

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
December 1, 2016
McHenry, Maryland

A. COMMUNICATION ITEMS

1. **Call to Order and Attendance!** Chair Bell called the meeting to order at 5:34 p.m. Board Members in attendance included: Mr. Don Morin-Vice-Chair, Ms. Madeleine Collins, Dr. Brenda McCartney, Mr. Jason Rush, Ms. Linda Sherbin, and Mr. Duane Yoder. College Administrative Members present included: Mr. Albert Coviello-Acting President, Dr. Sarah Garrett, Mr. Randall Bittinger, Ms. Cherie Krug, and Dr. Qing Yuan. 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:** On a motion by Trustee Collins, seconded by Vice-Chair Morin, the agenda was unanimously approved as distributed (Vote=7-0-0).

B. ACTION ITEMS

1. **Garrett College FY2016 Financial Statements/Audit presentation:** Mr. Murray read the required communication letter to the board and then summarized and discussed each section of the financial report as of June 30, 2016 and answered clarifying questions. Mr. Porter summarized the June 30, 2016 Single Audit Report and answered questions. He reported that there were no audit findings or material weaknesses and the College was determined to be a low-risk auditee again this year. Mr. Murray and Mr. Porter then thanked the College on behalf of The Rodeheaver Group P.C. and departed the meeting. The Board thanked all Garrett College employees who assisted with this successful audit. On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously voted and asked that a letter of accommodation be addressed to those at the College responsible for the excellent audit report finding (Vote=7-0-0). Also, on a motion by Trustee Rush, seconded by Vice-Chair Morin, the Board unanimously accepted the Garrett College Financial Report and Single Audit Report dated June 30, 2016 (Vote=7-0-0).

C. INFORMATION ITEMS

1. **Garrett College Annual Financial Report to MHEC CC4:** This report was submitted by the October 1st 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, 2016.

- D. EXECUTIVE SESSION:** The Board did not convene an Executive Session Meeting.
- E. ADJOURNMENT:** On a motion by Trustee Sherbin, seconded by Vice-Chair Morin, the Board unanimously adjourned the meeting at 6:30 p.m. (Vote=7-0-0).

Respectfully submitted by:

Mr. Albert Coviello
Acting President, Garrett College
Secretary/Treasurer, G.C. Board of Trustees

Ms. Vianne Bell
Chair
Garrett College Board of Trustees