GARRETT COLLEGE BOARD OF TRUSTEES MEETING MINUTES July 16, 2013 Oakland, Maryland

A. COMMUNICATION ITEMS

- 1. Call to Order: Mr. Albert Coviello, Board chair called the meeting to order at 3:58 p.m. Other Board Members present included: Ms. Madeleine Collins, Mr. Don Morin, Ms. Ruth Seib, and Mr. Duane Yoder. 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. Guest present: Mr. Michael White, Program Director of CAEL (Center for Adventure and Experiential Learning).
- **2.** Communication from the Public: None at this time.
- **3. Approval of the Agenda:** On a motion by Trustee Seib and Trustee Morin the agenda was approved as distributed by acclamation.
- **4. Approval of the Draft Minutes from the June 18, 2013 meeting:** On a motion by Trustee Morin, seconded by Trustee Collins, the minutes of the June 18, 2013 meeting were unanimously approved as distributed.
- 5. Report of the Chair of the Board: Chair Coviello thanked Board Members for participating in a half-day Board Retreat held earlier in the day to discuss board goals, president goals, accreditation, strategic plan, institutional effectiveness, teaching and learning, completion, program development/sustainability, and capital project funding. The Board also heard a presentation by Mr. Michael White, Program Director for the CAEL (Center for Adventure and Experiential Learning).
 - a. **Upcoming Events:** Chair Coviello reported that there is no regular meeting scheduled in August. Dean Wellham updated everyone on two adult student information nights that will be held on July 24th and August 16th from 4-6 p.m. Dr. MacLennan stated that an All-College "Welcome to the Fall Semester" event is being planned for Monday, August 19th. Additional details will be sent to Board Members once finalized.
 - b. Election of Board Officers for FY2014: Committee members Trustee Sherbin, Trustee Seib, and Trustee Collins recommended that Mr. Coviello continue as the Board Chair and that Ms. Bell continue as the Vice-Chair for FY2014. No other nominations or recommendations were made. On a motion by Trustee Seib,

- seconded by Trustee Collins, the Board unanimously voted in favor of the committee recommendation.
- **c. FY2014 Board Stipend Authorizations:** Board Members briefly discussed the Board Scholarship Fund and Summer Bridge to College Program. They then filled out and turned in their FY2014 Board Stipend Authorization forms.
- **6. Report of Board Members:** None at this time.
- 7. Report of the President of the College
 - a. Executive Council Monthly Reports: Dr. MacLennan updated Board Members on the progress of the Garrett County Economic Development Strategic Plan revisions and invited them to attend the Development Corporation Meeting the following evening to discuss in further detail. Board Members then asked clarifying questions about the previously submitted Executive Council Monthly reports, specifically regarding the CAAP Test results and enrollment numbers.
- **8. Report of the Garrett College Foundation**: Chair Coviello reported that Ms. Madeleine Collins would be the new Board of Trustee representative to the Foundation Board of Directors and Ms. Ruth Seib would serve as the alternate.

In addition to the previously submitted report on file, Ms. Krug asked Board Members to hold Saturday, April 26, 2014 on their calendars for the Annual Foundation Fundraising Gala. She also thanked the Board Members for donating their annual board stipends to support the "Bridge to College" program and other Foundation scholarship funds.

B. ACTION and/or INFORMATION ITEMS

- 1. Action Item Cultural Diversity Report: Mr. Allen reported that this draft report was previously emailed to Board Members and included in the July agenda packets for review. He then updated members on suggested changes to a paragraph that begins on page six and continues on page seven. Trustee Seib also noted a correction to a sentence at the end of page seven and continuing on page eight. On a motion by Trustee Morin, seconded by Trustee Seib, the Board voted unanimously to adopt the document as amended.
- 2. Information Item MHEC CC5 Report: This annual budget report to the Maryland Higher Education Commission for fiscal year ending June 30, 2014 is essentially the FY2014 College budget with additional FTE information. This report format is required annually by the Maryland

Higher Education Commission and is due by July 1, 2013. This item is presented as an information item only to the Board as the FY2014 Budget was approved during the June 2013 Board Meeting.

- **C. EXECUTIVE SESSION:** The Garrett College Board of Trustees did not convene an executive session meeting this month.
- **D. ADJOURNMENT:** On a motion by Trustee Seib, seconded by Trustee Collins, the Board adjourned the meeting at 4:47 p.m. by acclamation.

Respectfully submitted by:

Richard L. MacLennan

President, Garrett College

Secretary/Treasurer, Board of Trustees

Albert Coviello

Chair

Garrett College Board of Trustees