

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

**A. COMMUNICATION ITEMS**

1. **Call to Order!** Chair Bell called the meeting to order at 5:32 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair (via phone), Ms. Madeleine Collins (via phone), Mr. Albert Coviello, Ms. Ruth Seib (via phone), and Ms. Linda Sherbin. Trustee Yoder was unable to attend the meeting. College Administrative Staff Members present included: Dr. Richard MacLennan-President, Mr. James Allen, Ms. Linda Fike, Dr. Sarah Garrett, Dr. Kelly Hall, Ms. Cherie Krug, and Dr. Alex Tuel. Ms. Josephine Gilman and Ms. Julie Yoder were unable to attend the meeting.
2. **Communication from the Public:** None at this time
3. **Approval of the Agenda:** On a motion by Trustee Sherbin, seconded by Trustee Coviello, the agenda was approved as distributed (Vote=6-0-0).
4. **Approval of the Draft Minutes from the December 1, 2015 Meeting:** Trustee Coviello noted that he left the December meeting around 7 p.m., so the voting record for agenda items B.2. Naming Request, D. Executive Session, and E. Adjournment should be 6-0-0 and not 7-0-0. On a motion by Trustee Collins, seconded by Trustee Seib the minutes were approved with the above noted corrections (Vote=6-0-0).
5. **Report of the Chair of the Board:**
  - a. **Upcoming Events:** Chair Bell reminded members about the MACC Trustee Leadership Conference and Legislative Reception scheduled for February 1<sup>st</sup> in Annapolis, Maryland. She also reported on the recent recognition of Coach Dennis Gibson on his 600<sup>th</sup> win as the Garrett College Men's Basketball Head Coach. She thanked Trustee Coviello, Trustee Sherbin, and College Executive Council Members for their attendance at the basketball game and recognition ceremony this past weekend.
6. **Report of Board Members:** None at this time.
7. **Report of the President of the College:** Dr. MacLennan reported that he has received much positive feedback about the 2015 Annual Report that was distributed in December 2015. The Coordinator of Marketing and Public Relations, Ms. Stacy Holler and Graphics Designer, Mr. Scott Stallings, should be commended for a great job on the redesign of this important College promotional publication.

He also reported that a group of College staff members and students got together yesterday for the Martin Luther King, Jr. Holiday and National Day of Giving. The group handmade Valentine's Day Cards and prepared care packages for a United States Military unit stationed in Afghanistan in which one of our students is a member of the unit. He extended a special thank you to all involved with this event.

Finally, the College will be hosting the Maryland JUCO Men and Women's Basketball Championship February 11-14, 2016.

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

## **B. ACTION ITEMS**

1. **Electro-mechanical Certificate Approval:** Dr. Garrett summarized the Maryland Higher Education Commissions Academic Program Proposal for a new instructional program that was distributed in the Board Agenda packets. The Electro-mechanical certificate is designed for students who plan to enter the workforce immediately upon graduation. The College's Engineering and Continuing Education and Workforce Development Departments worked collaboratively to establish this new certificate program. On a motion by Trustee Coviello, seconded by Vice-Chair Morin, the board approved the Electro-mechanical Certificate proposal to the Maryland Higher Education Commission (Vote=6-0-0).

## **C. INFORMATION ITEMS**

1. **Garrett College Financial Reports to December 31, 2015:** Dr. MacLennan summarized the financial reports to date and answered clarifying questions.
2. **Integrated Planning Update and Board Activity:** Each of the four Integrated Planning Work Group Leaders (Environmental Scan, County/Regional Needs Assessment, Instructional Program Needs Assessment, and Capacity Study) provided a summary of their efforts and research to date. Board Members asked several clarifying questions and provided positive feedback.

Dr. MacLennan then summarized the five draft critical issues that were recently identified as a result of input received from the work groups, community forums, and planning activities held: Financial Capacity and Sustainability, College Workforce Capacity and Sustainability, Enrollment, Support for Student Success, and Alignment with Community Economic and Workforce Development Needs. Board Members thanked everyone for their hard work on this process and

suggested several ways to engage the community and our students in the future.

- D. EXECUTIVE SESSION:** The Garrett College Board of Trustees did not convene an Executive Session.
- E. ADJOURNMENT:** On a motion by Trustee Coviello, seconded by Trustee Sherbin, the Board unanimously adjourned the open session meeting at 6:52 p.m. (Vote=6-0-0).

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  
Garrett College Board of Trustees