

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, FEBRUARY 25, 2008
VOLUME 39

SCHEDULED MEETING:
7:30 p.m.

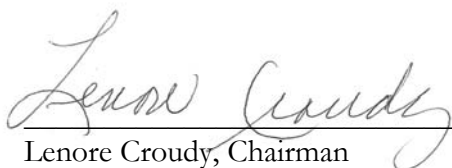
BOARD CONFERENCE ROOM:
Mott Library, Room 302

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: 7:33 p.m. to 9:20 p.m.

Certified As Correct:



Lenore Croudy, Chairman



James B. Bettendorf, Secretary

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
Regular Meeting, February 25, 2008
Volume 39

Minutes of Regular Meeting of February 25, 2008

COMMITTEE OF THE WHOLE SESSION:

Sergeant Tammy Parillo and Sergeant Rick Vickrey of the MCC Public Safety Department gave a presentation entitled, "Implementing a College Campus Emergency Response Team", which was also presented at the February 1, 2008 Michigan Community College Association Board of Directors Winter Workshop. Sergeants Parillo and Vickrey shared information on MCC's Emergency Response Team which is made up of 110 employee volunteers. They also answered questions and provided information about other public safety-related issues. The session ended at approximately 7:25 p.m.

I. CALL TO ORDER:

Chair Croudy called the meeting to order at 7:33 p.m.

II. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

III. ADOPTION OF AGENDA

Chair Croudy called for a motion to adopt the agenda as presented.

MOVED BY TRUSTEE EVERMAN, SECONDED BY TRUSTEE TURNER THAT THE AGENDA BE ADOPTED AS PRESENTED.

Chairman Croudy called for a vote.

ALL PRESENT VOTED AYE. MOTION APPROVED.

IV. SPECIAL PRESENTATIONS

John Olson, Interim Dean of Technology, and Matt Roda, Faculty Member, Technology Division, gave an update on the Automotive Technology program. Their update focused on growing class numbers, NATEF program re-certification, the re-location of labs, a partnership with the Sloan Museum, and a summer intern program at the GM Proving Grounds. It was suggested that a tour of the facilities be arranged for board members.

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 SNELL, SUPPORTED BY TRUSTEE BETTENDORF, THAT THE REGULAR BOARD MEETING MINUTES OF JANUARY 28, 2008 BE APPROVED AS PRESENTED.

Chairman Croudy called for a vote on the motion to approve the January 28, 2008 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 February 20, 2008. Notes from that meeting appear as Attachment A.
2. Finance (Koegel, Everman, Snell): Trustee Koegel reported that the Finance Committee also met on February 20, 2008. Notes from that meeting appear as Attachment B.

Other Reports:

3. MCCA Winter Board of Directors Meeting (Croudy, Shaink): Chairman Croudy and President Shaink gave a brief report on the MCCA Board of Directors Meeting held on February 1-2, 2008 at Schoolcraft College. Each trustee was provided with a CD containing all of the PowerPoint presentations from the workshop and a personalized desk calendar courtesy of the President's Office at Schoolcraft College.
4. National Legislative Seminar (Croudy, Joseph, Turner, Shaink): Chairman Croudy, Trustees Joseph and Turner, and President Shaink each gave brief reports on this year's National Legislative Seminar held on February 10-13, 2008. Several handouts were provided. Trustee Everman suggested that a resolution of appreciation recognizing our U.S. legislators for their support be brought forward in March.

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

Chair Croudy called for a vote on the Consent Agenda, Item 1.32.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Attorney Delaney distributed copies of the revised Easement Agreement. He thanked Trustee Joseph for reviewing the document and for contacting him about several corrections and typos.

Chair Croudy called for a motion to approve Item 1.33, Gilkey Creek Easement Agreement, and asked Secretary Bettendorf to read the resolution. Secretary Bettendorf read the resolution.

MOVED BY TRUSTEE BETTENDORF, SECONDED BY TRUSTEE SNELL THAT ITEM 1.33 BE APPROVED.

Chair Croudy called for the vote on Item 1.33.

ALL PRESENT VOTED AYE. MOTION PASSED.

At this time, Larry Gawthrop, Interim Chief Financial Officer, distributed several handouts and reviewed the college's purchasing policies and the bid process. He noted that the Purchasing Department solicits bids or a Request for Quote (RFQ) using the active vendor list, several web-based referral sites, internet searches, and by placing ads in the Flint Journal.

Chair Croudy called for a motion to approve Item 1.34, Universal Test Machine – Bid Award, and asked Secretary Bettendorf to read the resolution. Secretary Bettendorf read the resolution.

MOVED BY TRUSTEE BETTENDORF, SECONDED BY TRUSTEE SNELL THAT ITEM 1.34 BE APPROVED.

Chair Croudy called for the vote on Item 1.34.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chairman Croudy called for a motion to discuss Item 1.35, IBM Server – Bid Award.

