

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 15, 2016
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order!** Chair Bell called the meeting to order at 5:33 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins (via phone), Mr. Albert Coviello, Ms. Ruth Seib (via phone), Ms. Linda Sherbin (at 5:40 p.m.), 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, Ms. Cherie Krug, Dr. Alex Tuel, and Ms. Julie Yoder.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Vice-Chair Morin, seconded by Trustee Coviello, the agenda was approved as distributed (Vote=6-0-0).
4. **Approval of the Draft Minutes from the January 19, 2016 Meeting and Special Board Meeting held on February 24, 2016:** On a motion by Trustee Coviello, seconded by Vice-Chair Morin, the Board approved the January 19, 2016 and February 24, 2016 minutes as distributed (Vote=6-0-0).
5. **Report of the Chair of the Board:** Chair Bell reported on the following:
 - Trustee Leadership and Legislative Conference held on February 1st in Annapolis. She attended with President MacLennan and assisted him as he led a discussion on student success.
 - Coach Dennis Gibson will be inducted into the NJCAA Coaches Hall of Fame on April 30, 2016. The ceremony will take place at half time of the NJCAA Men's Basketball Coaches Association All Star Game. The Game is being held at the Orleans Hotel Arena in Las Vegas, Nevada. Game time is scheduled for 4:30pm. Information regarding live, streaming, video will be announced closer to the event. Congratulations Coach Gibson!
 - The Chinese New Year Fundraiser benefited Athletics this year and has raised \$3,300 to date.
 - Chair Bell will be away for the April 19th Board Meeting. Vice-Chair Morin will facilitate the meeting in her absence.
- a. **Upcoming Events:** Chair Bell summarized the upcoming events.
6. **Report of Board Members:** No general update.

- a. Board By-law Committee Update:** Committee Chair Coviello passed out copies of the updated draft of the Board Bylaws. He noted that there were no substantive changes but mostly wording changes and overall cleaning up of the document. He also passed out an updated copy of the Maryland COMAR Regulations for Community Colleges to members. Members then reviewed and discussed the updates. This item will be placed on the April 19, 2016 Board Agenda as an action item.
 - b. Board Award Committee:** Chair Bell appointed the following board members to the Board Award Committee - Trustee Collins, Vice-Chair Morin, and Trustee Yoder. These members were then provided copies of the nomination forms and related materials. The committee will meet this month and provide a recommendation for an award recipient to the Board for a vote at the April 19, 2016 meeting.
 - c. Board Financial Disclosure Forms Due by May 2, 2016:** Chair Bell reminded Board Members to complete their financial disclosure statements by the deadline.
- 7. Report of the President of the College:** Dr. MacLennan reported on the following activities and/or events:

 - Garrett College is the lead agency on a recently submitted grant to the Department of Labor that includes collaborative efforts with local and regional agencies.
 - The College continues to move forward with the Jenzabar/EX implementation; which is a monumental activity. We are recognizing the “module managers” (*lead team members for each module*) this week for all of their efforts above and beyond their daily job duties.
 - Work continues on the development of the FY2017 budget as well as end-of-year FY2016 budget review.
 - He also attended the Leadership Maryland Class of 2016 orientation session in Annapolis this week.
 - United States Senator Barbara Mikulski is scheduled to visit the health career training classroom at the CTTC facility on March 30th.
- a. Executive Council Monthly Reports:** Board Members commented on and asked clarifying questions about the monthly board reports that were previously submitted.
 - b. Human Resources Report Update:** Ms. Linda Fike passed out the March Board Report for the Human Resources department and provided an update regarding the health coalition.

B. ACTION ITEMS

1. **Faculty Promotion Policy:** This draft policy was vetted through the College Governance System and was included in the February Board Agenda packets for review and discussion. There is no salary growth associated with the policy right now-only titling and ranking. On a motion by Trustee Sherbin, seconded by Trustee Seib, the board unanimously approved the policy as distributed (Vote=7-0-0).
2. **Commercial Solicitation of Students Policy and Procedures:** This policy has been vetted through the College Governance System. It serves to prohibit commercial solicitation of students by external sponsors on any Garrett College property. On a motion by Trustee Coviello, seconded by Vice-Chair Morin, the Board unanimously approved Policy #2004 Commercial Solicitation of Students on Campus Property (Vote=7-0-0).
3. **Contracted Disability Services Provider Policy, Procedures, & Agreement:** Board Members asked several clarifying questions and suggested wording changes to these documents. They will be taken back to the committee and Executive Council to revise before bringing back to the Board for final review and approval.
3. **Architectural and Engineering Services for STEM Building:** Board Members received a summary document and a web link to all related bid documents via email to review prior to an electronic vote. A vote was required by the end of February in order to begin the design process. The Board voted 6-0-1 in favor of Grimm and Parker Architects.

C. INFORMATION ITEMS

1. **Garrett College Financial Reports to February 29, 2016:** Vice President Gilman summarized the financial reports to date and answered clarifying questions.
2. **Academic Calendar-AY2017:** The Curriculum and Academic Standards Committee, along with the College Council, reviewed and approved the Master Academic Calendar for AY2017 (as prepared and presented by the Ad-hoc Academic Calendar Committee). This document was provided to the Board as an information item.
3. **Facilities Master Plan Update:** The College's Facilities Master Plan was recently updated and a copy was posted to the Board Information and Resource Site for review. Dr. MacLennan and Vice President Gilman summarized the main updates and answered related questions.

4. Integrated Planning Update: Mr. Allen provided a general update regarding the Integrated Planning process in his previously submitted monthly board report. He then summarized information presented to date. A draft plan will be presented to the Board during the May 2016 meeting for review. A final plan will be presented during the June 2016 meeting for final review and approval.

D. EXECUTIVE SESSION: On a motion by Trustee Coviello, seconded by Trustee Sherbin, the Board unanimously recessed the Open Session Meeting at 6:55 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=7-0-0).

TOPICS TO BE DISCUSSED	REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i>
Board Development	1
Board Self-Evaluation & Presidential Instrument Review and Related Timelines	2
VP Search	1

E. ADJOURNMENT: The Board did not reconvene the Open Session Meeting. On a motion by Trustee Coviello, seconded by Vice-Chair Morin, the Board adjourned the Executive Session Meeting at 7:32 p.m. (Vote=7-0-0).

Respectfully submitted by:

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

Ms. Vianne Bell
 Chair
 Garrett College Board of Trustees