

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 20, 2015
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order!** Chair Bell called the meeting to order at 5:32 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins, Mr. Albert Coviello, Ms. Ruth Seib, Ms. Linda Sherbin, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard MacLennan-President, Mr. James Allen, Ms. Linda Fike, Dr. Sarah Garrett, Ms. Josephine Gilman, Dr. Kelly Hall, Ms. Cherie Krug, Dr. Alex Tuel, and Ms. Julie Yoder.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Trustee Sherbin, seconded by Trustee Collins, the Board unanimously approved the agenda as distributed (Vote=7-0-0).
4. **Approval of the Draft Minutes from the September 15, 2015 Meeting:** On a motion by Trustee Coviello, seconded by Trustee Seib, the minutes from the September 15, 2015 Board Meeting were unanimously approved as distributed (Vote=7-0-0).
5. **Report of the Chair of the Board:** Chair Bell reported that the November 17th Board Meeting would be postponed until Tuesday, December 1st due to scheduling conflicts.
 - a. **Upcoming Events:** Chair Bell summarized the upcoming events and highlighted the Community/Neighbor Forum to be held on Monday, October 26, 2015 at 6:30 p.m. Members discussed the recent letter sent out by President MacLennan, format of the forum, pedestrian safety measures that continue to be taken by the College, and possible board member attendance at the upcoming event.
6. **Report of Board Members:** Chair Bell relayed how saddened the Board and the College were over the passing of Michael Sweitzer, a long-term facilities supervisor at the College. Mike really enjoyed working at the College, contributed much to the daily operations, and is sorely missed.
7. **Report of the President of the College:** President MacLennan reported that Board Members were provided a copy of the new marketing notebook that will be used by the College for special events. He then reported that the I Can Swim! Alumni Event that was held this past Saturday at the Community Aquatic & Recreation Complex was very well attended by approximately 75 alumni. He also updated the Board on a recent NACCE conference that Garrett College was invited to attend as a "mentor college" based on the early stages of curriculum in entrepreneurship. He was able to attend the conference along

with Dean Yoder who have both been asked to serve on a NACCE panel at the AACC Conference at the end of January 2016.

President MacLennan also updated Board Members on the valuable MSCHE evaluator training workshop that he recently attended in Boston, Massachusetts.

- a. **Executive Council Monthly Reports:** Board Members asked several clarifying questions regarding the monthly reports that were previously submitted.

B. ACTION ITEMS: None at this time.

C. INFORMATION ITEMS

- 1. **FY2017 Budget Preparation Timeline:** President MacLennan and Dean Gilman summarized the FY2017 budget preparation timeline and answered clarifying questions.
- 2. **Board Evaluation Instrument Committee Update:** Trustee Seib, Chair of the Board Evaluation Instrument Committee, summarized and explained the newly drafted Board Self-Evaluation Instrument. Other committee members consisted of Trustee Collins and Trustee Coviello. Discussion ensued regarding the five-point scale, content and cross-reference of Board by-laws that members would be evaluated on, and the opportunity to improve professionally. Members asked that a “comment” section be added after each bulleted area prior to distribution in the Survey Monkey format. Members then approved the updated evaluation instrument by acclamation.
- 3. **Board By-law Committee Update:** Chair Bell appointed the following Board Members to the By-Law Review Committee: Trustee Coviello, Vice-Chair Morin, and Trustee Sherbin. Trustee Coviello will serve as the chair of this newly formed committee.

D. EXECUTIVE SESSION: The Board of Trustees did not convene an executive session meeting.

E. ADJOURNMENT: On a motion by Trustee Coviello, seconded by Trustee Seib, the Board unanimously adjourned the meeting at 6:17 p.m. (Vote=7-0-0).

Respectfully submitted by:

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

Vianne Bell
Chair
Garrett College Board of Trustees