MOVED BY TRUSTEE TURNER, SUPPORTED BY TRUSTEE SNELL THAT ITEM 1.35 BE OPENED FOR DISCUSSION.

Chairman Croudy called for a vote on the motion.

ALL PRESENT VOTED AYE. MOTION PASSED.

President Shaink called on Cheryl Bassett, Interim Executive Director of Management Information Systems, who presented background information in support of the purchase of an IBM Server for the tape back-up system.

Chair Croudy called for a motion to approve Item 1.35, IBM Server – Bid Award, and asked Secretary Bettendorf to read the resolution. Secretary Bettendorf read the resolution.

MOVED BY TRUSTEE BETTENDORF, SECONDED BY TRUSTEE SNELL THAT ITEM 1.35 BE APPROVED.

Chair Croudy called for the vote on Item 1.35.

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 Sergeants Parillo and Vickrey for their presentation on the Emergency Response Team and both John Olson and Matt Roda for the automotive program update. He then called on Lennetta Coney who shared information and highlights regarding Black Heritage Month activities at MCC.

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.07):

Trustee Turner stated she was impressed with both the workshop presentation and the update on the automotive technology program.

Trustee Snell commented that he was impressed by the Emergency Response Team program, especially the support of the volunteers, and also by the growth and expansion of the automotive program. He further stated that he was in support of individuals attending conferences and meetings as it provided an opportunity to review processes, share best practices, and learn about new initiatives.

Trustee Bettendorf said he is always appreciative of the resources that we, as a college, are able to assemble to meet the needs of students and the community.

Trustee Everman thanked the public safety officers for their presentation. He stated that it is unfortunate that not all trustees can go to conferences and meetings and spend money that we don't have, so no one should be allowed to go.

Trustee Koegel had no comments.

Trustee Joseph thanked Larry Gawthrop for reviewing the purchasing policies and bid process, and for answering questions. She also commented that it would be beneficial to know the Board's role in hiring.

Chair Croudy stated that she attended last weekend's Jazz Concert and that it was a wonderful event! She asked that a congratulation letter be sent to Chuck Iwanusa and Jim Coviak. She reminded everyone that the Vernon Chapel Brotherhood Luncheon program would be held on Friday, February 29 and that President Shaink would be receiving this year's Brotherhood Award. She thanked everyone for their continued input and support.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 9:20 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, February 20, 2008, 4:00 p.m., CM 1019

Present: Turner, Bettendorf, Joseph

The meeting was called to order at 4:01 p.m. by Trustee Turner.

Consent Agenda

Treasurer's Report: Larry Gawthrop reviewed the treasurer's report for the month of January 2008.

He noted that spending for the month of January was \$14.5 million and on pace with budgeted amounts. He also noted a \$2.5 million decrease in cash and cash equivalents which is the result of dollars being transferred to an interest bearing account to maximize investments.

Individual Items

Gilkey Creek Easement Project: Scott Jenkins reviewed the recreational trail easement agreement that would allow the City of Flint to construct, maintain and repair a trail along Gilkey Creek/Horrigan Drive as part of the Flint River Trail Project. Funding for this project is through a grant from the Michigan Department of Transportation (\$400K) and the Ruth Mott Foundation (\$200K), with MCC matching funds in the amount of \$50,000. The 10-ft. wide trail will provide students, as well as the public, a safe pathway for walking, jogging and biking along Horrigan Drive. Scott also noted that the easement agreement had been reviewed by Jim Delaney and legal counsel for the Ruth Mott Foundation.

Universal Test Machine – Bid Award: Dr. Shaink reviewed the bid award resolution for a Universal Test Machine to be utilized to conduct testing related to the development of a bio-medical device that will improve the healing process in cases of extreme skeletal fractures. This project is funded under a Department of Defense contract – Telemedicine and Advanced Technology Research Center (TATRC). Project partners include MCC, Kettering, Michigan Technological University, and the Southwest Research Institute. The test system will be housed at the Regional Technology Center and will also be used to support other projects as well as aide faculty in developing course matter. The equipment will be purchased using project grant monies.

PBX Phone System – Bid Award: Cheryl Bassett reviewed the PBX Phone System bid award. This equipment will allow for the replication of phone system software between sites providing the college with the ability to keep telephone operations running while one site is completely down. The redundant/back-up system will be housed at the Southern Lakes Branch Center, utilizing the existing fiber optic network (FANET) that runs between main campus and SLBC. Cheryl indicated that the installation of a redundant/back-up phone system was recommended as part of the Management Information Systems' Disaster Recovery Plan that was developed several years ago. Funds for this equipment are from capital outlay. Trustee Joseph requested a copy of the specifications/contract for the phone system. Dr. Shaink responded that this information would be provided to all board members for their review prior to Monday night's board meeting.

