

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
OFFICIAL MINUTES OF REGULAR MEETING, FEBRUARY 27, 2006  
VOLUME 37

SCHEDULED MEETING:  
7:30 p.m.

BOARD CONFERENCE ROOM:  
Room 302,  
Mott College Library

TRUSTEES PRESENT:

James Bettendorf  
Andrew (Andy) Everman  
Ehren J. Gonzales  
Albert J. Koegel  
John L. Snell, Jr.  
Celia M. Turner

TRUSTEES ABSENT:

Lenore Croudy

PRESIDING OFFICER:

John L. Snell, Vice Chairman  
Regular Board Meeting: 7:35 p.m. to 8:52 p.m.

Certified As Correct:

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John L. Snell, Vice Chairman

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James B. Bettendorf, Secretary

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
Regular Meeting, February 27, 2006  
Volume 37

Official Minutes of Regular Meeting of February 27, 2006

COMMITTEE OF THE WHOLE SESSION:

The Committee of the Whole session consisted of a discussion on Chapters 5-6 of the Establishing and Sustaining Learning Centered Community Colleges. This month the discussion leader was Trustee Koegel. The discussion was followed by a tour of the Mott Library conducted by Denise Hooks, Library Director.

I. CALL TO ORDER:

Vice Chairman Snell called the meeting to order at 7:35 p.m.

II. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

III. ADOPTION OF AGENDA

MOVED BY TRUSTEE BETTENDORF, SUPPORTED BY TRUSTEE TURNER, THAT THE AGENDA BE APPROVED AS PRESENTED.

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

Scott Jenkins and Sheriff Robert Pickell briefly talked about the events surrounding the flooding of the student parking ramp and publicly acknowledged Officer Andrew Snyder and Ken Gatenby for the heroic rescue of MCC student, Naomi Vitous. Vice Chairman Snell and Dr. Shaink presented each with a certificate of commendation for their heroic efforts on behalf of the Board of Trustees.

Mike Thompson, Dean of Curriculum, gave a brief presentation entitled, "What is a DACUM?". His presentation focused on why we use this process for developing a curriculum, how it ties into AQIP and the overall strategic planning of the college, and how it benefits the students and the community.

## COMMUNICATIONS

There were no communications to the Board this month.

### VI. COMMENTS FROM THE PUBLIC

There were no comments from the public this month.

### VII. APPROVAL OF MINUTES:

MOVED BY TRUSTEE KOEGEL, SUPPORTED BY TRUSTEE GONZALES, THAT THE REGULAR BOARD MEETING MINUTES OF JANUARY 23, 2006 BE APPROVED AS PRESENTED.

ALL PRESENT VOTED AYE. MOTION PASSED.

### VIII. INFORMATIONAL REPORTS

Acceptance of Standing Board Committee Reports:

1. Personnel (Turner, Bettendorf, Gonzales): Trustee Turner reported that the Personnel Committee met on February 22, 2006. Minutes from that meeting appear as Attachment A.
2. Finance (Koegel, Everman, Snell): Trustee Koegel reported that the Finance Committee also met on February 22, 2006. Minutes from that meeting appear as Attachment B.

Other Reports:

1. National Legislative Seminar (Gonzales, Turner, Shaink): Trustee Gonzales gave a brief update on what was discussed at the ACCT Board of Directors meetings that were held during the National Legislative Conference (NLS) on February 3-7, 2006 in Washington, DC. Trustee Turner reported on federal legislative priorities that were presented during the NLS, the President's 2007 budget, and meetings with legislators. A handout highlighting these legislative priorities was shared. Trustee Turner also reported that she and Dr. Shaink had met with Christine McPhail, editor of the book, "Establishing & Sustaining Learning-Centered Community Colleges", and that Dr. McPhail

had agreed to visit our campus in June to lead the wrap-up discussion of the book. Dr. Shaink wrapped up the report by giving a short overview of the NLS agenda and speakers. He also shared a handout containing background information for the 109<sup>th</sup> Congress, Second Session Community College Federal Legislative Priorities.

