

Mott Community College Board of Trustees

Regular Meeting
Monday, March 1, 2010
Applewood Café
Prah College Center

AGENDA

“The mission of Mott Community College is to provide high quality, accessible and affordable educational opportunities and services—including programs focused on university transfer, technical and lifelong learning, as well as workforce and economic development—that promote student success, individual development, and improve the overall quality of life in a multicultural community.”

Board of Trustees
Charles Stewart Mott Community College
Regular Meeting, February 22, 2010
Volume 41

AGENDA

- | | | |
|-------|---|----------|
| I. | CALL TO ORDER | |
| II. | ADDITIONS TO THE AGENDA | |
| III. | ADOPTION OF THE AGENDA | |
| IV. | SPECIAL PRESENTATIONS | |
| V. | COMMUNICATIONS | |
| VI. | COMMENTS FROM THE PUBLIC | |
| VII. | APPROVAL OF MINUTES | |
| | Approval of Regular Meeting Minutes of January 25, 2010 | 79-79j |
| | Approval of Special Meeting Minutes of February 15, 2010 | 110-110c |
| | Approval of Special Meeting Minutes of February 17, 2010 | 112-112e |
| VIII. | INFORMATIONAL REPORTS | |
| | <u>Acceptance of Standing Board Committee Reports:</u> | |
| | 1. Personnel (<u>Turner</u> , Joseph) | |
| | 2. Finance (<u>Koegel</u> , Everman, Snell) | |
| | 3. Policy (<u>Joseph</u> , Snell, Turner) | |
| IX. | UNFINISHED BUSINESS | |
| | 1.38 Amendments to Board Policy Section 1005 (Definitions) | 117 |
| X. | NEW BUSINESS | |
| | <u>Consent Agenda:</u> | |
| | 1.39 Treasurer's Report for January 2010 | 118-123 |
| | <u>Individual Items:</u> | |
| | 1.40 Administrative & Academic Computers, Lifecycle Program –
Purchase Request | 124-125 |

XI. ADMINISTRATIVE ITEMS

President's Report

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XII. MISCELLANEOUS BUSINESS

4.08 Comments from Board Members

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

FOR ACTION

Board of Trustees
 Charles Stewart Mott Community College
 Regular Meeting, January 25, 2010
 Volume 41

1.38 Amendments to Board Policy Section 1005 (Definitions)

The Board Policy Committee is responsible for the drafting of new policies as well as the review and revision of existing policies as needed, in consultation with the President.

Following the Committee's review of all Board policies, several terms were identified as requiring definition and/or clarification. As these definitions will be included in the designated policy, Section 1005 of the Manual, they must be brought forth before the full Board for approval and ratification, in accordance with Board policy.

On the basis of the preceding information, the following resolution is recommended.

Be it Resolved, That

The Charles Stewart Mott Community College Board of Trustees

Accepts the recommendation of the Policy Committee to amend Section 1005 of the Board Policy Manual, as detailed in the supplemental documentation provided.

Reviewed and Submitted By:



Sally Shaheen Joseph, Policy Committee Chair

Date: January 19, 2010

Board Policy Statement Reference: 1800 – Policy Development

General: The Board shall review its policies and shall delete, amend, and supplement existing policies, and/or adopt new policies, as necessary.

FOR ACTION

Board of Trustees
Charles Stewart Mott Community College
Regular Meeting, February 22, 2010
Volume 41

1.39 Treasurer's Report for January 2010

This resolution is recommended.

Be it Resolved, That

The Charles Stewart Mott Community College Board of Trustees

Accepts the financial report of the College for the month of January 2010 as presented by the Administration.

Reviewed and Submitted By:



Lawrence A. Gawthrop, Chief Financial Officer

Date: February 17, 2010

Board Policy Statement Reference: 3100 – Budget Adoption

General: The annual budget represents the programmatic direction and vision of the College. It is also designed to meet both the legal requirements and needs of the College.