IBM Server – Bid Award: Cheryl Bassett also reviewed the bid award resolution for the purchase of an IBM Server for the college's tape drive system. She indicated that this server would allow our nightly back-up data tapes to be transferred off-site to the Southern Lakes Branch Center. This is also part of the Management Information Systems' Disaster Recovery Project. Funding for this equipment purchase is from capital outlay.

Other Items

Fall Tuition Discussion: Larry Gawthrop shared background information on the rationale for a recommended 3.2% tuition increase for the 2008-09 academic year. A resolution to this effect will be brought forward for board approval at the March 24 regular board meeting.

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report. He indicated that the temporary full-time hires are part-time instructors who are teaching overload classes this semester, and by contract are temporarily bumped to full-time status. He also noted one employee in Accounting that has been moved from the Supervisory and Managerial unit to the exempt group as a result of a unit clarification issue. Trustee Joseph asked for clarification on the pay rate of several temporary hires. Mark Kennedy responded that these rates are determined by factors such as prior work experience, longevity with college, skills required for position, etc.

Trustee Turner adjourned the meeting at 5:11 p.m.

FINANCE COMMITTEE

Wednesday, February 20, 2008, 12:00 p.m., CM 1019

Present: Koegel, Everman, Snell

The meeting was called to order at 12:02 p.m. by Trustee Koegel.

Consent Agenda

Treasurer's Report: Larry Gawthrop reviewed the treasurer's report for the month of January 2008.

He noted that total expenditures for the month of January were \$14.5 million, a slight decrease when compared to the same time last year. Likewise, he noted that revenues were also up slightly compared to last year. Larry also mentioned a \$2.5 million decrease in cash and cash equivalents which is the result of dollars being transferred to an interest bearing account. Trustee Koegel asked for some clarification on year-to-date assets, and Trustee Everman pointed out a correction to total liabilities reported in the narrative to read \$5.2 million (not \$5.7 million).

Individual Items

Gilkey Creek Easement Project: Scott Jenkins explained that the recreational trail easement would allow the City of Flint to construct, maintain and repair a trail way along Gilkey Creek as part of the Flint River Trail Project. This collaborative effort is funded by a grant from the Michigan Department of Transportation (\$400K) and the Ruth Mott Foundation (\$200K) with MCC matching funds in the amount of \$50,000. The trail way will provide a safe pathway for students as well as the public who walk, jog and bike along Horrigan Drive. The trail way will be approximately 10 feet wide.

Universal Test Machine – Bid Award: Dr. Shaink reviewed the bid award resolution for a Universal Test Machine to be utilized to conduct testing for the Intelligent Orthopedic Fracture Implant System project funded by the Department of Defense. Project partners -- MCC, Kettering, Michigan Technological University, and the Southwest Research Institute – are working together to develop a bio-medical device that will substantially improve the healing process in cases of extreme skeletal fractures. The test system will be housed at the Regional Technology Center. The equipment will be purchased with grant monies from the Department of the Army – Telemedicine and Advanced Technology Research Center. Trustee Koegel asked how this equipment would benefit students. Dr. Shaink responded that the equipment would be used to support other projects in the metrology area and would aide faculty in the development of course curriculum.

PBX Phone System – Bid Award: Cheryl Bassett reviewed the PBX Phone System bid award. This equipment will allow for the replication of phone system software between sites providing the college with the ability to keep telephone operations running while one site is completely down. The redundant/back-up system will be housed at the Southern Lakes Branch Center, utilizing the existing fiber optic network (FANET) that runs between main campus and SLBC. Cheryl indicated that the installation of a redundant/back-up phone system was recommended as part of the Management Information Systems' Disaster Recovery Plan that was developed several years ago.

Funds for this equipment are from capital outlay. Trustees Koegel and Everman questioned the cost benefit to the college. Dr. Shaink suggested that additional information be provided for the trustees' consideration at Monday night's board meeting.

IBM Server – Bid Award: Cheryl Bassett also reviewed the bid award resolution for the purchase of an IBM Server for the college's tape drive system. This server would replace existing equipment, has a much larger data storage capacity than the current system, and, most importantly, would allow our nightly back-up data tapes to be transferred off-site to the Southern Lakes Branch Center. This is also part of the Management Information Systems' Disaster Recovery Project. Funds for this equipment are from capital outlay.

Other Items

Fall Tuition Discussion: Larry Gawthrop shared background information on the rationale for a proposed tuition increase for the 2008-09 academic year. He stated that because of updated information relative to the state appropriation recommendation and MPSERS rate, a 3.2% in-district increase instead of a 4% increase is being recommended. A resolution to this effect will be brought forward for board approval at the March 24 regular board meeting.

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report. He noted that the temporary full-time hires are those part-time instructors that are teaching more than a part-time load of classes this semester, and by contract are temporarily bumped to full-time status. He also noted that the college has been working for some time now to ensure that employees are in the correct employee group, and as a result of that work one employee in Accounting has been moved from the Supervisory and Managerial unit to the exempt group.

Trustee Koegel adjourned the meeting at 1:13 p.m.