

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**October 15, 2013**

**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, Ms. Ruth Seib, and Mr. Duane Yoder. Mr. Don Morin joined the meeting via teleconference. Ms. Linda Sherbin was absent. 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. Ann Wellham, and Ms. Julie Yoder.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Trustee Collins, seconded by Vice-Chair Bell, the agenda was unanimously approved as distributed.
4. **Approval of the Draft Minutes:** On a motion by Vice-Chair Bell, seconded by Trustee Seib, the minutes from the September 17, 2013 Board of Trustees regular meeting were approved as distributed. Chair Coviello abstained since he was not present at the September meeting and all other members voted to accept the minutes.
5. **Report of the Chair of the Board**
  - a. **Upcoming Events:** Chair Coviello reminded members that a Special Board Meeting would be held on Thursday, October 31, 2013 at 1:30 p.m. in the Garrett College Board Room.
6. **Report of Board Members:** Vice-Chair Bell reported that she attended the Joan Crawford Lecture Series today over the lunch hour. Student Raymond Musika presented information from his home country Uganda and answered questions from the community in a very professional manner.
7. **Report of the President of the College:** Dr. MacLennan reported that the College was very involved in the Autumn Glory festival this past weekend with a float entry, an alumni booth, spirit night, and basketball tournament. He noted that Dean Wellham takes the lead role in organizing the College Autumn Glory Activities with assistance from many people across campus. He thanked everyone for their efforts to showcase the College in the community.

He further reported that he recently participated in a radio spot on the program “A Closer Look” with Mr. Jim Shaffer that airs on Sunday

mornings on the local WKHJ radio station. He had the opportunity to highlight College events, issues, challenges and opportunities. The interview will be placed on our website as a link sometime soon.

The Garrett College Adventure Sports Program and Adventure Sports Institute were highlighted as the main feature article and pictured on the front cover of the recent *Mountain Discoveries* Magazine.

The Board Members were then briefed on the progress being made on the first piece of the current 10-year facilities master plan for the College.

- a. **Executive Council Monthly Reports:** In addition to the previously distributed report on file, Dean Wellham reported that she is testing a new concept with students called “Project Connection”. She invited five College employees, five students, and five of their friends to lunch to interact with each other to increase their “networks” outside of their normal group patterns. The interactions went well and everyone learned a lot from each other. She hopes to be able to plan this event on a monthly basis.

The Vice President of Instruction position advertisement will go out mid-to-late December and the search would hopefully be concluded in April for a July 1<sup>st</sup> start date.

The 2013 Garrett College Annual Security and Fire Safety Report was distributed to Board Members. This report is also available on the College website and in hard-copy form in several offices across campus.

8. **Report of the Garrett College Foundation:** In addition to the previously submitted report on file, Ms. Krug reported that the *Clint Englander Memorial Scholarship* was highlighted on the front page of the local *Republican* Newspaper this past week. She then thanked everyone who assisted with the Alumni Booth over the weekend.

## **B. ACTION and/or INFORMATION ITEMS**

1. **Information Item - Strategic Plan Update:** A copy of the FY2014 Annual Operating Plan for the Academic Affairs/Instruction Division of the College was distributed to Board Members. Mr. Allen and Dr. MacLennan then updated Board Members on the progress being made on the current Strategic Plan. Each main area of the College was required to draft an operating and assessment plan based on the current strategic plan. The plans were then placed in a spreadsheet for tracking purposes. These plans serve as a “roadmap” to guide all planning.

A Strategic Plan Implementation Team has also been formed to monitor progress on the plans. The mission critical objectives will be placed on a dashboard to provide regular updates to Board Members.

- 2. Information Item - Garrett College Emergency Action Plan:** Board Members received a copy of this plan in their agenda packets. This plan has been updated recently and describes the College’s incident response. Implementation and table-top exercises will begin soon.
- 3. Information Item - Garrett College Financial Reports to September 30, 2013:** Dean Gilman summarized the financial reports and answered related questions.
- 4. Information Item - FY2015 Budget Timeline:** Dean Gilman explained the FY2015 Budget process and timeline that begins in November 2013.

**C. EXECUTIVE SESSION:** The Garrett College Board of Trustees recessed the open session meeting for the purpose of convening and 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 Vice-Chair Bell, the Board recessed the open session meeting by unanimous vote at 6:35 p.m. The members then took a short break to eat dinner before beginning the executive session.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Student Issues	12

**D. ADJOURNMENT:** The Board did not reconvene an open session meeting. On a motion by Vice-Chair Bell, seconded by Trustee Seib, the Board unanimously adjourned the executive session at 7:54 p.m.

Respectfully submitted by:

---

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

---

Albert Coviello  
 Chair  
 Garrett College Board of Trustees