

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**January 20, 2014**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS**

- 1. Call to Order:** Ms. Vianne Bell, Chair called the meeting to order at 5:30 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins (by phone), Mr. Albert Coviello (by video conference), Ms. Ruth Seib (by phone), and Ms. Linda Sherbin. Mr. Duane Yoder 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. Dr. Sarah Garrett was unable to attend the meeting.
- 2. Communication from the Public:** None at this time.
- 3. Approval of the Agenda:** On a motion by Trustee Coviello, seconded by Trustee Sherbin, the Board unanimously approved the agenda as distributed (Vote=6-0-0).
- 4. Approval of the Draft Minutes from the November 18, 2014 and December 16, 2014 meetings:** On a motion by Trustee Morin, seconded by Trustee Sherbin, the Board unanimously approved the minutes from the November 18, 2014 Meeting and the December 16, 2014 meeting (Vote=6-0-0).
- 5. Report of the Chair of the Board:**
  - a. Upcoming Events:** Chair Bell stated that the Board of Trustees recognizes the enormity of the loss of Ms. Kalie Ashby who passed away on December 20, 2014 due to the result of injuries sustained in a tragic automobile accident. The Board then acknowledged and thanked all personnel for the amount of work that went into coordinating efforts for Kalie's viewing and funeral at the CARC.
  - b. Board Information and Resource Site-Problems, concerns, etc.:** Chair Bell stated that she has been experiencing issues logging into this site. Members will contact Ms. Knepp if anyone else is having problems.
  - c. MACC Trustee Leadership Conference and Legislative Reception Attendees:** Chair Bell will represent the College at

this event. Dr. MacLennan is unable to attend the event this year due to a conference conflict.

**d. Award for Outstanding Contributions to Garrett College:** The following Board Members were selected to serve on the Board Award Committee: Trustee Collins, Trustee Seib, and Trustee Yoder. The application materials are due in the President's Office by Monday, March 9, 2015.

**6. Report of Board Members:** None at this time.

**7. Report of the President of the College:** Dr. MacLennan also acknowledged personnel that assisted with the viewing and funeral of Kalie Ashby in the CARC. He further noted that Kalie was an exceptional human being and the College is experiencing a large void on both a personal and professional level. She impacted lives statewide.

He also updated Board Members on the following: recent State of Maryland budget rescission, upcoming dual enrollment meeting, and statewide enrollment numbers.

**a. Executive Council Monthly Reports:** Trustee Bell thanked the Foundation and everyone else that was involved in securing funds for a new baseball scoreboard. The current scoreboard has been inoperable for some time now.

**B. ACTION ITEMS** – None at this time.

**C. INFORMATION ITEMS**

**1. Garrett College Financial Reports to December 31, 2014:** Dean Gilman summarized the reports and noted that CAEL (Center for Adventure and Experiential Learning) will be split into a separate line item under Continuing Education Revenue in the future.

**2. Tuition and Fees:** The Board reviewed a Credit Tuition and Combined Fee Plan for FY2015 through FY2020 that showed impact per student. This item will be brought to the February 2015 Board Meeting as an action item in order to move forward with budget development and fall class registrations.

**3. Policy #8001-Classification & Operation of Auxiliary Enterprises:** A typographical error was noted on page one of the policy. Members then asked several clarifying questions. This

policy will be brought back to the Board in February as an action item.

4. **Policy #4003-Professional Residence Life Staff Live-in Guest Policy:** Dr. MacLennan explained that this is a new policy that has been vetted through the College governance process and reviewed by College Legal Counsel. Discussion ensued. This policy will be brought back to the Board in February as an action item.
  
5. **Strategic Plan Updates:** Dr. MacLennan reported that there were a few technical adjustments made to the plan; but nothing substantial. The updated document with the noted changes were provided to the Board in their February Board Agenda packets.
  
6. **Operational Plan Updates:** Dr. MacLennan reported that the Operational Plans are work plans related to how the Strategic Plan is being carried out. Board Members noted that these updates are too long and difficult to read. They asked that the updates be broken down into smaller sections or presented in a different manner altogether.
  
7. **EIS Updates:** Dr. MacLennan reported that the new Enterprise Information System process has been launched. The project manager from Jenzabar was on campus last week and held meetings with Executive Council, module managers, and a general session in the auditorium. A timeline is being developed with the goal of full implementation by the end of June 2016. Many training and information sessions are being scheduled at this time. Ms. Reynolds is providing weekly updates to Executive Council and engaging the module managers weekly until their training begins.

**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 exception is noted below. On a motion by Trustee Sherbin, seconded by Trustee Morin, the Board recessed the open session meeting by unanimous vote at 6:26 p.m. (Vote = 6-0-0).

<b>TOPICS TO BE DISCUSSED</b>	<b>REASON FOR CLOSING</b> <i>(see Statutory Authority to close session on next page)</i>
President’s Contract	1
Personnel Issue	1

**E. ADJOURNMENT:** The Board did not reconvene the Open Session Meeting and the Executive Session adjourned at 7:45 p.m.

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