

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
OFFICIAL MINUTES OF REGULAR MEETING, JANUARY 28, 2008  
VOLUME 39

SCHEDULED MEETING:  
7:30 p.m.

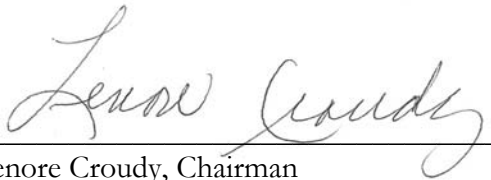
BOARD CONFERENCE ROOM:  
Mott Library, Room 302

TRUSTEES PRESENT:  
Lenore Croudy  
James Bettendorf  
Andrew (Andy) Everman  
Sally Shaheen Joseph  
Albert J. Koegel  
John L. Snell, Jr.  
Celia M. Turner

TRUSTEES ABSENT:

PRESIDING OFFICER: Lenore Croudy, Chairman  
Regular Board Meeting: 7:30 p.m. to 9:13 p.m.

Certified As Correct:

  
\_\_\_\_\_  
Lenore Croudy, Chairman

  
\_\_\_\_\_  
James B. Bettendorf, Secretary

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
Regular Meeting, January 28, 2008  
Volume 39

Minutes of Regular Meeting of January 28, 2008

COMMITTEE OF THE WHOLE SESSION:

Interim Chief Financial Officer Larry Gawthrop presented an update on the College's 2007-08 amended budgets and reviewed the physical plant and capital funding projects process. A copy of Larry's report will be posted on the MCC web-site. The session ended at approximately 7:25 p.m.

I. CALL TO ORDER:

Chair Croudy called the meeting to order at 7:30 p.m.

II. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

III. ADOPTION OF AGENDA

Chair Croudy called for a vote on the adoption of the agenda.

ALL PRESENT VOTED AYE. MOTION APPROVED.

IV. SPECIAL PRESENTATIONS

Gail Bureson, MCC Nursing Faculty, gave an update/presentation regarding her Fall 2007 Sabbatical entitled, "A Simulation Sabbatical: Four Months of Exploration and Service". Ms. Bureson highlighted the results and/or outcomes of her sabbatical including the benefits to students and faculty alike.

Amy Fugate, Vice President of Academic Affairs, talked briefly about a retreat that took place on January 18 with MCC and UM-Flint deans and associate deans. She indicated that this was the first time that counterparts from both institutions had met to talk about academic programs, course transfer credits, and other potential collaborations. It was a very positive session. A follow-up meeting will take place in May.

V. COMMUNICATIONS

There were no communications.

## VI. COMMENTS FROM THE PUBLIC

There were no comments from the public.

## VII. APPROVAL OF MINUTES

MOVED BY TRUSTEE JOSEPH, SUPPORTED BY TRUSTEE SNELL, THAT THE REGULAR BOARD MEETING MINUTES OF DECEMBER 17, 2007 BE APPROVED AS PRESENTED.

Chairman Croudy called for a vote on the motion to approve the December 17, 2007 meeting minutes.

ALL PRESENT VOTED AYE. MOTION PASSED.

## VIII. INFORMATIONAL REPORTS

Acceptance of Standing Board Committee Reports:

1. Personnel (Turner, Bettendorf, Joseph): Trustee Turner reported that the Personnel Committee met on January 23, 2008. Notes from that meeting appear as Attachment A.
2. Finance (Koegel, Everman, Snell): Trustee Koegel reported that the Finance Committee also met on January 23, 2008. Notes from that meeting appear as Attachment B.

## IX. UNFINISHED BUSINESS

There was no unfinished business.

## X. NEW BUSINESS

Consent Agenda:

Chair Croudy called for a motion to approve the Consent Agenda.

MOVED BY TRUSTEE SNELL, SECONDED BY TRUSTEE EVERMAN THAT THE BOARD APPROVE THE CONSENT AGENDA.

