GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 18, 2014

A.   **COMMUNICATION ITEMS**

1.   **Call to Order!** Mr. Albert Coviello, Chair called the meeting to order at 5:32 p.m. The following Board Members were in attendance: Ms. Madeleine Collins (by phone), Mr. Don Morin, Ms. Ruth Seib (by phone), Ms. Linda Sherbin, and Mr. Duane Yoder. Members not in attendance: Ms. Vianne Bell, Vice-Chair.

     College Administrative Staff Members present included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Josephine Gilman, Ms. Cherie Krug, and Ms. Julie Yoder. Members not in attendance: Ms. Linda Fike and Ms. Ann Wellham.

2.   **Communication from the Public:**   None at this time.

3.   **Approval of the Agenda:** On a motion by Trustee Collins, seconded by Trustee Seib, the agenda was approved as distributed.

4.   **Approval of the Draft Minutes:** On a motion by Trustee Morin, seconded by Trustee Yoder, the minutes of the November 19, 2013 regular Board Meeting were approved as distributed. *(Note: There was no meeting scheduled in December 2013, the meeting scheduled for January 21, 2014 was cancelled due to inclement weather, and there was no meeting scheduled for February 2014).*

5.   **Report of the Chair of the Board**

     a. **Upcoming Events:** Chair Coviello highlighted the following upcoming events: The Men's Basketball Team will participate in the National Tournament tonight in Danville, Illinois; the Foundation Gala is scheduled for Saturday, April 12th at 6:00 p.m. at The Herrington and invitations have been sent; and the Garrett College 42nd Commencement Ceremony will be held on Saturday, May 17th.

     b. **Board Award Committee Selection:** The following members volunteered to be on the Board Award Selection Committee - Chair Coviello, Trustee Seib, and Trustee Yoder. The application materials were distributed to these members who will meet soon to discuss. The award recipient will be announced during the April 2014 Board Meeting.

     c. **Possible Location Change for April or May Board Meeting (CTTC):** Dr. MacLennan noted that the programming at the College's Career Technology Training Center in Accident, Maryland has changed

dramatically since the last time a Board Meeting was held there. Board Members decided to hold their April Meeting at this facility and members of the CEWD department will provide tours.

d. **Reminder:** Board Members were reminded that their Annual Financial Disclosure Statements are due by April 30, 2014. A confirmation page should be sent to Ms. Knepp after completion.

6. **Report of Board Members:** None at this time.

7. **Report of the President of the College:** Dr. MacLennan reported that he recently provided an update to Board Members via email regarding the activities and meetings he has been involved in over the past few months. He also noted that the Periodic Review Process is going well. Updates on the Governance Charter and Strategic Plan would be provided later in the meeting.

a. **Executive Council Monthly Reports:** There were no additions, questions, or comments regarding the monthly Executive Council Reports.

B. **ACTION ITEMS**

1. **Policy #2011- Alcohol Policy (Alcoholic Beverages at Events Held on Garrett College Property):** Dean Gilman summarized the policy and justification. Discussion ensued. On a motion by Trustee Morin, seconded by Trustee Seib, the Board approved Policy #2011 as presented. Trustee Sherbin abstained (Vote=5-0-1).

2. **Policy #2012 – Independent Contractor Policy:** Dean Gilman summarized the policy and explained that the College has a procedure to follow, but did not have a formal policy. Discussion ensued. On a motion by Trustee Morin, seconded by Trustee Sherbin, the Board unanimously approved Policy #2012 (Vote=6-0-0).

3. **Policy #5001 – Conditions of Employment During Provisional Employment Period (cross-reference/update to Policy #5002):** Dr. MacLennan explained the justification and updates to this policy #5001 and policy #5002 since it was cross-referenced. On a motion by Trustee Seib, seconded by Trustee Collins, the Board unanimously approved Policy #5001 and #5002 together since they are cross-referenced (Vote=6-0-0).

4. **Policy #5002–Internal Advancement Policy (cross reference to #5001):** See notes under Action Item B.3 above.

5.   **Policy #5003: Performance Evaluation and Promotion Policy:** Dr. MacLennan summarized background information related to performance evaluations, promotion, and tenure. Board Members were also provided with the new evaluation instrument that will be utilized campus-wide in April. Additional policy information is needed and additional wording updates must be complete prior to Board approval of Policy #5003.   In the meantime, the process of utilizing the new evaluation instruments can move forward.

6.   **Policy #2014: Interior and Exterior Signage Policy:**   Dean Gilman reported that the College had a related procedure in place, but no formal policy about interior and exterior standard, uniform, signage existed. On a motion by Trustee Sherbin, seconded by Trustee Seib, the Board approved the Policy #2014. Trustee Morin abstained (Vote=5-0-1).

7.   **Registration Fee Update Proposal:** Dean Gilman summarized the justification for this proposal that was previously distributed in the board agenda packets. This new $25 registration fee will eliminate separate fees for registration, placement, and graduation. The change would streamline billing processes for students, staff, and high-school enrollments. This new fee schedule would be implemented with the fall registration period that begins the second week in April 2014. On a motion by Trustee Morin, seconded by Trustee Sherbin, the Board unanimously approved the new $25 registration fee (Vote=6-0-0).

8.   **Governance Charter Update:** Dr. MacLennan reported that the Governance Charter Update brings us up-to-date with the flow-chart that was previously approved by the Board. On a motion by Trustee Yoder, seconded by Trustee Sherbin, the Board unanimously approved the updated Governance Charter as distributed in the board agenda packets (Vote=6-0-0).

C.   **INFORMATION ITEMS**

1.   **Garrett College Financial Reports to February 28, 2014:** Dean Gilman summarized the Financial Reports to February 28, 2014 and answered clarifying questions.

2.   **Strategic Plan Update – February 2014:** Interim Dean Allen summarized the Strategic Plan Implementation Progress Report through February 2014 that was included in the board agenda packets. Board members asked some clarifying questions related to areas of the plan that may need more attention (i.e. additional performance measures).

3.   **Placement Refresher Results:** Interim Dean Allen displayed a PowerPoint presentation for Board Members and summarized the

successful student statistical results after taking these refresher-type courses.

4.   **TGCC Regional Workforce Survey Results:** Dean Yoder displayed the regional workforce survey results and highlighted items that were significant to Garrett County. She noted that the CEWD department is actively utilizing this data to schedule classes that are needed in Garrett County.

D.   **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 Sherbin, seconded by Trustee Yoder, the Board recessed the open session meeting by unanimous vote at 7:37 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING *(see Statutory Authority to close session on next page)*
Board Evaluation	1
President Evaluation	1
Dean of Marketing and Enrollment Management Search	1

E.   **ADJOURNMENT:** The Board did not reconvene the Open Session Meeting and the Executive Session adjourned at 8:02 p.m.

Respectfully submitted by:

_____   _____
Richard L. MacLennan   Albert C. Coviello
President, Garrett College   Chair
Secretary/Treasurer, GC Board of Trustees   Garrett College Board of Trustees