 Trustee Morin, the Board unanimously recessed the Open Session Meeting at 5:38 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=6-0-0).

TOPICS TO BE DISCUSSED	REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i>
Capital Campaign Feasibility Study Proprietary Report	2

- V. Reconvene Open Session:** On a motion by Trustee Sherbin, seconded by Trustee Seib, the Board unanimously reconvened the Open Session Meeting at 6:10 p.m. (Vote=6-0-0).
- VI. Approval of the Draft Minutes from the January 20, 2015 Meeting:** Chair Bell noted a change in the Board Committee Membership for the Award for Outstanding Contributions to Garrett College. Trustee Yoder has been replaced with Trustee Morin. On a motion by Trustee Seib, seconded by Trustee Morin, the Board unanimously approved the minutes from the January 20, 2015 meeting with the above noted change (Vote=6-0-0).

VII. Report of the Chair of the Board:

a. Upcoming Events: No updates.

b. Board Information and Resource Site–Problems, concerns, etc.: Trustee Bell asked if anyone has been experiencing issues logging into the Board Information and Resource Site. A representative from the College information technology department will contact board members who are having problems with the site to assist.

c. Recent Meeting Updates: MACC, Board of Ed., Robotics Competition: Chair Bell reported on the following: MACC Trustee Leadership Conference and Legislative Reception recently held in Annapolis, Maryland; plans to hold a joint meeting this spring with the College Board of Trustees and the Garrett County Board of Education; plans to hold a joint meeting with the Allegany College Board of Trustees; and a recent trip to New Orleans with the Garrett College Robotics Team where the team presented their underwater robot.

d. Reminder: 2014 Financial Disclosure Statements are due by 4/30/15: Chair Bell reminded Board Members that their 2014 Financial Disclosure Statements are due to State Ethics Commission by April 30, 2015. A copy of the filing confirmation page must be sent to Ms. Knepp in the President’s Office for the permanent records.

VIII. Report of Board Members: None at this time.

IX. Report of the President of the College: Dr. MacLennan commended the Executive Council Team of the College for their work and thorough monthly reports. He then summarized and updated Board Members on the following projects: Funding through USA Funds for the bridge program, SNAP Grant opportunity due to the efforts of Dean Yoder, TAACCCT Grant progress, budget/capital planning meetings, and recent dual enrollment meeting. He then updated the Board on the recent act of violence on campus. The College staff involved did a terrific job of quickly dealing with the incident as well as the external agencies who assisted. The College is currently evaluating emergency planning processes, procedures, and communication methods.

a. Executive Council Monthly Reports: Board Members asked several clarifying questions about the Executive Council Monthly Reports.

X. Action Items:

- a. **Tuition and Fees:** This topic has been presented as an information item to the Board over the past few months. On a motion by Trustee Seib, seconded by Trustee Collins, the Board approved the Garrett College Credit Tuition and Combined Fee Plan for FY2015 through FY2020 that was previously distributed in the February Board Agenda packets (Vote=6-0-0).
- b. **Policy #8001-Classification & Operation of Auxiliary Enterprises:** This policy was presented to the Board as an information item during the January 2015 Meeting. On a motion by Trustee Sherbin, seconded by Trustee Morin, the Board approved Policy #8001 – Classification and Operation of Auxiliary Enterprises (Vote=6-0-0).
- c. **Policy #4003–Professional Residence Life Staff Live-In Guest Policy:** This policy was presented to the Board as an information item during the January 2015 Meeting. Discussion ensued regarding the accompanying procedures and waiver form. An additional approval name was added to page two of the procedure and additional clarifying wording was added to section two of the waiver form. On a motion by Trustee Collins, seconded by Trustee Sherbin, the Board approved Policy #4003-Professional Residence Life Staff Live-In Guest Policy with the above noted changes to the related procedure and waiver form (Vote=6-0-0).
- d. **Exemption From 60 Credit Hour Requirement for NRWT Program:** The College and Career Readiness and College Completion Act of 2013 required all A.A., A.S., and A.A.S. degree programs to reduce their credit requirements to 60 credits by fall 2015. However, under certain conditions, institutions through their Board of Trustees, can request a waiver of this requirement. The College and a Natural Resource and Wildlife Technology Advisory Board has recommended that any additional reduction in credits (the program has already been cut by four credits) below the 66 credits being proposed for the NRWT program would damage the quality of the program and jeopardize program graduates' opportunities for employment as technicians in the natural resources field. On a motion by Trustee Sherbin, seconded by Trustee Morin, the Board approved the exemption request for the NRWT program as presented (Vote=6-0-0).

X. Information Items:

- a. **Garrett College Financial Reports to January 31, 2015:** Dean Gilman summarized the Garrett College Financial Reports to January 31, 2015 and noted a correction to the report.
- b. **AY2016 Academic Calendar:** This item is being presented to the Board as an information item only with a note that minor adjustments may be made to the calendar throughout AY2016 as needed. The Board will be informed of any changes that may occur.
- c. **EIS Update:** Dean Gilman provided a thorough update in her previously submitted board report and noted that the project management communication is going very well so far.

- XII. Executive Session:** On a motion by Trustee Seib, seconded by Trustee Morin, the Board of Trustees unanimously re-convened an executive session at 6:47 p.m. to discuss additional matters covered under the Maryland Open Meetings Act as listed and revised below (Vote=6-0-0).

TOPICS TO BE DISCUSSED	REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i>
Personnel Issue Update	1
Violence Incident	2

- XIII. Adjournment:** The Board did not reconvene the Open Session Meeting. On a motion by Trustee Sherbin, seconded by Trustee Morin, the Executive Session unanimously adjourned at 7:00 p.m. (Vote=6-0-0).

Respectfully submitted by:

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

Vianne Bell
 Chair
 G.C. Board of Trustees