GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 15, 2015

A.   COMMUNICATION ITEMS

1. **Call to Order!** Chair Bell called the meeting to order at 5:30 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair (via phone), Ms. Madeleine Collins, Mr. Albert Coviello, Ms. Ruth Seib, Ms. Linda Sherbin, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard MacLennan-President, Mr. James Allen, Ms. Linda Fike, Dr. Sarah Garrett, Ms. Josephine Gilman, Dr. Kelly Hall, Ms. Cherie Krug, Dr. Alexander Tuel, and Ms. Julie Yoder.

2. **Communication from the Public:** None at this time

3. **Approval of the Agenda:** Chair Bell noted an addition to the agenda. An item initially listed on the Executive Session Agenda will be added to the Open Session agenda as item C.3-Board Evaluation Instrument Committee Update. The updated agenda was then approved via acclamation.

4. **Approval of the July 21, 2015 Meeting Minutes:** On a motion by Trustee Coviello, seconded by Trustee Sherbin, the minutes from the July 21, 2015 Board Meeting were approved as distributed (Vote=6-0-1).

5. **Report of the Chair of the Board:** Chair Bell appointed the following Board Members to serve on the Board Bylaw Review Committee: Trustee Morin, Trustee Coviello, and Trustee Sherbin.

    a. **Upcoming Events:** The upcoming events were provided to members in the September Board Agenda packets.

    b. **FY2016 Board Stipend Authorizations:** Board Members completed their FY2016 Board Stipend Authorization forms and turned them in to the President's Office for processing.

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

7. **Report of the President of the College:** Dr. MacLennan reported that he travelled to Baltimore today with Dean Gilman to attend a public hearing at the Department of Budget and Management regarding community college capital budget requests for FY2017. He also noted that Dean Yoder was notified today that the College will be receiving grant funds through the Appalachian Regional Commission. The funds will be used for the last unfinished space at the Career Technology Training Center in Accident, Maryland.

      a.   **Executive Council Monthly Reports:** Board members asked several clarifying questions about the monthly Executive Council Reports.

B.   **ACTION ITEMS**

    1.   **MHEC Performance Accountability Report:** On a motion by Trustee Collins, seconded by Trustee Seib, the 2015 Garrett College Performance Accountability Report to MHEC was approved as distributed (Vote=7-0-0).

C.   **INFORMATION ITEMS**

    1.   **FY2016 Planning Timeline:** Dr. MacLennan explained the Integrated Planning Process and related timeline. He noted that the taskforce was charged on Friday and will meet next week to break into sub-committees and begin this very important work for the College. An update will be provided to the Board in October.

    2.   **Periodic Review Report – Response Update:** Dr. MacLennan explained the Middle States Commission on Higher Education's Periodic Review Process and requirements. He further noted that much broad-based work has gone into this process over the past two years at the College. Also, the College administration has spent an incredible amount of time over the past month to draft a response to the MSCHE PRR Committee Report received in late August. Discussion ensued. Board Members will review the draft response again along with any related materials to date and provide input to Dr. MacLennan at their earliest convenience. Board Members thanked Dr. MacLennan for his very thorough explanation and insight for the PRR process and noted that it was very beneficial.

D.   **EXECUTIVE SESSION:** The Board of Trustees did not convene an executive session meeting.

E.   **ADJOURNMENT:** On a motion by Trustee Coviello, seconded by Trustee Sherbin, the Board unanimously adjourned the meeting at 6:45 p.m. (Vote=7-0-0).

Respectfully submitted by:

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