

GARRETT COLLEGE BOARD OF TRUSTEES
MEETING MINUTES
November 18, 2014
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

1. **Call to Order!** Mr. Don Morin, Vice-Chair called the meeting to order at 5:32 p.m. Board Members in attendance included: Ms. Madeleine Collins, Mr. Albert Coviello, Ms. Ruth Seib (via teleconference), Ms. Linda Sherbin, and Mr. Duane Yoder (*at 5:37 p.m.*). Ms. Vianne Bell was unable to attend the meeting. College Administrative Members present included: Dr. Richard MacLennan-President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Dr. Sarah Garrett, Ms. Josephine Gilman, and Ms. Julie Yoder. Ms. Cherie Krug was unable to attend the meeting.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Trustee Coviello, seconded by Trustee Sherbin, the Board approved the agenda as distributed (Vote=5-0-0).
4. **Approval of the Draft Minutes from the October 21, 2014 regular Meeting:** On a motion by Trustee Collins, the Board approved the minutes from the October 21st meeting. (Vote=5-0-0).
5. **Report of the Chair of the Board:** None at this time.
 - a. **Upcoming Events:** Board Members briefly reviewed the upcoming events.
 - b. **Board Information and Resource Site:** Board Members were provided new log-in information for the Board Information and Resource Site.
6. **Report of Board Members:** None at this time.
7. **Report of the President of the College:** None at this time.
 - a. **Executive Council Monthly Reports:** There were no additions or related questions to the previously submitted reports.

B. ACTION ITEMS:

On a motion by Trustee Coviello, seconded by Trustee Seib, the Board unanimously approved the following Action Items numbered 1-4 (*Policies #2016, #2017, #2018, and #2019*) Vote = 6-0-0.

1. **Policy #2016 – Anti-Harassment/Discrimination Policy**
2. **Policy #2017 – Garrett College Sexual Misconduct Policy and Attachments** (*i.e. Garrett College Safety & Security Team Sexual Misconduct Policy Guidelines, October 7, 2014*)
3. **Policy #2018 - Trespassing Policy & #2018-A Trespassing Policy Enforcement**
4. **Policy #2019 – Weapons Policy**

5. **MHEC Performance Accountability Report:** Trustee Seib noted a typographical error on page 13 in the second paragraph from the bottom. On a motion by Trustee Collins, seconded by Trustee Coviello, the Board unanimously approved the 2014 MHEC Performance Accountability Report with the above noted typographical correction (Vote = 6-0-0).

C. INFORMATION ITEMS

1. **Garrett College Financial Reports to October 31, 2014:** Dean Gilman summarized the previously submitted Garrett College Financial Reports to October 31, 2014 and answered related questions.
2. **Tuition and Fees:** The Board was presented with a proposal for credit tuition and combined fees for the next five fiscal years as well as a Community College Tuition Comparison from the last three fiscal years to review. A five-year projection of revenues from all sources and expenses is required to be submitted with the College's Middle States Periodic Review Report due this spring. Board Members asked several clarifying questions and requested details per student of impact of the proposed tuition and fee increase for discussion at the January Board Meeting.
3. **Enterprise Information System (EIS):** The Board reviewed and discussed the EIS Evaluation document and related attachments that were previously provided in the agenda packets. The documentation provides all background and evaluation information for the College's current system, bid process, thorough evaluation of vendors, and related budgetary information.

The current configuration of (on-and off-site) systems used by Garrett College faculty, staff, and students does not meet the College's needs. The configuration of the systems currently in use is fragmented, ineffective, and unintegrated. The current solution is extremely difficult to administer, visually unappealing, not mobile/social ready, and dependent on third party products for its operation. The current solution has little or no documentation for end users, administrators, and database support. Furthermore, the current solution does not provide support for asset management, payroll, housing, judicial, student retention, and continuing education and workforce development functions.

The bid pricing is good through December 15, 2014. The Board asked that the College seek an extension to the bid deadlines for further consideration of the proposals through January. The Board noted that they may also need to call a special meeting in December.

Members asked for the following additional information to review and consider before making a decision on purchasing a new EIS for the College:

- Prioritize the information by – most important function for College operations to least important functions (i.e. components that could be dropped off or not purchased—if any or is there a “basic” package that will get us what we need). Also, provide detailed definitions for each component.

- Provide comparison human resource cost information (i.e. costs associated with current manual operations and the approximate amount of money that may be saved with the implementation of the new system). Also, provide information related to bringing payroll back in-house and whether it would save money and time.
- Provide additional end-user information from other comparable-sized colleges/colleagues who are using the proposed system/company right now as well as the long-term stability of the company.
- Provide additional information related to the initial contract period and how long the College would be committed with current pricing.
- Additional information related to the budget and payment plan.

D. EXECUTIVE SESSION: The Garrett College Board of Trustees recessed the open session meeting via acclamation at 7:26 p.m. for the purpose of convening an executive session to discuss matters covered under the Maryland Open Meetings Act. The title of the item as well as the related exception is noted below.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i>
Life Insurance	1

E. ADJOURNMENT: The Board did not reconvene the Open Session Meeting and the Executive Session adjourned at 7:45 p.m.

Respectfully submitted by:

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

 Vianne Bell
 Chair
 Garrett College Board of Trustees