

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
May 17, 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, Ms. Madeleine Collins, Ms. Linda Sherbin, and Mr. Duane Yoder. Members absent included: Mr. Albert Coviello and Ms. Ruth Seib. College Administrative Staff in attendance included: Dr. Richard MacLennan-President, Ms. Linda Fike, Dr. Sarah Garrett, Ms. Josephine Gilman, Ms. Cherie Krug, Dr. Alex Tuel, and Ms. Julie Yoder. Mr. Allen was absent.
- 2. Communication from the Public:** None at this time.
- 3. Approval of the Agenda:** On a motion by Trustee Sherbin, seconded by Trustee Collins, the agenda was approved as distributed (Vote=5-0-0).
- 4. Approval of the Minutes from the April 19, 2016 Meeting:** On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the minutes of the April 19, 2016 meeting were approved as distributed (Vote=4-0-1).
- 5. Report of the Chair of the Board**
 - a. Upcoming Events:** Chair Bell summarized the upcoming events and highlighted the upcoming Commencement Ceremony on May 21st and the Employee Recognition Luncheon on May 24th.
 - b. Appointment of Nominating Committee for Board Officers:** Chair Bell appointed the following members to the Nominating Committee for Board Officers: Trustee Collins, Trustee Sherbin, and Trustee Yoder. Nominations for new board officers will be conducted during the July 2016 Annual Board Dinner Meeting.
 - c. Location of July Annual Board Dinner Meeting:** Board Members did not have a preference on the location for the Annual Board Dinner Meeting that is typically held off-campus.
- 6. Report of Board Members:** None at this time.
- 7. Report of the President of the College:** Dr. MacLennan announced that he would be leaving Garrett College this summer as he has accepted the position of President at North Idaho College. A news release will go out tomorrow from North Idaho College. Chair Bell congratulated him on behalf of the Board and wished him well. Dr. MacLennan has been a

tremendous asset to Garrett College and has increased engagement with the community-at-large in College activities and planning. Board Members will discuss the Presidential transition in more detail during the Executive Session later this evening.

- a. **Executive Council Monthly Reports (includes draft of the Commencement Program):** Dr. MacLennan reported that this is a busy time of the year with commencement, faculty meetings, workshops, and the Jenzabar implementation. Vice President Gilman provided an update on Information Technology leadership and the new VP of Administrative & Financial Services.

B. ACTION ITEMS

1. **Policy #2013-Grant Application, Acceptance, and Administration:** On a motion by Vice-Chair Morin, seconded by Trustee Collins, the Board voted to approve Policy #2013 as distributed (Vote=5-0-0).
2. **Policy #6001-Fundraising Policy:** Tabled

C. INFORMATION ITEMS

1. **Garrett College Financial Reports to April 30, 2016:** Vice President Gilman summarized the current financial reports. An updated copy of the report will be emailed to Board Members tomorrow.
2. **FY2017 Budget Draft:** Dr. MacLennan and Vice President Gilman summarized the draft budget for FY2017 and answered clarifying questions. Chair Bell noted that we would need to update this draft to include a budget line for the upcoming Presidential Search.
3. **Facilities Master Plan-Building Updates:** Vice President Gilman summarized the updates to the College Facilities Master Plan. She also reported on progress to date regarding the first two projects including a recent visioning and design meeting for the STEM building.
4. **Integrated Planning Update:** Tabled

- D. **EXECUTIVE SESSION:** On a motion by Vice-Chair Morin, seconded by Trustee Sherbin, the board unanimously recessed the Open Session Meeting at 6:16 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).

TOPICS TO BE DISCUSSED	REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i>
Board Development	1
Board Self-Evaluation	2
President Evaluation	2
College Legal Counsel Contract Review	2
Presidential Transition	1

- E. ADJOURNMENT:** The Board did not reconvene an Open Session Meeting and adjourned the Executive Session Meeting at approximately 8:20 p.m. via acclamation.

Respectfully submitted by:

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

Vianne Bell
 Chair
 Garrett College Board of Trustees