Chair Croudy called for a vote on the Consent Agenda, Item 1.28.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Chair Croudy called for a motion to approve Item 1.29, 2007-08 Budget Amendment.

MOVED BY TRUSTEE EVERMAN, SECONDED BY TRUSTEE SNELL THAT ITEM 1.29 BE APPROVED.

Chair Croudy called for the vote on Item 1.29.

ALL PRESENT VOTED AYE. MOTION PASSED.

At this time, President Shaink asked Scott Jenkins, Vice President for Student and Administrative Services, to come forward and give a brief update on capitol outlay projects and future capitol outlay needs. Following Mr. Jenkins' presentation, Trustee Everman asked several questions related to the bond sale and policy that would mandate the disclosure of financial information of trustees and administrators relative to the ownership of college bonds. Paul Stauder, Financial Advisor, responded to these questions.

Chair Croudy called for a motion to approve Item 1.30, Authorization of Issuance of General Obligation Bonds, Series 2008, and Refunding Bonds, and asked Secretary Bettendorf to read the resolution. Secretary Bettendorf read the resolution.

MOVED BY TRUSTEE BETTENDORF, SECONDED BY TRUSTEE JOSEPH THAT ITEM 1.30 BE APPROVED.

Chair Croudy asked for a roll call vote on Item 1.30.

EVERMAN – passed until everyone else had voted  
 KOEGEL – AYE  
 JOSEPH – AYE  
 BETTENDORF – AYE  
 SNELL – AYE  
 TURNER – AYE  
 EVERMAN – AYE  
 CROUDY – AYE

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.31, New Certificate Program – Machine Tool Technology.

MOVED BY TRUSTEE EVERMAN, SECONDED BY TRUSTEE SNELL THAT ITEM 1.31 BE APPROVED.

Chair Croudy called for the vote on Item 1.31.

ALL PRESENT VOTED AYE. MOTION PASSED.

## XI. ADMINISTRATIVE ITEMS

President's Report: President Shaink distributed the executive summary report and referred to the staffing transactions report. He reviewed the calendar of upcoming events.

He thanked Gail Burleson for sharing information on her recent sabbatical, and thanked Amy Fugate for her update on the joint meeting/retreat with the UM-Flint faculty. He also thanked Scott Jenkins for his review on current and future capital outlay projects.

He then introduced Dr. Brian Ivory, MCCEA President, and indicated that he is looking forward to working with Brian and maintaining relationship with the MCCEA.

President Shaink then called on Mark Kennedy who introduced three new employees, Alana Ferguson, Lisa Murawa and Elizabeth Palmer.

Trustee Everman asked a question about the staffing transaction report; specifically, why one public safety officer was being paid more than the other. Sgt. Rick Vickrey responded that one was being paid at a higher rate because he had a degree, and the other did not.

## XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.06):

Trustee Joseph thanked Scott Jenkins for his update and detailed response to questions.

Trustee Koegel stated that he was pleased we were getting a much larger return on our SimMan investment as a result of Ms. Burleson's sabbatical, and that the partnership/joint meeting with UM-Flint was encouraging news.

Trustee Everman stated that "we are not the best college...but we work at it", and that we hire new employees like those present tonight to help us work at it. He welcomed the new employees and encouraged them to do their best for their students and for the college.

Trustee Bettendorf said he is grateful for the presentations made tonight, and the care and diligence that went in to preparing for them.

Trustee Snell commented that this was a good time for a review and to have questions answered. He also stated that he was enthused and excited about Gail Burleson's presentation on simulation and how it can be applied to so many areas including veterinary medicine.

Trustee Turner congratulated Gail Burleson on her report and for her work to better prepare nursing students, and also complimented Dr. Amy Fugate for the collaboration with the UM-Flint to work toward a more seamless transition for our students.

