

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**October 18, 2011**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS**

**1. Call to Order**

The meeting was called to order at 5:30 p.m. by Ms. Linda S. Sherbin, Chair. Members present included: Mr. Albert Coviello – Vice Chair, Ms. Vianne Bell, 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. Josephine Gilman, Mr. Fred Learey, Ms. Ann Wellham, and Ms. Julie Yoder. Guests present included: Mr. James Murray – Engagement Principal and Mr. Daniel Porter – Manager from Rodeheaver and Associates, P.C. to present the FY 2011 Financial Statements and Single Audit Report.

**2. Communication from the Public**

There were no public comments at this time.

**3. Approval of the Agenda**

Chair Sherbin asked that agenda item D.1. Garrett College Annual Financial Report as of June 30, 2011 be discussed first. On a motion by Trustee Bell, seconded by Trustee Seib, the remaining agenda was approved as distributed.

**4. Report of the Chair of the Board**

**a. Upcoming Events**

Chair Sherbin highlighted the following upcoming events: The CARC Grand Opening Events on Saturday, October 22<sup>nd</sup>, the President Emeritus Celebration for Dr. Stephen J. Herman on Monday, October 24<sup>th</sup>, and the upcoming All College Forum on October 25<sup>th</sup>.

**5. Report of Board Members**

No report at this time.

**6. Report of the President of the College**

In addition to the previously submitted report on file, Dr. MacLennan reported that a “soft opening” of the CARC began yesterday and that

college personnel are still working out some related issues. He then reported on the recent letter to the editor in the Republican Newspaper in supporting the "I Can Swim" program the recent approval of a \$50,000 donation from the County Commissioners towards the program.

**7. Report of the Garrett College Foundation**

In addition to the previously submitted report on file, Mr. Learey reported that approximately 50 alumni are planning to attend the Alumni Breakfast and pre-event tour of the CARC Phase I on Saturday, October 22<sup>nd</sup>. He also updated Board Members on Laker Hall Financing and plans to host a current and past Trustee/Foundation Board joint breakfast meeting on November 22<sup>nd</sup> at the Will O'the Wisp. He noted that invitations will be mailed once all of the details are finalized.

**8. Presentation: Maryland Model of CC Student Degree Progress**

Dr. MacLennan briefly explained the Maryland Model of Community College Student Degree Progress to Board Members. The presentation was then tabled until the November 2011 Board Meeting.

**B. APPROVAL OF THE DRAFT MINUTES – Regular Board Meeting held on September 20, 2011**

On a motion by Vice Chair Coviello, seconded by Trustee Seib, the minutes of the regular Garrett College Board of Trustees Meeting held on September 20, 2011 were approved as distributed.

**C. STUDY SESSION**

**1. Academic Plan**

Members reviewed the draft academic plan. Mr. Allen noted that some information for the plan is still being collected. He then summarized and highlighted the main areas of the plan. Members will contact him with questions or corrections.

**D. ACTION and/or INFORMATION ITEMS**

**1. Action Item: Garrett College Annual Financial Report as of June 30, 2011**

Mr. James Murray and Mr. Daniel Porter of Rodeheaver and Associates, P.A. were present to summarize the Annual Financial Report and Single Audit for Garrett College.

Mr. Murray presented the Annual Financial Report information first. He noted that this was a timely process this year which entitled the College to meet the MHEC deadline of a September 30, 2011 submission for the CC4 report. He further noted that there were no significant difficulties encountered while performing the audit. He then summarized the Garrett College Financial Report as of June 30, 2011 as well as the accompanying letter and then answered related questions.

Mr. Porter summarized the Garrett College Federal Award Programs Single Audit Report as of June 30, 2011 and answered related questions.

The Board thanked Mr. Murray, Mr. Porter, the College audit task force, and all College personnel who assisted with the audit to ensure that it was completed on time. The audit task force consisted of: Ms. Josephine Gilman, Dean of Administration and Finance, Ms. Kathy Browning, Director of Business and Finance, Ms. Linda Fike, Director of Human Resources, Ms. Cissy VanSickle, Director of Financial Aid, Ms. Julie Yoder, Dean of Continuing Education and W.D., Ms. Kim DeGiovanni, Director of Records and Registration, and Mr. Kevin Bass, Management Information Systems Administrator.

On a motion by Vice Chair Coviello, seconded by Trustee Bell, the Board approved the Garrett College Annual Financial Report as of June 30, 2011. Mr. Murray and Mr. Porter then thanked the Board and the College for their time and efforts during this process and then departed the meeting at 7:00 p.m.

**2. Information Item: Garrett College Financial Reports to September 30, 2011**

Dean Gillman summarized the Garrett College Financial Reports to September 30, 2011 and answered related questions.

**3. Information Item: MHEC CC4 Report**

The Maryland Higher Education Commission CC4 Report was due on September 30, 2011 and did not require Board approval before submission. Board Members received a copy of this report in their agenda packets for review.

**4. Information Item: FY2013 Budget Process**

Dean Gilman passed out a timeline for the FY2013 Budget Process and summarized for Board Members. Dr. MacLennan stressed that all budget managers will collect input from everyone in their respective areas, keep them informed throughout the budget process, and prioritize items before entering anything in the system.

**E. EXECUTIVE SESSION**

The Garrett College Board of Trustees recessed the open session meeting for the purpose of going into an executive session to discuss matters covered under the Maryland Open Meetings Act. The titles of these items as well as the related exceptions are noted below. On a motion by Trustee Seib, seconded by Trustee Bell, the Board recessed the Open Session Meeting at 8:15 p.m.

<b>TOPICS DISCUSSED</b>	<b>REASON FOR CLOSING</b>
ASCI	14
President Goals	1
Board Goals	1

**F. ADJOURNMENT**

The Board did not reconvene the open session meeting. Therefore, on a motion by Vice Chair Coviello, seconded by Trustee Seib, the executive session adjourned at 10:10 p.m.

Respectfully submitted by:

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

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Linda S. Sherbin  
 Chair  
 Garrett College Board of Trustees