2. MCCA Board of Directors Meeting (Bettendorf, Shaink): Trustee Bettendorf reported on the MCCA Board of Directors Meeting that took place on February 17-18, 2006 at Wayne County Community College. Handouts from the meeting were also shared.
3. College Emergency Plan (Jenkins): Scott Jenkins gave an overview of the MCC Emergency Plan, including information about the MCC Emergency Response Team, and protocol in the event of an infectious disease outbreak.

#### IX. UNFINISHED BUSINESS

There was no unfinished business.

#### X. NEW BUSINESS

##### Consent Agenda:

MOVED BY TRUSTEE BETTENDORF, SUPPORTED BY TRUSTEE TURNER, THAT ITEM 1.41 BE APPROVED.

ALL PRESENT VOTED AYE. MOTION PASSED.

##### Individual Action Items:

MOVED BY TRUSTEE BETTENDORF, SUPPORTED BY TRUSTEE GONZALES, THAT ITEM 1.42, CONTRACT EXTENSIONS FOR S&M, SECRETARIAL, AND M&O UNIONS, BE APPROVED AS PRESENTED.

Secretary Bettendorf read the resolution in its entirety.

ALL PRESENT VOTED AYE. MOTION PASSED.

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MOVED BY TRUSTEE BETTENDORF, SUPPORTED BY TRUSTEE GONZALES, THAT ITEM 1.43, BOND SALE AUTHORIZATION, BE APPROVED AS PRESENTED.

Secretary Bettendorf read the resolution in its entirety.

ALL PRESENT VOTED AYE. MOTION PASSED.

MOVED BY TRUSTEE BETTENDORF, SUPPORTED BY TRUSTEE GONZALES, THAT ITEM 1.44, AMENDMENT TO OPTIONAL RETIREMENT PLAN (ORP) PLAN DOCUMENT, BE APPROVED AS PRESENTED.

Secretary Bettendorf read the resolution in its entirety.

ALL PRESENT VOTED AYE. MOTION PASSED.

MOVED BY TRUSTEE BETTENDORF, SUPPORTED BY TRUSTEE GONZALES, THAT ITEM 1.45, RESOLUTION HONORING CAROLINE STEARNS, BE APPROVED AS PRESENTED.

Secretary Bettendorf read the resolution in its entirety.

ALL PRESENT VOTED AYE. MOTION PASSED.

#### XI. ADMINISTRATIVE ITEMS

President Shaink distributed the President's Executive Summary to each trustee, and noted several important upcoming events.

He thanked Denise Hooks and all those individuals involved in the library renovation/abatement project; Scott Jenkins and Sheriff Pickell for their assistance with the presentation of the certificates of commendation to Andrew Snyder and Ken Gatenby; Mike Thompson for the informative DACUM overview; and Scott Jenkins and staff for their work on the MCC Emergency Plan.

#### XII. MISCELLANEOUS BUSINESS:

COMMENTS FROM BOARD MEMBERS (Item 4.07):

Trustee Gonzales reminded everyone that tomorrow is election day for the City of Flint, and encouraged everyone to vote "yes" on both ballot proposals.

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Trustee Koegel simply stated that he "will vote tomorrow".

Trustee Everman stated that he had attended several of the Community Town Hall Meetings and that they were both very positive experiences. He thanked the Culinary Arts staff and students

for another excellent dinner, and Denise Hooks for the tour of the library. And, he also thanked Michael Kelly and Jim Delaney for their work in preparing the recognition for Caroline Stearns.

Trustee Turner thanked the entire MCC team for all the work they do behind the scenes and for helping the Board make informed decisions.

Trustee Bettendorf also thanked Denise Hooks for the library tour and stated how impressed he was with the renovations.

Trustee Snell thanked Trustee Koegel for leading the workshop book discussion. He stated that he had talked with Chairperson Croudy earlier in the day and that she was well on the road to recovery and in good spirits.

### XIII. EXECUTIVE SESSION

There was no executive session.

### XIV. ADJOURNMENT

Vice Chairman Snell declared the meeting adjourned at 8:52 p.m.