Chair Croudy thanked everyone for their support. She reminded everyone that the public is invited and encouraged to attend all board workshops as they are also public session. She proudly announced that Dr. Shaink will receive this year's Brotherhood Award from Vernon Chapel at a luncheon program on February 29 and that she hoped everyone would attend the event.

#### XIII. EXECUTIVE SESSION

Trustee Everman moved that the Board adjourn to Executive Session to discuss the discharge of an employee. After some discussion, Trustee Everman withdrew his motion.

There was no Executive Session.

#### XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 9:13 p.m.

Minutes respectfully submitted by Lisa Poma, Administrative Assistant, Office of the President.

A copy of the official meeting minutes and a compact disc recording of the meeting in its entirety are available for public viewing/listening in the Mott Library, main campus.

## PERSONNEL COMMITTEE

Wednesday, January 23, 2008, 4:00 p.m., CM 1019

Present: Turner, Bettendorf, Joseph (not present - excused)

Chairwoman Turner called the meeting to order at 4:02 p.m.

Mike Hansen, President of the Michigan Community College Association (MCCA), gave an overview of the Michigan New Jobs Training Program Proposal. This initiative was unanimously approved by the MCCA Board of Directors at their Fall 2007 meeting. It would grant Michigan community colleges the authority to issue debt to fund job training programs for employers that are creating new jobs. The debt would then be repaid by the employer by re-directing the new employees' payroll taxes directly to the community college. Mr. Hansen stated that this program really puts community colleges in the forefront of economic development efforts in their region. This initiative will be discussed more at the MCCA Board of Directors Meeting in February, and once the law is enacted a series of workshops will be scheduled to provide additional information and training to colleges and board members. Dr. Shaink commented that we would need to develop a set of criteria for selecting businesses and/or organizations that the College would work with.

Larry Gawthrop explained that in 2004 voters approved a proposal granting the College the authority to issue \$45 million in general obligation bonds for the purpose of funding capital projects. A first series of bonds in the amount of \$15 million was issued in June 2004, with a second series in the amount of \$15 million being issued in April 2006. He then introduced Paul Stauder, Financial Advisor, and Paul Wygowski, Bond Counsel, who reviewed the resolution authorizing the issuance of \$15 million of a new bond Series 2008, and the possible refunding of existing bonds not to exceed \$6 million. Mr. Stauder explained that this resolution would authorize the president and/or his designee to issue the final series of bonds, as well as re-finance some outstanding issues (1998 and 1999 series) and reduce payments.

### **Consent Agenda**

Treasurer's Report: Larry Gawthrop reviewed the Treasurer's Report for the month of December 2007. He noted that spending in December was \$6.9 million, and that expenditures were in line with budgeted amounts. He also noted that total assets were up 13.7% from last December, with the largest increase being in short-term investments.

### **Individual Items**

2007-08 Amended Budget: Larry Gawthrop highlighted several items in the amended budget -- a \$1.7 million increase in state appropriations (\$1.3 million from the restoration of the August 2007 state aid payment), a \$672K decrease in salaries and wages, a \$500K increase in contracted services, and a \$2.9 million transfer in expenditures to the maintenance and replacement fund and the rainy day fund.

Authorization of Issuance of General Obligation Bonds, Series 2008 and Refunding Bonds: Item was discussed/reviewed (see above for more details) by Larry Gawthrop, Paul Stauder, and Paul Wygowski.

New Certificate Program – Machine Tool Technology: Amy Fugate stated that this new certificate program is the re-packaging of existing courses, and is designed to prepare students to enter the job

market with basic print reading and machine tool skills. The program will be offered in the Technology Division.

**Other Items**

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report. He noted the hire of two new accounting faculty in the business division, and the voluntary resignation of a custodial employee.

Chairwoman Turner adjourned the meeting at 5:10 p.m.

**FINANCE COMMITTEE**

Wednesday, January 23, 2008, 12:00 p.m., CM 1019

Present: Koegel, Everman, Snell (excused at 1:25 p.m.)

