

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 22, 2015
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

- 1. Call to Order!** Chair Bell called the meeting to order at 5:31 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair (via phone), Ms. Madeleine Collins, Mr. Albert Coviello, Ms. Ruth Seib, and Ms. Linda Sherbin. Member absent: Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard MacLennan-President, Mr. James Allen, Ms. Linda Fike, Ms. Josephine Gilman, and Ms. Julie Yoder.
- 2. Communication from the Public:** None at this time.
- 3. Approval of the Agenda:** On a motion by Trustee Coviello, seconded by Trustee Collins, the Board unanimously approved the agenda as distributed (Vote=6-0-0).
- 4. Approval of the Draft Minutes from the May 19, 2015 Meeting:** On a motion by Trustee Seib, seconded by Trustee Collins, the minutes of the May 19, 2015 regular board meeting were approved as distributed (Vote=5-0-1).
- 5. Report of the Chair of the Board:**
 - a. Upcoming Events:** Chair Bell summarized the upcoming events and noted that the Annual Board Dinner Meeting scheduled for July 21, 2015 will be held at Dutch's at Silver Tree.
 - b. Board Information & Resource Site IT Issues:** Chair Bell reported that she is still experiencing issues when logging into the Board Information and Resource Site and asked if others were having similar issues. She has been working with the College IT department, but is still experiencing problems. Chair Bell asked Dean Gilman to follow-up with the IT department regarding a remedy to these issues.
- 6. Report of Board Members:** None at this time.
- 7. Report of the President of the College:** Dr. MacLennan reported on the numerous projects and programming going on across campus at this time. Additional details can be found in the previously submitted board reports.
 - a. Executive Council Monthly Reports:** Chair Bell congratulated the College on receiving \$15,000 in project open space funding to

update the Lions Club Field that is currently being used by the Women’s Softball Team.

B. ACTION ITEMS

1. **FY2016 Budget:** Dean Gilman summarized the slight differences in the draft FY2016 budget that was presented to the Board during the May meeting and the final version that was previously distributed in the June Board Agenda packets. She also noted a typographical error on the last page. On a motion by Trustee Coviello, seconded by Trustee Seib, the board unanimously passed the FY2016 budget as distributed (Vote=6-0-0).
2. **Garrett College Legal Counsel Contract Review:** The Board reviewed and discussed the details of the Garrett College Legal Counsel Contract/Services Agreement during the May 2015 Board Executive Session Meeting. On a motion by Trustee Sherbin, seconded by Trustee Collins, the board unanimously approved the FY2016 Legal Services Agreement with Mr. William M. Rudd, Esq. as presented (Vote=6-0-0).

C. INFORMATION ITEMS

1. **Garrett College Financial Reports to May 31, 2015:** Dean Gilman summarized the financial reports and answered clarifying questions.
2. **Cultural Diversity Report Draft:** This required report was presented to board members as an information item only at this time. The report is due to the Maryland Higher Education Commission by September 1st and will be presented to the Board as an action item at the July 2015 meeting since no August meeting is scheduled. Members were asked to review the highlighted sections of the report that represent recent updates and contact Mr. Allen with questions or changes.

D. EXECUTIVE SESSION: On a motion by Trustee Sherbin, seconded by Trustee Seib, 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 matters and related exceptions covered under the Maryland Open Meetings Act (Vote=6-0-0). Members then took a break for dinner before convening the executive session.

| TOPICS TO BE DISCUSSED | REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i> |
|--|---|
| Personnel Issues | 1 |
| Board Self-Evaluation Update | 1 |
| President’s Contract/Life Insurance Update | 1 |

E. ADJOURNMENT: The Board did not reconvene the open session meeting and the Executive Session Meeting adjourned at 7:56 p.m.

Respectfully submitted by:

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

Vianne Bell
Chair
Garrett College Board of Trustees