

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 16, 2012
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order:** Mr. Albert Coviello, Chair called the meeting to order at 5:30 p.m. Other Board Members present included: Ms. Vianne Bell – Vice-Chair, Ms. Madeleine Collins, Mr. Don Morin, Ms. Ruth Seib and Ms. Linda Sherbin. College Administrative Staff Members included: Dr. Richard MacLennan – President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Ms. Josephine Gilman, Mr. Fred Learey, and Ms. Ann Wellham. Guests present included: Mr. James Murray and Mr. Daniel Porter from Rodeheaver & Associates, P.C.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Vice-Chair Bell, seconded by Trustee Collins, the agenda was approved as distributed.
4. **Approval of the Draft Minutes from the September 18, 2012 meeting:** On a motion by Trustee Seib, seconded by Vice-Chair Bell, the minutes of the September 18, 2012 regular Board Meeting were approved as distributed.
5. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Chair Coviello summarized the upcoming events and highlighted the past weekend alumni events, CARC Gymnasium Grand Opening basketball game, and College participation in the Autumn Glory Parade. He also noted that he attended the Advising and Academic Success Center’s open house today and voiced his appreciation for all efforts that have gone into establishing this center.
6. **Report of Board Members:** Chair Coviello asked if the Board Members who agreed to serve on the Bylaw Review Committee will please stay after the meeting for a few minutes to discuss next steps.
7. **Report of the President of the College:** Dr. MacLennan extended his appreciation to everyone who coordinated the successful weekend events including the alumni reception, CARC gymnasium grand opening, and Autumn Glory Parade participation.
 - a. **Executive Council Monthly Reports:** Board Members asked some clarifying questions related to the Executive Council reports.

8. **Report of the Garrett College Foundation:** In addition to the previously submitted report on file, Mr. Learey reminded Board Members about the upcoming President's Circle luncheon on Thursday in the GIEC Building, and the October 20th Swimathon event from 2-6 p.m.

B. ACTION and/or INFORMATION ITEMS

1. **Action Item - Garrett College Fiscal Year 2012 Financial Statements/A-133 Audit:** Dr. MacLennan reported that College Administrative Staff Members met with the auditors this morning to go through this report in detail. Mr. Murray then presented and summarized the Audit Communication Letter to the Board as well as the Garrett College Financial Report, June 30, 2012. Mr. Porter then presented and summarized the Report on Internal Control and Garrett College Federal Award Programs Single Audit Report, June 30, 2012. The College had a favorable report this year with no compliance findings. Board Members asked several clarifying questions and then on a motion by Trustee Sherbin, seconded by Trustee Morin, the Garrett College FY2012 Financial Reports and Single Audit Report were approved as presented.
2. **Action Item - 2012 MHEC Performance Accountability Report:** The Board previously received this report via email and hard-copy within the October Board Agenda packets. Members asked several clarifying questions and Vice-Chair Bell noted a correction on page 9 to the title of the Aquatic and Recreation Center Director as well as some percentages on the Degree Progress spreadsheets. On a motion by Trustee Sherbin, seconded by Vice-Chair Bell, the Board approved the 2012 MHEC Performance Accountability Report with the above noted corrections.
3. **Information Item - Garrett College Financial Reports to September 30, 2012:** Dean Gilman passed out a copy of the Budgetary Report of Operations by Cost Center as of September 30, 2012 for the CARC. She noted that the other reports are not available at this time due to a system error with finalizing the previous fiscal year.
4. **Information Item - FY2014-2016 Strategic Planning Structure:** Dr. MacLennan passed out a handout titled "Garrett College 2013 Strategic Plan Overview/Version 2/4/October 4, 2012. He then summarized the efforts to date to update the College's Strategic Plan and explained the handout and timeline in detail. The Board will review the plan in March for a target final approval date in April. Dean Gilman reported that the FY2014 budget process will run parallel to the strategic planning timeline.

- C. **EXECUTIVE SESSION:** The Garrett College Board of Trustees recessed the open session meeting for the purpose of convening an executive session to

discuss matters covered under the Maryland Open Meetings Act. The titles of the items as well as the related exceptions are noted below. On a motion by Trustee Seib, seconded by Trustee Sherbin, the Board recessed the open session meeting at 7:55 p.m.

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Discuss the Performance of an Employee	1

- D. ADJOURNMENT:** The Board did not reconvene the open session meeting and the executive session meeting adjourned at 8:15 p.m.

Respectfully submitted by:

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

Mr. Albert Coviello
Chair
Garrett College Board of Trustees