The meeting was called to order at 12:00 p.m. by Trustee Koegel.

Trustee Koegel introduced Mike Hansen, President of the Michigan Community College Association (MCCA), who gave a brief overview of the Michigan New Jobs Training Program Proposal. Mr. Hansen stated that the initiative, unanimously approved by the MCCA Board of Directors at their Fall 2007 meeting, would grant Michigan community colleges the authority to issue debt to fund job training programs for employers/businesses that are creating new jobs. The debt would then be repaid by the employer by re-directing the new employees' payroll taxes directly to the community college. Mr. Hansen further stated that this initiative is based on best practices from several model programs including the Iowa New Jobs Training Program which has been operating for 25 years and has stimulated much economic growth in the state. This initiative will be discussed more at the MCCA Board of Directors Meeting in February, and once the law is enacted a series of workshops will be scheduled to provide additional information and training to colleges and board members. Dr. Shaink stated that prior to board approval, it would be necessary to develop a policy that outlines the criteria for selecting businesses and/or organizations that the College would enter into an agreement with.

Larry Gawthrop introduced Paul Stauder, Financial Advisor, and Paul Wygowski, Bond Counsel, who reviewed the resolution authorizing the issuance of \$15 million of a new bond Series 2008, and the possible refunding of existing bonds not to exceed \$6 million. Paul Stauder explained that in 2004 voters approved a proposal granting the College the authority to issue \$45 million in general obligation bonds for the purpose of funding capital projects. A first series of bonds in the amount of \$15 million was issued in June 2004, with a second series in the amount of \$15 million being issued in April 2006. This resolution would authorize the president and/or his designee to issue the final series of bonds, thereby completing the \$45 million bond authorization. Mr. Stauder also indicated that at this time the market is very attractive for borrowing as interest rates are down. As such, it would be in the best interest of the College to also refund a portion of existing bonds (1998 and 1999 series) to realize substantial savings in interest costs. The resolution also authorizes the administration to do this, if the bond market is still favorable at the time of the transaction. Trustee Koegel asked what the \$15 million would be used for. Scott Jenkins responded that the funds would be used to complete those projects as identified in the original request/bond proposal in 2004. Mr. Everman asked to be provided with a copy of the list. He also asked if the library was on the list of projects for this year and if we would be getting funding from the state. Scott Jenkins replied that as of today the library was not on the capital outlay committee's list for funding, but that we are working on getting on the list. He further stated that with or without the state pitching in, the library project must move forward.

**Consent Agenda**

Treasurer's Report: Larry Gawthrop provided a brief overview of the budget for the month of December 2007. He noted that spending in December was \$6.9 million, and that expenditures were in line with budgeted amounts. He also noted that total assets were up 13.7% from last December, with the largest increase being in short-term investments.

## **Individual Items**

2007-08 Amended Budget: Larry Gawthrop reviewed the amended budget and highlighted several changes in the following areas: a \$1.7 million increase in state appropriations (\$1.3 million is from the restoration of the August 2007 state aid payment), a \$672K decrease in salaries and wages, a \$500K increase in contracted services, and a \$2.9 million transfer in expenditures to the maintenance and replacement fund and the rainy day fund.

Authorization of Issuance of General Obligation Bonds, Series 2008 and Refunding Bonds: This item was discussed/reviewed (see above for more details) by Larry Gawthrop, Paul Stauder, and Paul Wygowski.

New Certificate Program – Machine Tool Technology: Amy Fugate reported on the new certificate program, Machine Tool Technology, which will be offered in the Technology Division. This certificate program combines existing courses in the college's manufacturing program, and is designed to prepare students to enter the job market with basic print reading and machine tool skills.

## **Other Items**

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report. He noted the hire of two new accounting faculty in the business division, and the voluntary resignation of a custodial employee.

Trustee Koegel adjourned the meeting at 1:35 p.m.