

**GARRETT COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**December 1, 2015**  
**McHenry, Maryland**

**A. COMMUNICATION ITEMS**

1. **Call to Order!** Chair Bell called the meeting to order at 5:38 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins, Mr. Albert Coviello (*left meeting early around 7 p.m.*), Ms. Ruth Seib, Ms. Linda Sherbin, and Mr. Duane Yoder. College Administrative Staff Members present included: Dr. Richard MacLennan-President, Ms. Linda Fike, Dr. Sarah Garrett, Ms. Josephine Gilman, Dr. Kelly Hall, Ms. Cherie Krug, Dr. Alex Tuel, and Ms. Julie Yoder. Mr. Allen was absent. Guests present included: Mr. James Murray and Mr. Daniel Porter from the Rodeheaver Group P.C. to present the College audit/financial statements.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** Chair Bell indicated that item B.1.-Garrett College FY2015 Financial Statements/Audit Presentation would be moved up on the agenda to discuss first. On a motion by Trustee Collins, seconded by Trustee Sherbin, the modified agenda was unanimously approved (Vote=7-0-0).
4. **Approval of the Draft Minutes from the October 20, 2015 Meeting:** On a motion by Trustee Coviello, seconded by Trustee Yoder, the minutes from the October 20, 2015 regular board meeting were approved as distributed (Vote=7-0-0).
5. **Report of the Chair of the Board:** Chair Bell stated that she was sad to learn that Dean Josephine Gilman plans to retire as of June 30, 2016. The Board wished her well but noted how much she would be missed and that her hard work and dedication to the College is appreciated.
  - a. **Upcoming Events:** Chair Bell reminded members of several upcoming events.
6. **Report of Board Members:** Trustee Coviello discussed suggested updates to the Board By-laws and passed out a one-page handout for members to review. A committee meeting would be scheduled in the next few weeks to discuss in more detail.
7. **Report of the President of the College:** Dr. MacLennan discussed the recent letter from MSCHE regarding the acceptance of our Periodic Review Report and to reaffirm accreditation. The next evaluation visit is scheduled for 2019-2020. He thanked everyone who has been involved with this process for all of their hard work and dedication.

- a. **Executive Council Monthly Reports:** Board Members asked some clarifying questions regarding the previously submitted monthly reports.
- b. **Update on Community Forum w/Neighbors:** Dr. MacLennan reported on the recent forum held with neighbors of the College. Approximately 40 people attended including two board members, Sheriff Corley, Commander Rodeheaver of the McHenry State Police Barrack, and several staff and administrative College employees. He further noted that we received good feedback and plan to hold at least quarterly meetings with the neighbors for better communication, and work on some service learning/community engagement projects with our students. Many concerns that were raised included students who are trespassing, littering, and walking in the road and not on the sides of the road. Internal awareness and training efforts will continue with the students.

## B. ACTION ITEMS

1. **Garrett College FY2015 Financial Statements/Audit presentation:** Mr. Murray summarized the required communication letter to the board and then discussed the financial report as of June 30, 2015 and answered clarifying questions. Mr. Porter summarized the June 30, 2015 Single Audit Report and answered questions. He reported that there were no audit findings and the College was determined to be a low-risk auditee. Mr. Murray and Mr. Porter then thanked the College on behalf of The Rodeheaver Group P.C. and departed the meeting. On a motion by Trustee Coviello, seconded by Trustee Sherbin the board unanimously approved and accepted the Garrett College Financial Report and Single Audit Report dated June 30, 2015 (Vote=7-0-0).
2. **Naming Request:** Members discussed recognition of a significant gift made to the College to support the renovations for the learning resource center. Although part of the gift agreement, during a period of transition, the naming was never displayed. On a motion by Trustee Collins, seconded by Trustee Morin, the board unanimously approved the permanent and immediate recognition of this gift in the learning resource center (Vote=6-0-0).

## C. INFORMATION ITEMS

1. **Garrett College Financial Reports to October 31, 2015:** Dean Gilman summarized the financial reports to October 31, 2015 and answered related questions.

**2. MHEC CC4-Annual Financial Report:** This report was submitted by the October 1<sup>st</sup> deadline and did not require board approval prior to submission. The CC4 is a report required by the Maryland Higher Education Commission that includes an annual financial report summary statement of revenues and expenditures for the fiscal year ending June 30, 2015.

**D. EXECUTIVE SESSION:** On a motion by Trustee Sherbin, seconded by Trustee Seib, the Board unanimously recessed the Open Session Meeting at 7:52 p.m. for the purpose of convening an executive session to discuss the following matter and related exception covered under the Maryland Open Meetings Act (Vote=6-0-0).

<b>TOPICS TO BE DISCUSSED</b>	<b>REASON FOR CLOSING</b> <i>(see Statutory Authority to close session on next page)</i>
Personnel Issues	1

**E. ADJOURNMENT:** The Board did not reconvene an Open Session. On a motion by Trustee Seib, seconded by Trustee Yoder, the board unanimously adjourned the Executive Session at 8:20 p.m. (Vote=6-0-0).

Respectfully submitted by:

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

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Vianne Bell  
 Chair  
 Garrett College Board of Trustees