January Treasurer's Report

Lawrence A. Gawthrop, CPA
Chief Financial Officer

February 12, 2010

Summary of Expenditures:

Month of January Spending:

General Fund:	\$ 6,992,845
All Other Funds:	\$ 14,893,186

Total:	\$ 21,886,031
	=====

Comments on General Fund Financial Statements:

- **Statement of Revenues, Expenditures and Changes in Net Assets**

In summary, total revenues for the seven-month period ended January 31, is approximately \$51.6 million, representing 69% of the annual budget. This is 2.7% ahead of last year at this time, when we had recognized 66.3% of budgeted revenues which totaled \$47.7 million. Expenditures year-to-date were at \$36.5 million dollars, which represents 48.7% of the annual budget. This is 4% higher than last year at this time when compared to the previous year's budget.

Revenues

Tuition and fee revenues are \$28.6 million for the seven months ended, an increase of \$4.4 million from last year at this time. This positive variance is mainly due to credit-side enrollment figures for summer, fall, and winter being significantly higher than last year. In addition, the walk-in winter enrollment began the same time as on-line enrollment this year, rather than 10 days later coupled with a 4.3% increase in the tuition rates for the winter semester.

Property taxes are \$15.7 million through January, and are on pace with the budgeted amounts. We have budgeted a \$936,000 decrease in total tax collections for the year based on the final taxable value figures provided to us from the Genesee County Equalization Department.

State appropriations payments for FY2009-10 are paid in monthly installments starting with October. The total budgeted amount for the current year is \$15.0 million based on the same funding levels of from the prior year. We received our regularly scheduled payment as scheduled.

Expenditures

Salaries and wages total \$21.3 million for the seven months ended January 31, up approximately \$1.7 million when compared to the previous year. As mentioned in the previous Treasurer's Reports, increases effective July 1, and the increase in section offerings in the fall and winter semesters. **Fringe benefit** expenses at approximately \$8 million are \$352 thousand higher than when compared to last year due to the factors described above.

Other Expenditures

The most significant changes in the Other Expenses area were increases of approximately \$276 thousand in **Contracted Services**, a \$147 thousand increase in **Materials and Supplies**, and a \$175 increase in **Operations/Communications** line items mainly due to the increase in our summer and fall enrollments.

- **Balance Sheet**

Total Assets were at approximately \$31 million, compared with \$27.4 million at the same time one year ago. The largest differences were comprised of a \$15 million decrease in **Short-term investments** due to a change in moving our deposits to a higher interest yielding and fully federally insured product; an increase of \$8.2 million in **Due from other funds**, a \$10.5 million increase in **Cash and cash equivalents** and a \$76 thousand increase in **Accounts receivable** resulting in a total net increase of \$3.5 million. The significant decrease in **Accounts Receivable** from last month is attributable to the additional resources utilized to begin catching up from the heavy enrollment spikes. There is the potential for the balance to increase depending on the return of funds calculations that are submitted each week.

At \$9 million, **Total Liabilities** are up approximately \$2.1 million from last year's January balance. There was a \$1.6 million increase in **Accounts payable** and a \$418 thousand increase in **Accrued termination pay**. The increase in **Accounts payable** was due to timing of the processing of our vendor payables and a significant increase in the amount owed to Follet's. The **Accrued termination pay** was the result of the actuarial computation completed at our fiscal year-end.

“Due to” and “Due from”

The College maintains one checking account for all of its funds; deposits and disbursements. This necessitates the short-term “loaning” or “borrowing” between the funds throughout the year depending on which funds revenue or expenditures are being deposited or paid out. Each month the accounting department clears these **“due to’s”** and **“due from’s”** respectively assigning the activity to the proper fund. However, significant activity can occur after these transfers are completed, causing large variances when compared to the previous 12 month period. This is the case in the current month and the reason for the \$8.2 million increase in this inter-fund activity.

Comments on spending from other funds:

- Of the \$14.9 million spent in the other funds, \$983 thousand was spent out of the ***Maintenance and Replacement Fund*** and ***Bond Issue 2008 fund*** for capital improvements and the remaining \$13.9 million out of the ***Agency, Scholarships, and Federal Grants***, for grant activities and student scholarships.

