

**GARRETT COLLEGE BOARD OF TRUSTEES**  
**ANNUAL DINNER MEETING MINUTES**  
**July 19, 2016**  
**Oakland, Maryland 21541**

**A. COMMUNICATION ITEMS**

1. **Call to Order!** Chair Bell called the meeting to order at 5:43 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins, Ms. Ruth Seib, and Ms. Linda Sherbin. Board Members absent included: Mr. Duane Yoder. College Administrative Staff Members present included: Mr. Albert A. Coviello-Acting President, Mr. James Allen, Mr. Randall Bittinger, Ms. Linda Fike, Dr. Sarah Garrett, and Ms. Julie Yoder. College Administration members absent included: Ms. Cherie Krug.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Vice-Chair Morin, seconded by Trustee Collins, the agenda was approved as distributed (Vote=5-0-0).
4. **Approval of the Draft Minutes from the June 21, 2016 Regular Meeting and July 1, 2016 Special Meeting:** On a motion by Trustee Collins, seconded by Vice-Chair Morin, the Board approved the June 21, 2016 and July 1, 2016 meeting minutes as distributed (Vote=5-0-0).
5. **Report of the Chair of the Board**
  - a. **Upcoming Events:** Chair Bell reminded Board Members that there was no August meeting scheduled. The next regular Board of Trustee Meeting is scheduled for September 20, 2016. She also reported that a "Neighborhood Picnic" is being planned in September to include the College Board, faculty, staff, and students as well as the College neighbors.
  - b. **Election of Board Officers:** The Board Election Committee members included: Trustee Collins, Trustee Sherbin, and Trustee Yoder. Trustee Sherbin reported that the committee suggested keeping current officers the same for FY2017 – Vianne Bell as the Chair and Don Morin as the Vice-Chair. On a motion by Trustee Sherbin, seconded by Trustee Collins, the Board unanimously voted to accept the recommendation by the Board Election Committee for Ms. Bell to remain as the Chair and Mr. Morin to remain as the Vice-Chair for FY2017 (Vote=5-0-0).
6. **Report of Board Members:** None at this time

- a. **Presidential Search Update:** Chair Bell updated members on the Presidential Search in the absence of Trustee Yoder who is serving as Chair of the Search Committee. The next search committee meeting is scheduled for Thursday, September 8<sup>th</sup> to narrow down the semi-finalists for video-interviews. The video interviews will then be conducted the following week and with final candidates on campus for on-site interviews by mid-October. We hope to conclude this process by November 2016.

The Board discussed locations of recent advertisements for this position and determined that a letter will be sent out nationwide to assist in getting the word out for this important search.

## 7. Report of the Acting President of the College:

- a. **Executive Council Monthly Reports:** Acting President Coviello reported on a recent meeting with Chair Bell and the County Commissioners regarding the coordination of a walking trail for our students and clientele along Mosser Road. Additional meetings will be held to work out details. He also noted that the College hosted representatives from the University of Baltimore yesterday regarding a "Guaranteed Admissions Agreement". He then summarized the meeting for board members.

## B. ACTION ITEMS

1. **Contracted Disability Services Provider Policy, Procedures, & Agreement (revised):** On a motion by Trustee Seib, seconded by Vice-Chair Morin, the Board unanimously approved Policy #4004 Contracted Disability Service Providers Policy and related materials (Vote=5-0-0).
2. **Fundraising Policy:** On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the Board unanimously approved Policy #6001-Fundraising Policy and related materials (Vote-5-0-0).
3. **Involuntary Student Withdraw Policy:** Board Members asked several clarifying questions regarding this draft policy #4005. Additional information and clarification was requested before final approval. The policy will be sent back through the governance structure to acquire additional information.
4. **Cultural Diversity Report:** On a motion by Vice-Chair Morin, seconded by Trustee Seib, the Garrett College Cultural Diversity Plan-2016 Update and Progress Report-July 19, 2016 was approved as distributed (Vote=5-0-0).

- 5. College Organizational Structure:** Acting President Coviello reported that the College has amazing personnel who are dedicated and cooperative. He has spent much time visiting offices across campus, attending events, and acquiring input from personnel to assist in moving forward with College priorities.

The College has received several resignations lately resulting in some necessary restructuring. Some proposed changes include to hire a Dean of Academic Affairs, hire a Dean of Student Services, restructure the job description of the VP of Instruction and Student Services and not replace the Associate VP of Instruction and Student Services. Mr. Coviello noted that this is a typical college hierarchy structure and will provide better alignment and prioritization of critical needs in the academic and student life areas.

On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board approved moving forward with the revision of the VP of Instruction and Student Services job description as well as the proposed Dean of Academic Affairs and Dean of Student Services structure (Vote=5-0-0).

**C. INFORMATION ITEMS**

- 1. MHEC CC5 Report:** This report is essentially the College Budget in an Annual Budget Report Format as required by the Maryland Higher Education Commission (MHEC). This information is for Board review only as the FY2017 Budget was approved during the June 2016 Board Meeting.

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

**E. ADJOURNMENT:** On a motion by Trustee Seib, seconded by Vice-Chair Morin, the Board adjourned the meeting at 7:27 p.m. (Vote=5-0-0).

**Respectfully submitted by:**

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**Mr. Albert A. Coviello**  
**Garrett College Acting President**  
**Secretary/Treasurer, GC Board of Trustees**

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**Ms. Vianne Bell**  
**Chair**  
**GC Board of Trustees**