***PERSONNEL COMMITTEE***

*February 22, 2006, 4:00 p.m., CM 1019*

Present: Turner, Bettendorf, Gonzales (via conference call)

Trustee Turner called the Board Personnel Committee meeting to order on Wednesday, February 22, 2006.

**Consent Agenda:**

Treasurer's Report: Kelli Sproule provided a brief overview of the Treasurer's Report for the month of January 2006.

**Individual Action Items:**

Contract Extension for S&M, Secretarial and M&O Unions: Mark Kennedy reported that this resolution provides for a one-year extension of each of the current agreements for the S&M, Secretarial and M&O bargaining units. The extension provides for a 2.8% increase to the salary schedules which is consistent with the College's long-term financial plan. The membership of each of the units has ratified the one-year extension of their contracts.

Bond Sale Authorization: Kelli Sproule reported that there is a need for the College to exercise its authority to issue \$15.0 million of a new bond Series 2006 in order to fund upcoming capital projects. In addition, the College may refund a portion of outstanding bonds not to exceed \$7.0 million if a substantial savings of interest costs (at least 2% of the aggregate principal amount of the bonds being refunded) will be realized over the life of the bonds.

Amendment to Optional Retirement Plan (ORP) Plan Document: Mark Kennedy reported that the existing ORP plan does not provide for the possibility of loans, a benefit that is permitted by law. There is interest by some MCC employees to amend the plan to permit employee loans. Mark reported that this change would not result in any financial expense to the College, and the loan process would be handled by the provider, TIAA-CREF.

**Other/Discussion Items:**

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report for the month. He noted that there were several "on-call/contingent" hires on the report for the ASL Interpreter program. These positions are being re-classified from "contract" to "on-call/contingent".

## **Board Personnel Committee**

February 22, 2006

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Special Commendation for Andrew Snyder and Ken Gatenby: Scott Jenkins reported that these individuals, along with the MCC student that they rescued, will be at the Board meeting Monday night. Andrew and Ken will receive a special commendation at the Board meeting.

At the January 23, 2006 Board of Trustees meeting, Trustee Everman requested that several items be added to the February 27, 2006 Board agenda for discussion. Those items were discussed by the Personnel Committee members as follows:

### Joint Meetings:

Dr. Shaink responded to the request for joint board meetings with other community boards by reporting that Chairman Croudy has made a preliminary contact with Christine McPhail, the author of the book "*Establishing and Sustaining Learning-Centered Community Colleges*" about coming to MCC in June. Area K-12 Boards of Education and other public governing entities would be invited to attend this event. In addition, MCC is currently "out in the community" conducting Community Perception Town Hall meetings throughout the county.

Based on the above information, it was the recommendation of the Personnel Committee that this item be removed from the proposed agenda.

### Update on Emergency Plan:

Scott Jenkins gave a brief overview of the MCC Emergency Plan and noted that the plan is posted on the Public Safety page of the MCC website. He also provided information on links to other agencies on the MCC website. The Personnel Committee recommended that a brief report be provided at the February Board meeting on this topic.

### Participation in Higher Education Utilities Purchasing Consortiums:

Kelli Sproule noted that MCC is a participating member in several purchasing consortiums and that the College is taking multiple approaches to control energy costs. It was noted that these efforts include the current energy performance contract with Honeywell, along with new utility monitoring systems and the engagement of Utilities Reduction Analysts. It was the recommendation of the Personnel Committee that this item be removed from the proposed agenda.

**Board Personnel Committee**

February 22, 2006

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Emeritus Status for Caroline Stearns:

Mark Kennedy reported that given the college's current policy regarding emeritus status, it would be more appropriate that Ms. Stearns be recognized/honored for her historic contributions to the Union movement in Genesee County in the form of a resolution or in some other way. It was the consensus of the Personnel Committee that a resolution so honoring Ms. Stearns be prepared and placed on the February Board agenda for approval.

Employee Update: Mark Kennedy provided an update on employee related issues.

The meeting concluded with an executive session.

**FINANCE COMMITTEE**

**Attachment B**

February 22, 2006, 12:00 noon, CM 1019

Present: Koegel, Everman, Snell.