Mott Community College
General Fund
Statement of Revenues, Expenditures and Changes in Net Assets
For the 6 Months Ended January 31, 2010
With Comparative Totals at January 31, 2009

	FY 2009-2010 Budget	YTD Actuals as of 01/31/10	YTD Actuals as of 01/31/09	Actual to Actual \$ Change	Actual to Actual % Change
Revenues:					
Tuition and fees	\$ 32,960,753	\$ 28,559,012	\$ 24,086,700	\$ 4,472,312	18.57%
Property taxes	23,500,000	15,652,879	16,004,377	(351,498)	-2.20%
State appropriations	14,995,200	5,590,047	5,606,389	(16,342)	-0.29%
Ballenger trust	1,723,101	1,005,142	1,070,383	(65,241)	-6.10%
Grants and other	1,686,963	813,394	973,360	(159,966)	-16.43%
Total revenues	74,866,017	51,620,474	47,741,209	3,879,265	8.13%
Expenditures:					
Salaries and wages	39,375,875	21,258,845	19,567,257	1,691,588	8.64%
Fringe benefits	15,114,796	8,025,544	7,673,642	351,902	4.59%
Contracted services	5,884,390	2,146,959	1,870,942	276,017	14.75%
Materials and supplies	2,431,132	1,121,585	974,087	147,498	15.14%
Facilities rent	250,150	171,359	120,330	51,029	42.41%
Utilities and insurance	2,803,600	1,315,852	1,230,414	85,438	6.94%
Operations/communications	5,238,430	2,128,237	1,952,488	175,749	9.00%
Transfers	3,535,593	274,144	459,942	(185,798)	-40.40%
Capital outlay	221,800	48,815	14,627	34,188	233.73%
Total expenditures	74,855,766	36,491,340	33,863,729	2,627,611	7.76%
Net increase/(decrease) in net assets	10,251	15,129,134	13,877,480	1,251,654	8.27%

**Mott Community College
General Fund
Balance Sheet
January 31, 2010
With Comparative Totals at January 31, 2009**

	As of January 31 2010	As of January 31 2009	\$ Change
Assets			
Current Assets			
Cash and cash equivalents	\$ 13,350,257	\$ 2,804,001	\$ 10,546,256
Short term investments	936	15,057,613	(15,056,677)
Due from (to) other funds	13,557,983	5,308,971	8,249,012
Accounts receivable - net of allowance for uncollectible accounts (\$3,352,965 for 2010 and \$2,773,059 for 2009)	3,880,551	3,957,270	(76,719)
Inventories	55,512	69,663	(14,151)
Prepaid expenses and other assets	106,964	241,218	(134,254)
Total Assets	\$ 30,952,203	\$ 27,438,736	\$ 3,513,467
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	\$ 4,533,502	\$ 2,930,134	\$ 1,603,368
Accrued payroll and related liabilities	1,309,361	1,441,976	(132,615)
Deposits held for others	213,903	25,286	188,617
Total Current Liabilities	6,056,766	4,397,396	1,659,370
Accrued termination pay	2,983,988	2,565,634	418,354
Total Liabilities	9,040,754	6,963,030	2,077,724
Net Assets			
Unrestricted	21,911,449	20,475,706	1,435,743
Total Net Assets	21,911,449	20,475,706	1,435,743
Total Liabilities and Net Assets	\$ 30,952,203	\$ 27,438,736	\$ 3,513,467

FOR ACTION

Board of Trustees
 Charles Stewart Mott Community College
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1.40 Administrative & Academic Computers, Lifecycle Program – Purchase Request

Mott Community College will be purchasing five hundred [500] computers in accordance with the Administrative and Academic Life Cycle Technology Programs. The cycle is a four-year cycle during which twenty-five percent (25%) of the computers used by the administrative staff and faculty and twenty percent (20%) of the computers used in the student computer labs on the campus of Mott Community College are replaced annually.

