

**GARRETT COLLEGE
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
October 31, 2013**

A. COMMUNICATION ITEMS

1. **Call to Order!** Mr. Albert Coviello, Chair called the meeting to order at 1:35 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. Mr. Duane Yoder was absent. College Administrative Staff Members present included: Dr. Richard MacLennan – President, Ms. Kathy Browning – Director of Business and Finance, Ms. Linda Fike – Director of Human Resources, Ms. Josephine Gilman – Dean of Administration and Finance, and Ms. Julie Yoder – Dean of Continuing Education and Workforce Development. Guests present included: Mr. James Murray, Mr. Daniel Porter, and Ms. Holly Owens from the Rodeheaver Group, P.C.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Trustee Sherbin, seconded by Trustee Seib, the agenda was unanimously approved as distributed.

B. ACTION and/or INFORMATION ITEMS

1. **Action Item - Garrett College Fiscal Year 2013 Financial Statement/A-133 Audit:** Mr. James Murray, Mr. Daniel Porter, and Ms. Holly Owens from the Rodeheaver Group, P.C. were present to present the Annual Financial Report and the A-133 Single Audit for Garrett College to the Board of Trustees.

Mr. Murray presented the Annual Financial Report information first. He summarized a required correspondence indicating that there were no difficulties or disagreements encountered and only minimal errors throughout the process. He then summarized the Garrett College Financial Report as of June 30, 2013 and accompanying letter. The report is positive with no findings.

Mr. Porter then summarized the single audit report and accompanying management letter. The College had a favorable report this year with no compliance findings. He noted that there is strong internal control over the financial aid program.

After some clarifying questions were answered, Vice-Chair Bell made a motion to approve the Garrett College Fiscal Year 2013 Financial Statement and A-133 Single Audit as presented. Trustee Collins seconded the motion and all members voted in favor of the motion.

Chair Coviello thanked the auditors for their assistance and thanked all College personnel who were involved with this positive audit process and outcome.

- C. ADJOURNMENT:** The Board did not convene an executive session meeting. On a motion by Vice-Chair Bell, seconded by Trustee Collins, the Board unanimously adjourned the special meeting at 2:55 p.m.

Respectfully submitted by:

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

Albert Coviello
Chair
Garrett College Board of Trustees