

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 17, 2012
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order:** The meeting was called to order at 5:34 p.m. by Ms. Linda Sherbin, Chair. Other Board Members present included: Mr. Albert Coviello - Vice-Chair, Ms. Vianne Bell, Mr. Don Morin, and Ms. Ruth Seib. College Administrative Staff Members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Ms. Josephine Gilman, Mr. Fred Learey, Ms. Cathy Torok, and Ms. Julie Yoder. Guests included: Ms. Kearstin Hinebaugh, Administrative Associate for the President’s Office and Foundation; Mr. Michael Logsdon, Director of Adventure Sports; and Ms. Shelley Menear, Coordinator of Security Services.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Vice-Chair Coviello, seconded by Trustee Seib, the agenda was approved as distributed.
4. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Chair Sherbin summarized the upcoming events, adding the upcoming All-College Forum on April 24th, which was not scheduled at the time of the packets distribution.
5. **Report of Board Members:** None at this time.
6. **Report of the President of the College:** In addition to his previously submitted report, Dr. MacLennan noted that this is the time of year when faculty and staff are in a crunch trying to wrap-up everything before the end of the academic year.
 - a. **Executive Council Monthly Reports:** Trustee Seib asked about the decline in the number of senior class applicants. Mr. James Allen noted that applications are still coming in regardless of the December deadline. Vice-Chair Coviello asked clarifying questions about the classification review process and the plan for handling suicide threats.
7. **Report of the Garrett College Foundation:** In addition to the previously submitted report on file, Mr. Learey reported that the Foundation’s recent fund raiser, Spring Splash, was well attended and the grand prize winner donated the prize back to the Foundation.

8. Special Presentation: Planning for the Expansion of Workforce Development: Ms. Yoder showed a PowerPoint presentation that highlighted the results of the goal tracking system that has been implemented department-wide; reviewed the existing programs and their current status; described the challenges the department faces; and explained the plan for future.

B. APPROVAL OF THE DRAFT MINUTES: On a motion by Trustee Seib, seconded by Vice-Chair Coviello, the minutes from the regular Board Meeting held on March 20, 2012 were approved as distributed.

C. STUDY SESSION

1. Academic Plan: The “HIGHLIGHTS: FY2012 Review of Performance Measures Associated with the College’s FY2010-2013 Strategic Plan” document was passed out to Board Members. Mr. James Allen noted that this document parallels the strategic plan spreadsheet, but focuses on those objectives which have measurable performance accountability goals associated with them.

D. ACTION and/or INFORMATION ITEMS

1. Information Item - Garrett College Financial Reports to March 31, 2012: Dean Gilman summarized the Garrett College and CARC Financial Reports through March 31, 2012 and answered related questions.

2. Action Item – Recipient of the Board Award for Outstanding Contributions to Garrett College: This item was moved to the Executive Session agenda.

3. Information/Action Item – Tobacco Policy, Procedures & Form: Members discussed the information that was provided to them in the April Board packets regarding the tobacco policy and the related procedures and form. The tobacco policy and procedures were approved as distributed on a motion by Trustee Seib, seconded by Trustee Morin.

4. Information/Action Item – Parking Policy and Procedures: The Board reviewed the parking policy and the related procedures that were included in the April Board packets. On a motion by Trustee Morin, seconded by Vice-Chair Coviello the parking policy and procedures were approved as distributed.

5. Information/Action Item – Video Surveillance Policy, Procedures & Form: Board members reviewed and discussed the information that was provided to them in the April Board packets regarding the video surveillance policy and the related procedures and form. A lengthy discussion ensued resulting in several ideas for change. Another draft incorporating the proposed changes will be prepared and brought before the Board again for further review.

- 6. Information/Action Item – Debt Policy:** Members reviewed the debt policy that was provided to them in the April Board packets. On a motion by Trustee Bell, seconded by Trustee Morin, the debt policy was approved as distributed.

- E. MOTION TO RECESS THE OPEN SESSION MEETING FOR THE PURPOSE OF GOING INTO AN EXECUTIVE SESSION MEETING OF THE BOARD** *to discuss matters covered under the Maryland Open Meetings Act attached to this agenda.*

The Garrett College Board of Trustees recessed the open session meeting for the purpose of going into an executive session to discuss matters covered under the Maryland Open Meetings Act. The titles of these items as well as the related exceptions are noted below. On a motion by Vice-Chair Coviello, seconded by Trustee Bell, the Board recessed the open session meeting at 9:16 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Foundation Letter of Credit Agreement	3
ASCI	1
New Board Member Discussions	2
Appointment of an Evaluations Form Committee	1
Board Award – Outstanding Contributor to GC	2

- F. ADJOURNMENT**

The Board did not reconvene the open session meeting and the Executive Session adjourned at 10:35 p.m.

Respectfully submitted by:

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

Linda S. Sherbin
Chair
Garrett College Board of Trustees