

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
May 21, 2013
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order:** Ms. Vianne Bell, Vice-Chair called the meeting to order at 5:32 p.m. Other Board Members present included: Ms. Madeleine Collins, Ms. Ruth Seib, Ms. Linda Sherbin, and Mr. Duane Yoder. College Administrative staff members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Ms. Josephine Gilman, Ms. Cherie Krug, Ms. Jami Reynolds, Ms. Ann Wellham, and Ms. Julie Yoder.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** Vice-Chair Bell added item B.5 to the agenda – Action Item: Audit Engagement Letter. On a motion by Trustee Seib, seconded by Trustee Collins, the agenda was approved with the above noted addition.
4. **Approval of the Draft Minutes from the April 16, 2013 meeting:** On a motion by Trustee Collins, seconded by Trustee Seib, the minutes from the April 16, 2013 Board of Trustee Meeting were approved as distributed.
5. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Vice-Chair Bell highlighted the upcoming events and Trustee Sherbin reminded everyone about the Employee Recognition luncheon scheduled on Thursday, May 23, 2013 that all members received personal invitations to attend. Dean Wellham noted that a special retirement celebration would be held on the morning of May 23rd for Faculty Member, Ben Sincell.
 - b. **July Annual Board Dinner and Retreat Location:** Members discussed location options for the Board Retreat and Annual Dinner Meeting on July 16, 2013. Ms. Knepp will follow-up and schedule as directed.
6. **Report of Board Members:** None at this time.
7. **Report of the President of the College:** Dr. MacLennan provided updates on The Greater Cumberland Committee and statewide work related to Maryland Senate Bill #740. The Governor recently signed the bill into State law and noted that Maryland Community Colleges had been particularly helpful in crafting this legislation. He then summarized the bill and answered related questions. He also summarized other work that

he has been involved in this past month including the updates to the Economic Development Strategic Plan. Board Members then asked clarifying questions and asked for more-detailed information related to the update of the Economic Development Strategic Plan next month in relation to College programs and activities.

- a. **Executive Council Monthly Reports:** Ms. Knepp passed out two additional Board Scholarship “thank you” letters received after the board packets were mailed. Members then asked clarifying questions related to the Summer “Bridge to College” workshops and whether scholarship funds or grants were available for students to utilize. They also asked related questions regarding high school grades and placement.

Discussion ensued regarding utilizing Board Scholarship funds to assist with the summer workshops and/or donating Board Member stipends towards this important program. Vice-Chair Bell will meet with Ms. Krug to discuss in further detail.

Board Members congratulated Dean Julie Yoder for being selected by her peers in the *Maryland Community College Association For Continuing Education and Training*, as the incoming Vice President of Professional Development and thanked her for representing Garrett College and her service to the Maryland Association of Community Colleges.

8. **Report of the Garrett College Foundation:** Ms. Krug highlighted a few upcoming events from her previously submitted report on file and answered related questions.

B. ACTION and/or INFORMATION ITEMS

1. **Information Item - Garrett College Financial Reports to April 30, 2013:** Dean Gilman summarized the revenue and expenditures for the College and CARC budget to date.
2. **Information Item - FY2014 Budget Draft:** Members reviewed the 5/15/13 draft of the Garrett College Annual Operating Budget for FY2014. Dr. MacLennan explained that the budget was created through a zero-based budget process and is balanced. This budget will be presented next month for approval once the Board is able to review in detail.

- 3. **Information Item - Policy #4002 - Good Academic Standing Requirement to Live in the Residence Halls:** Dr. Brelsford summarized the policy and noted that residency is a privilege and this policy will help students become more aware of this privilege and related consequences. He also noted that current students would be grandfathered in. Discussion ensued and clarifying questions answered.

Board Members would like to reword the “purpose” statement currently written as “to ensure that all residential students are in good academic standing” to the following: “to ensure that students understand that living in the residence halls is looked upon as a privilege, that the overall environment is conducive to learning, and that all residential students are in good academic standing with the institution”.

This policy with the above noted updates will be presented to the Board in June for approval.

- 4. **Action Item - Draft Garrett College Strategic Plan 2014-2016:** Dr. MacLennan explained the formatting changes recently made to the document. Vice-chair Bell noted her appreciation of the rewording of the minority data references within the document. On a motion by Trustee Yoder, seconded by Trustee Seib, the Board unanimously approved the 2014-2016 Garrett College Strategic Plan. Members then thanked everyone involved with this process for all of their hard work.

- 5. **Action Item – Audit Engagement Letter:** Members received the Audit Engagement letter from Rodeheaver & Associates, P.C. via email yesterday for review prior to the meeting. Dr. MacLennan noted that the College underwent a joint bid process with the County Government this year for audit services. On a motion by Trustee Yoder, seconded by Trustee Collins, the Board unanimously voted to executive the audit engagement letter from Rodeheaver and Associates, P.C. as distributed.

- 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 Trustee Seib, seconded by Trustee Sherbin, the Board recessed the open session meeting by unanimous vote at 7:22 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Legal Counsel Renewal	1

D. ADJOURNMENT: The Board did not reconvene the open session meeting and adjourned at approximately 9:00 p.m.

Respectfully submitted by:

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

Vianne Bell
Vice-Chair
Garrett College Board of Trustees