

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 21, 2014

A. COMMUNICATION ITEMS

- 1. Call to Order!** Ms. Vianne Bell, Chair called the meeting to order at 5:35 p.m. Board Members in attendance included: Mr. Don Morin – Vice-Chair, Ms. Madeleine Collins, Ms. Ruth Seib, Ms. Linda Sherbin (*in at 5:38 p.m.*), and Mr. Duane Yoder. Mr. Albert Coviello attended the meeting via teleconference. College Administrative Staff Members in attendance included: Dr. Richard MacLennan-President, Mr. James Allen, Dr. George Brelsford, Ms. Linda Fike, Dr. Sarah Garrett, Ms. Josephine Gilman, and Ms. Cherie Krug. Administrative Staff Members absent included: Ms. Julie Yoder. Guests present from The Rodeheaver Group P.C. included: Mr. James Murray, CPA/Principal and Mr. Daniel Porter, CPA/CITP/CGMA and Director, Business Advisory Services for agenda item B.1.
- 2. Communication from the Public:** None at this time.
- 3. Approval of the Agenda:** Chair Bell reported that Agenda Item B.1. Garrett College Fiscal Year 2014 Financial Statements to June 30, 2014/A-133 Audit would be discussed first (*a summary of this agenda item discussion can be found on page 2-3 of the minutes*). On a motion by Trustee Collins, seconded by Trustee Seib, the Board approved the agenda as amended (Vote=6-0-0 – *Note: Trustee Sherbin not present for this vote*).
- 4. Approval of the Draft Minutes from the September 15, 2014 regular Meeting:** On a motion by Vice-Chair Morin, seconded by Trustee Collins, the Board approved the minutes of the September 15, 2014 meeting as distributed. (Vote=6-0-1).
- 5. Report of the Chair of the Board**

 - a. Upcoming Events:** Chair Bell reported that she would not be able to attend the November 18th Board Meeting. Vice-Chair Morin will facilitate the meeting in her absence. Trustee Seib noted that she would not be able to attend the November meeting in person but may be able to call in.
 - b. Winter Meeting Schedule:** Members discussed the possibility of not holding a regular meeting in February as some Board Members are scheduled to be out of the area. After some discussion, members decided to hold meetings during the winter months as originally scheduled (i.e. No December Meeting scheduled, but the Board would be back on schedule to meet the third Tuesday of each month until next August).

c. Board Information and Resource Site – Log-in Information:

Members briefly discussed the Board Information and Resource Information Site. Ms. Knepp will work with the IT department to assist with resetting passwords as needed. Some members are experiencing log-in problems.

6. Report of Board Members: None at this time.

7. Report of the President of the College: Dr. MacLennan reported on the upcoming Power of Possibilities Entrepreneurship Summit that will be held at the College on Friday, October 24th. He noted that the College is on-track with the national trend toward an entrepreneurial focus. He also reported on the following meetings that he has recently been involved in: A Capital Campaign Update Meeting was held today with Senator Edwards and Delegate Beitzel; the President’s Circle Breakfast will be held next Friday with a forum-style discussion regarding “Farming Forward: Supporting Agripreneurship”; the College is beginning “listening tours” in the Community again this fall and the first session will be held next week with local music group representatives; several deans and two students attended the college affordability session with Senator Barbara Mikulski recently at Allegany College of Maryland while he was attending the NACCE Conference.

a. Executive Council Monthly Reports: Board Members asked clarifying questions regarding the following: collaborative community and Board of Education efforts, International Student housing over Thanksgiving and Christmas Breaks, and information related to the Cybersecurity Grant.

B. ACTION ITEMS

1. Garrett College Fiscal Year 2014 Financial Statements to June 30, 2014/A-133 Audit

Mr. James Murray and Mr. Daniel Porter from the Rodeheaver Group, P.C. were in attendance 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 throughout the process. He then highlighted specific areas of the Garrett College Financial Report as of June 30, 2014 and answered related questions. Discussion ensued regarding post-employment benefits. The Board will discuss this topic in more detail at a later date.

Mr. Porter then summarized the single audit report and accompanying management letter. The College had a favorable report this year with no compliance findings. Due to the fact that this is the second year in a row with no audit compliance findings, the College will be classified as low risk auditee for Single Audit purposes for FY2015 and if it continues to have no findings, this will be the case for each additional year.

On a motion by Trustee Sherbin, seconded by Trustee Seib, the Board unanimously approved the Garrett College Fiscal Year 2014 Financial Statement and A-133 Single Audit as presented. (Vote=7-0-0).

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

C. INFORMATION ITEMS

1. **MHEC CC4 Report:** Dean Gilman summarized and highlighted several areas of this report. She noted that the report is essentially the College's approved FY2015 budget in a format required by the Maryland Higher Education Commission (MHEC) to show FTE figures, etc.
2. **Garrett College Financial Reports to September 30, 2014:** Dean Gilman summarized this report and answered related questions.
3. **FY2016 Budget Timeline:** Dean Gilman presented the FY2016 budget timeline. Budget Managers will meet the week of November 17th to begin planning for FY2016.
4. **Policy #2016 – Anti-Harassment/Discrimination Policy:** This policy was presented as an information item this month and will come back to the Board next month as an action item. The policy has been vetted through the College Governance System prior to bringing before the Board.
5. **Policy #2017 – Garrett College Sexual Misconduct Policy and Attachments (i.e. Garrett College Safety & Security Team Sexual Misconduct Policy Guidelines, October 7, 2014):** This policy was presented as an information item this month and will come back to the Board next month as an action item. The policy has been vetted through the College Governance System prior to bringing before the Board. Trustee Collins asked a clarifying question related to bullying.
6. **Policy #2018 - Trespassing Policy & #2018-A Trespassing Policy Enforcement:** This policy was presented as an information item this month and will come back to the Board next month as an action item. The policy has been vetted through the College Governance System prior to bringing before the Board. Trustee Sherbin asked a clarifying

question related to encroachment and issues that the College has experienced in the past. Dean Gilman will follow-up.

- 7. **Policy #2019 – Weapons Policy:** This policy was presented as an information item this month and will come back to the Board next month as an action item. The policy has been vetted through the College Governance System prior to bringing before the Board.

- D. **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 title of the item as well as the related exception is noted below. On a motion by Trustee Collins, seconded by Trustee Sherbin, the Board recessed the open session meeting by unanimous vote at 8:28 p.m. (Vote = 7-0-0).

TOPICS TO BE DISCUSSED	REASON FOR CLOSING
Life Insurance	1

- E. **ADJOURNMENT:** The Board did not reconvene the Open Session Meeting and the Executive Session adjourned at 8:35 p.m.

Respectfully submitted by:

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

Vianne Bell
 Chair
 Garrett College Board of Trustees