

**GARRETT COLLEGE BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**April 19, 2016**  
**McHenry, Maryland 21541**

**A. COMMUNICATION ITEMS**

1. **Call to Order:** Vice-Chair Morin called the meeting to order at 5:33 p.m. Board Members in attendance included: Ms. Madeleine Collins, Ms. Ruth Seib, Ms. Linda Sherbin and Mr. Duane Yoder (via phone). Board Members absent included: Ms. Vianne Bell-Chair and Mr. Albert Coviello. College Administrative Staff present included: Dr. Richard MacLennan-President, Mr. James Allen, Ms. Linda Fike, Dr. Sarah Garrett, Ms. Josephine Gilman, Ms. Cherie Krug, and Dr. Alex Tuel. Ms. Julie Yoder was unable to attend the meeting.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** Vice-Chair Morin noted that Agenda Item B.1. Board Award for Outstanding Contributions to Garrett College would be moved to the Executive Session Meeting. On a motion by Trustee Sherbin, seconded by Trustee Collins, the Board approved the agenda with the above noted correction (Vote=5-0-0).
4. **Approval of the Draft Minutes from the March 15, 2016 Meeting:** On a motion by Trustee Seib, seconded by Trustee Sherbin, the Board approved the minutes from the March 15, 2016 meeting (Vote=5-0-0).
5. **Report of the Vice-Chair of the Board:** Vice-Chair Morin congratulated Ms. Cherie Krug, Director of Development/Executive Director of the Garrett College Foundation on her recent selection as one of Maryland's Top 100 Women by *THE DAILY RECORD*. Ms. Krug was recognized at a reception that was held April 18th in Baltimore. She was also selected for this special recognition in 2014.
  - a. **Upcoming Events:** A list of the upcoming events were included in the Board Agenda packets.
6. **Report of Board Members:** None at this time.
  - a. **Board Financial Disclosure Forms-Due: May 2, 2016:** Members were reminded to complete their financial disclosure forms and submit by May 2, 2016 to the Maryland State Ethics Commission.
7. **Report of the President of the College:** Dr. MacLennan summarized recent events held on campus including the Board of Education Annual Art Fair and some upcoming events including the Power of Possibilities Conference, LEAN Conference, and Commencement.

- a. **Executive Council Monthly Reports:** There were no updates to the previously submitted Board Reports on file.

**B. ACTION ITEMS**

- 1. **Board Award for Outstanding Contributions:** This agenda item was moved to the Executive Session Meeting.
- 2. **Board Bylaw Update:** Members reviewed the updated bylaws that were included in the board agenda packets. On a motion by Trustee Sherbin, seconded by Trustee Collins, the Board unanimously approved the revisions to the bylaws as of April 19, 2016 (Vote=5-0-0).

**C. INFORMATION ITEMS**

- 1. **Garrett College Financial Reports to March 31, 2016:** Vice President Gilman summarized the monthly financial reports and answered clarifying questions.
- 2. **Integrated Planning Update:** Mr. Allen summarized the Garrett College FY2014-2016 Strategic Plan-FY2016 Progress Report and answered clarifying questions.
- 3. **Policy #2013-Grant Application, Acceptance, and Administration:** Dr. MacLennan summarized this policy for Board Members. This policy will be placed on the May 2016 Board Agenda as an action item.
- 4. **Policy #6001-Fundraising Policy:** Dr. MacLennan summarized this policy for Board Members. This policy will be placed on the May 2016 Board Agenda as an action item.

- D. **EXECUTIVE SESSION:** On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the Board unanimously recessed the Open Session Meeting at 6:20 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=5-0-0).

<b>TOPICS TO BE DISCUSSED</b>	<b>REASON FOR CLOSING</b> <i>(see Statutory Authority to close session on next page)</i>
Board Development	1
VP of Administrative & Financial Services	1

- E. **ADJOURNMENT:** The Board did not reconvene an Open Session Meeting and adjourned the Executive Session Meeting at 7:37 via acclamation.

Respectfully submitted by:

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

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Mr. Don Morin  
Vice-Chair  
Garrett College Board of Trustees