

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 20, 2016
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

- 1. Call to Order/Attendance:** Vice-Chair Morin called the meeting to order at 5:32 p.m. Board Members in attendance included: Ms. Vianne Bell-Chair (via phone), Ms. Madeleine Collins, Mr. Jason Rush, and Ms. Linda Sherbin. Members absent included: Ms. Brenda McCartney and Mr. Duane Yoder. College Administrative Staff Members present included: Mr. Albert Coviello-President, Mr. James Allen, Ms. Linda Fike, Dr. Sarah Garrett, Mr. Randall Bittinger, Ms. Cherie Krug, Ms. Julie Yoder, and Dr. Qing Yuan.
- 2. Communication from the Public:** None at this time.
- 3. Approval/Changes to the Agenda:** On a motion by Trustee Sherbin, seconded by Trustee Collins, the agenda was approved as distributed (Vote=5-0-0).
- 4. Report of the Chair of the Board**
 - a. Upcoming Events:** Chair Bell reported on the successful Community Picnic held in the Special Events Center on Sunday, September 18, 2016. Other on campus events are being planned this fall that will involve the College neighbors.

She also noted that Vice-Chair Morin and Vice President Bittinger, attended a meeting today regarding the County Health Care Coalition and review of the agreement.

Ms. Ruth Seib was then honored by the Board for her 16 years of service to the Garrett College Board of Trustees. She has served as Chair and Vice-Chair of the Board and also chaired various board committees during her years of service. She served the following terms: 2000-2006; 2006-2012; 2012-2018 (she resigned in July 2016 and has been replaced by Dr. Brenda McCartney). She was then presented with a gift as a small token of appreciation for her many years of service and dedication to Garrett College. Trustee Collins presented the gift to Ruth and commented that she has been a dedicated and valued board member during her tenure and that her service on the Board is greatly appreciated. A picture was then taken with Ruth, President Coviello, and board members present.

5. Report of Board Members

- a. **Presidential Search Update:** Chair Bell reported that Search Committee Chair, Duane Yoder, has been doing an admirable job of moving this process forward. The pool of 48 applicants were narrowed down to nine to conduct video interviews and then will be narrowed down further for on-campus interviews. Additional information will be distributed once available. This topic will be discussed in further detail during the Executive Session of the board later this evening.
- b. **October Board Meeting – to be held at CCTC Facility in Accident, MD:** Tabled
- c. **FY2017 Board Stipend Authorizations:** Ms. Krug provided an update on the amount currently available in the Board of Trustees Scholarship Fund. Board members then filled out their Stipend Authorization Forms.

6. Report of the Acting President of the College:

- a. **College Administrative Reports:** Board members asked clarifying questions related to the previously submitted administrative reports specifically related to dual-enrollment and the County Scholarship program.

B. CONSENT AGENDA: On a motion by Chair Bell (*who was not presiding over the meeting*), seconded by Trustee Sherbin, the Board unanimously approved the consent agenda items as distributed and shown below (Vote=5-0-0).

1. Approval of the draft minutes from the July 19, 2016 regular meeting
2. Garrett College Financial Reports to August 31, 2016
3. MHEC Institutional Performance Accountability Report – Due: Oct. 1st
4. Memo of Understanding between GC, AC, & FSU

C. DISCUSSION ITEMS/ACTION ITEMS:

1. **Trail by College-Update:** Acting President Coviello provided an update on recent meetings held with County, State, and Local agencies regarding funding sources and a plan for a trail for the students. Another meeting will be held next month.
2. **Retiree Health Plans Discussion:** Vice President Bittinger updated the board on a recent meeting held with the Health Care Coalition to discuss retiree benefits and possible options moving forward to assist with increasing costs. Additional meetings will be held soon to finalize options and then an informational meeting will be held with the retirees.

D. INFORMATION ITEMS

1. Ag Program Status: Dean Yoder passed out an informational handout and reported that through the College’s academic and strategic planning processes in recent years, Garrett College identified agriculture as an area of opportunity for program development and growth. She further noted that the College was honored to be selected as the recipient of funding through the American Association of Community Colleges (AACC) and the Rural Community College Alliance (RCCA) to focus on agriculture – specifically to start or grow an agricultural cooperative. The Agricultural Cooperative Initiative Grant has been instrumental in creating a foundation for our Continuing Education and Workforce Development (CEWD) division to begin offering courses and programs which will create a framework for an agriculture career ladder. Further, the grant has strengthened the relationships between the College and the Garrett County Extension Office, along with the local co-op, Garrett Growers. In this new partnership, and as a result of the grant, CEWD was able to work closely with Garrett Growers to raise awareness of their CSA Veggie Box Subscription program; as a result, their subscriptions increased by 185% (13 veggie boxes in 2015 and 37 in 2016). A new series of classes, including lectures and farm visits, was developed for interested and aspiring co-op vegetable producers and will be held this fall. Dean Yoder will also present information on grant progress at an upcoming conference.

2. Personnel

a. Dean of Academic Affairs: The Board conducted an electronic vote at the end of August regarding the selection of the new Dean of Academic Affairs. They unanimously approved the recommendation from the Acting President and search committee to hire Dr. Qing Yuan for that position (Vote=7-0-0). Dr. Yuan, who formerly served as the Director of Business & Information Technology for the College, began her new duties as the Dean of Academic Affairs on September 1, 2016

3. Strategic Plan Activation Plan: No updates at this time.

E. EXECUTIVE SESSION: On a motion by Trustee Collins, seconded by Vice-Chair Morin, the Board unanimously recessed the Open Session Meeting at 6:15 p.m. for the purpose of convening an executive session to discuss the following matters and related exceptions covered under the Maryland Open Meetings Act (Vote=5-0-0).

TOPICS TO BE DISCUSSED	REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i>
Presidential Search	2

- F. ADJOURNMENT:** The Board did not reconvene the Open Session Meeting and the Executive Session Meeting adjourned at 7:12 p.m. via acclamation.

Respectfully submitted:

Albert A. Coviello
Acting President, Garrett College
Secretary/Treasurer, GC Bd. of Trustees

Vianne Bell
Chair
Garrett College Board of Trustees