

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
January 15, 2013
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order:** Mr. Albert Coviello, Chair called the meeting to order at 5:31 p.m. Other Board Members present included: Ms. Vianne Bell – Vice-Chair, Ms. Madeleine Collins, Mr. Don Morin, Ms. Ruth Seib, Ms. Linda Sherbin, and Mr. Duane Yoder. College administrator’s staff members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Ms. Josephine Gilman, Ms. Jami Reynolds, Ms. Ann Wellham, and Ms. Julie Yoder. Guest present included: Ms. Cissy VanSickle, Director of Financial Aid at Garrett College.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Vice-Chair Bell, seconded by Trustee Collins, the agenda was approved as distributed.
4. **Approval of the Draft Minutes from the November 20, 2012 meeting:** On a motion by Vice-Chair Bell, seconded by Trustee Sherbin, the minutes of the November 20, 2012 Board Meeting were approved as distributed.
5. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Chair Coviello summarized the upcoming events and noted that he would be attending the upcoming MACC Trustee Leadership Conference and Legislative Reception on January 28, 2013 with Dr. MacLennan, Trustee Sherbin, and Trustee Bell.
6. **Report of Board Members**
 - a. **Board By-law Update:** The Board By-law Committee consisting of Chair Coviello, Vice-Chair Bell and Trustee Seib, recently met and proposed a few updates to the current by-laws (revised October 19, 2012). Each Board Member received a copy of the proposed changes in the January Board packets. Members then discussed and suggested a few additional wording changes. The document will be updated accordingly and distributed to the Board Members for review in the February Board Agenda packets as well as placed on the agenda as an action item.

7. **Report of the President of the College:** Dr. MacLennan reported that he recently served on the search committee for the Garrett County Director of Economic Development. He noted that he was glad that the College was involved with this process since we work so closely with this department on a regular basis. He also updated the Board on the following: the newly developed Garrett College Center for Experiential Learning (CAEL), the search process for the Foundation Director, and the upcoming conferences that he will be attending.
 - a. **Executive Council Monthly Reports:** Dean Gilman provided an update on the CARC Gymnasium follow-up construction items. Board Members then asked general questions regarding the Juvenile Justice program and the overall College spring enrollment numbers.
8. **Report of the Garrett College Foundation:** Dr. MacLennan reported that the Spring Benefit Committee continues to meet regularly to prepare for the third annual fundraiser, *The Great Outdoors*, slated for Saturday, April 20, 2013 at Chanteclair Farms. Invitations are expected to be mailed in February.

B. ACTION and/or INFORMATION ITEMS

1. **Information Item - Garrett College Financial Reports to December 31, 2012:** Dean Gilman summarized the Financial Reports and Dean Yoder summarized the CARC Reports and noted that they are purchasing a new membership software program soon.
2. **Information Item - FY2014-2016 Strategic Planning Update:** Dr. MacLennan reported that the Strategic Planning Teams continue to meet and work on critical issues and draft tactics/action items for the related strategies and objectives of the plan. A summary will be provided to the Board at the February meeting for review.
3. **Information Item - Student Loan Default:** Ms. Cissy VanSickle, Director of Financial Aid, displayed and summarized an educational presentation on Student Loan Default. She explained general information regarding student loans, delinquency, and default. She then summarized a brief history of default measurements, explained the Cohort Default Rate (CDR) formula, consequences of default for the student and the institution, characteristics of Garrett defaulters, preventative measures being taken to educate students about loans before they borrow money, and plans for the future. Board Members then asked some clarifying questions. Dr. MacLennan commended Ms. VanSickle and the Default Management Task Force for their extensive and important work.

- C. EXECUTIVE SESSION:** The Garrett College Board of Trustees recessed the open session meeting for the purpose of convening an executive session to discuss matters covered under the Maryland Open Meetings Act. The titles of the items as well as the related exceptions are noted below. On a motion by Vice-Chair Bell, seconded by Trustee Sherbin, the Board recessed the open session meeting at 7:30 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Pending Litigation	8

- D. ADJOURNMENT:** The Board did not reconvene the Open Session Meeting and adjourned at 7:42 p.m.

Respectfully submitted by:

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

Albert Coviello
 Chair
 Garrett College Board of Trustees