Trustee Koegel called the Board Finance Committee meeting to order on Wednesday, February 22, 2006.

**Consent Agenda:**

Treasurer's Report: Kelli Sproule provided a brief overview of the Treasurer's Report for the month of January 2006.

**Individual Action Items:**

Contract Extension for S&M, Secretarial and M&O Unions: Mark Kennedy reported that this resolution provides for a one-year extension of each of the current agreements for the S&M, Secretarial and M&O bargaining units. The extension provides for a 2.8% increase to the salary schedules which is consistent with the College's long-term financial plan. The membership of each of the units has ratified the one-year extension of their contracts.

Bond Sale Authorization: Kelli Sproule reported that there is a need for the College to exercise its authority to issue \$15.0 million of a new bond Series 2006 in order to fund upcoming capital projects. In addition, the College may refund a portion of outstanding bonds not to exceed \$7.0 million if a substantial savings of interest costs (at least 2% of the aggregate principal amount of the bonds being refunded) will be realized over the life of the bonds.

Amendment to Optional Retirement Plan (ORP) Plan Document: Mark Kennedy reported that the existing ORP plan does not provide for the possibility of loans, a benefit that is permitted by law. There is interest by some MCC employees to amend the plan to permit employee loans. Mark reported that this change would not result in any financial expense to the College, and the loan process would be handled by the provider, TIAA-CREF.

**Other/Discussion Items:**

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report for the month. He noted that there were several "on-call/contingent" hires on the report for the ASL Interpreter program. These positions are being re-classified from "contract" to "on-call/contingent".

Special Commendation for Andrew Snyder and Ken Gatenby: Scott Jenkins reported that these individuals, along with the MCC student that they rescued, will be at the Board **Board Finance Committee**

meeting Monday night. Each will receive a special commendation at the Board meeting.

At the January 23, 2006 Board of Trustees meeting, Trustee Everman requested that several items be added to the February 27, 2006 Board agenda for discussion. Those items were discussed by the Finance Committee members as follows:

Joint Meetings:

Dr. Shaink responded to the request for joint board meetings with other community boards by reporting that Chairman Croudy has made a preliminary contact with Christine McPhail, the author of the book "*Establishing and Sustaining Learning-Centered Community Colleges*" about coming to MCC next spring/summer. Area K-12 Boards of Education and other public governing entities would be invited to attend this event. In addition, MCC is currently "out in the community" conducting Community Perception Town Hall meetings throughout the county.

Finance Committee Chair Koegel asked that the costs for bringing in the speaker be determined before a firm commitment is made, and also asked that the presentation be given in a way that would benefit both MCC and the K-12 systems.

It was also noted that joint meetings may be considered again for next year. It was the recommendation of the Finance Committee that this item be removed from the proposed agenda.

MCC Emergency Plan Update:

Scott Jenkins gave a brief overview of the MCC Emergency Plan currently in place, including information about the MCC Emergency Response Team. He also provided information on links to other agencies on the MCC website. The Finance Committee recommended that a brief report be provided at the February Board meeting on this topic.

Trustee Everman suggested that an MCC representative be sent to a Genesee County Planning Session on March 3<sup>rd</sup> regarding emergency planning.

Participation in Higher Education Utilities Purchasing Consortiums:

Kelli Sproule noted that MCC is a participating member in several purchasing **Board Finance Committee**

consortiums and that the College is taking multiple approaches to control energy costs. It was noted that these efforts include the current energy performance contract with Honeywell, along with new utility monitoring systems and the engagement of Utilities Reduction Analysts. It was the recommendation of the Finance Committee that this item be removed from the proposed agenda.

Emeritus Status for Caroline Stearns:

Mark Kennedy provided an overview of the current benefits of emeritus status. The consensus of the Finance Committee was that instead of emeritus status, it would be more appropriate that Ms. Stearns be honored for her historic contributions to the Union movement in Genesee County. A resolution so honoring Ms. Stearns will be on the Board agenda for approval.

Executive Session:

There was no executive session.