The Purchasing Department will be purchasing the computers from Dell Marketing, L.P., following a competitive sealed proposal in which ten responses were received and evaluated.

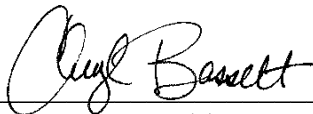
Based on the above information, the following resolution is recommended.

Be it Resolved, That

The Charles Stewart Mott Community College Board of Trustees

Awards the bid for 500 academic and administrative computers to Dell Marketing L.P., One Dell Way, Round Rock, TX 78682 in the amount of four hundred twenty four thousand five hundred dollars (\$424,500).

Reviewed and Submitted by:



 Cheryl Bassett, Chief Technology Officer

Date: February 4, 2010

Board Policy Statement Reference: 4410 – Purchasing

General: Purchases should be based on quality and price. Qualified vendors should have the opportunity to bid on College purchases. This policy is established to ensure that sound business practices are followed in the purchase of furnishings, equipment, materials, goods and supplies.

**Administrative & Academic Computers, Lifecycle Program – Purchase Request
Bid Tabulation
January 19, 2010 – 2:00 PM**

<u>COMPANY</u>	<u>BID RESULTS</u>
Cybertron International 1122 East Osie Street Wichita, KS 67211	\$773.88 ea. (incorrect capacity, hard drives)
Dell Marketing L.P. One Dell Way Round Rock, TX 78682	\$849.00 ea.
OfficeMax, Inc. 4428 Hollerich Drive Peru, IL 61354	\$894.95 ea.
CDW Government, Inc. 230 North Milwaukee Ave. Vernon Hills, IL 60061	\$936.33 ea.
Sehi Computer Products, Inc. 2930 Bond Street Rochester Hills, MI 48309	\$950.00 ea.
MacProfessionals, Inc. 25775 Meadowbrook Road Novi, MI 48375	\$1,015.10 ea.
Rave Computer 36960 Metro Court Sterling Heights, MI 48312	\$1,137.00 ea.
Aprisa Technology L.L.C. 24 Lumber Road, Suite 101 Roslyn, NY 11576	\$1,198.88 ea.
New Tech Solutions, Inc. 4179 Business Center Dr Fremont, CA 94538	\$1,374.00 ea.
Communications Professionals, Inc. 15565 Northland Dr. Ste 304 W. Southfield, MI 48075	\$1,425.00 ea.

President's Report
 Regular Board of Trustees Meeting
 February 22, 2010

1. Executive Summary
2. Introduction of New Hires
3. Upcoming Dates:

March 10-12, 2010	ACCT National Legislative Summit, Washington, DC
March 13, 2010	NAACP Freedom Fund Dinner @ 6 p.m., Holiday Inn Gateway Centre
March 17, 2010	Finance/Audit Committee @ 12:00 noon in CM1019 Personnel Committee @ 4:00 p.m. in CM1019
March 22, 2010	Regular Board Meeting, Location TBA
March 26-27, 2010	MCCA Spring Board of Directors Meeting, Mott Community College
April 15, 2010	Distinguished Alumni Program, 5:30 p.m., location TBD
April 17 – 20, 2010	AACC Annual Convention, Seattle
April 21, 2010	Finance/Audit Committee @ 12:00 noon in CM1019 Personnel Committee @ 4:00 p.m. in CM1019
April 26, 2010	Regular Board Meeting, Location TBA
May 1, 2010	2010 Commencement Exercises, 2:00 p.m., Perani Event Center
May 12, 2010	Finance/Audit Committee @ 12:00 noon in CM1019 Personnel Committee @ 4:00 p.m. in CM1019
May 14, 2010	Mott, Motown & More Fundraiser, 7:00 p.m. MMB Auditorium
May 17, 2010	Regular Board Meeting, Location TBA
June 23, 2010	Finance/Audit Committee @ 12:00 noon in CM1019 Personnel Committee @ 4:00 p.m. in CM1019
June 28, 2010	Regular Board Meeting, Location TBA