

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, MARCH 24, 2008
VOLUME 39

SCHEDULED MEETING:
7:30 p.m.

BOARD CONFERENCE ROOM:
Mott Library, Event Center

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

TRUSTEES ABSENT:
Lenore Croudy

PRESIDING OFFICER: John Snell, Vice Chairman
Regular Board Meeting: 7:30 p.m. to 9:00 p.m.

Certified As Correct:

John Snell, Vice Chairman

James B. Bettendorf, Secretary

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
Regular Meeting, March 24, 2008
Volume 39

Minutes of Regular Meeting of March 24, 2008

COMMITTEE OF THE WHOLE SESSION:

Tom Crampton, Executive Dean of Regional Technology Initiatives (RTI) gave an update on RTI projects and activities. He explained that many RTI projects are funded via grants from the U.S. Departments of Labor, Defense, and Housing & Urban Development (HUD), as well as the National Science Foundation and address emerging technology topics in support of the design, engineering and manufacturing industry. He added that RTI personnel represent the college on numerous regional boards, including the Mid-Michigan Innovation Team WIRED project representing a 13-county region selected by the U.S. Dept. of Labor to drive transformation in a regional economy. The session ended at approximately 7:25 p.m.

I. CALL TO ORDER:

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

Trustee Everman moved that Chair Croudy's absence be excused, as she is in preparation for a trip to Israel. The motion was seconded by Trustee Joseph. There was no objection.

II. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

III. ADOPTION OF AGENDA

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

Trustee Turner moved that the agenda be amended by placing Item 1.36, Nomination and Election of Assistant Secretary, immediately following the adoption of the agenda. The motion was seconded by Treasurer Koegel. Following discussion, Vice Chair Snell called the question to adopt Item 1.36, Nomination and Election of Assistant Secretary. Trustee Everman requested a roll call vote. The vote was as follows:

JOSEPH-AYE
KOEGL-AYE
EVERMAN-NAY
TURNER-AYE
BETTENDORF-AYE
SNELL-AYE

MOTION PASSED.

IV. SPECIAL PRESENTATIONS

President Shaink called on Dr. Amy Fugate, Vice President of Academic Affairs who introduced Mr. Robert Dudock, Faculty Member, Science & Math Division. Mr. Dudock gave a presentation on the academic focus on Science, Technology, Engineering, and Math (STEM). He pointed out that the some of the country's fastest growing occupations fall under these categories, and that the college is actively working, in conjunction with the county's other colleges/universities to ensure that the region is prepare the workforce in these subjects. As Chair of the Ballenger Lecture Series

Committee, he added that the Ballenger Series has committed to a two-year focus on STEM, and will be starting off with a lecture by Dr. Jared Diamond, UCLA Professor and author of the Pulitzer Prize-winning book *Guns, Germs, and Steel* on Thursday, April 17.

President Shaink then called on Larry Gawthrop, Interim Chief Financial Officer, to give a presentation on the FY08-09 tuition rate proposal. The proposal detailed the continued decline in state appropriations, as well as explained the College's sources of revenue and expenditures. He also provided a future financial outlook for the College, adding that even with an increase in tuition MCC remains the most affordable in the area.

V. COMMUNICATIONS

There were no communications.

VI. COMMENTS FROM THE PUBLIC

There were no comments from the public.

VII. APPROVAL OF MINUTES

TRUSTEE EVERMAN ASKED THAT HIS COMMENTS AS DETAILED ON PAGE 124e BE CORRECTED. TRUSTEE TURNER MOVED THAT THE REGULAR BOARD MEETING MINUTES OF FEBRUARY 25, 2008 BE APPROVED AS CORRECTED. TRUSTEE JOSEPH SECONDED THE MOTION.

Vice Chair Snell called for a vote on the motion to approve the February 25, 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 March 19, 2008. Notes from that meeting appear as Attachment A.

2. Finance (Koegel, Everman, Snell): Trustee Koegel reported that the Finance Committee also met on March 19, 2008. Notes from that meeting appear as Attachment B.

IX. UNFINISHED BUSINESS

There was no unfinished business.

X. NEW BUSINESS

Consent Agenda:

Vice Chair Snell called for a motion to approve the Consent Agenda.

MOVED BY TRUSTEE TURNER, SECONDED BY VICE CHAIR SNELL THAT THE BOARD APPROVE THE CONSENT AGENDA

Vice Chair Snell called for a vote on the Consent Agenda, Item 1.37, Treasurer's Report for March 2008.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Vice Chair Snell called for a motion to approve Item 1.38, Resolution of Appreciation to Congressman Dale Kildee, Senator Carl Levin, and Senator Debbie Stabenow, and asked Secretary Bettendorf to read the resolution. Secretary Bettendorf read the resolution.

MOVED BY TRUSTEE JOSEPH, SECONDED BY TRUSTEE TURNER THAT ITEM 1.38 BE APPROVED.

Vice Chair Snell called for the vote on Item 1.38.

ALL PRESENT VOTED AYE. MOTION PASSED.

Vice Chair Snell called for a motion to approve Item 1.39, Tuition and Fee Increase. Trustee Everman moved that the Item 1.39 be postponed for one month. The motion was seconded by Trustee Joseph.

Vice Chair Snell called for the vote on postponing Item 1.39 for one month. The vote was as follows:

ONE AYE VOTE, FIVE NAY VOTES. MOTION FAILED.

Vice Chair Snell requested that Secretary Bettendorf read Resolution 1.39, Tuition and Fee Increase. Secretary Bettendorf read the resolution.

MOVED BY SECRETARY BETTENDORF, SECONDED BY TREASURER KOEGEL THAT ITEM 1.39 BE APPROVED.

Vice Chair Snell called for the vote on Item 1.39. Trustee Everman requested a roll call vote.

TURNER-AYE
 BETTENDORF-NAY
 SNELL-AYE
 EVERMAN-NAY
 KOEGEL-AYE
 JOSEPH-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, including commencement, where he announced that Mike Hansen, President of the Michigan Community College Association, would be the keynote speaker.

He informed everyone about the Mott men's basketball team successfully defending their NJCAA national title, adding that it is the team's third championship in five years. He also highlighted other recent successes by MCC's athletic teams and clubs.

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.08):

Trustee Everman thanked Tom Crampton and Robert Dudock on their presentations. He thanked the Educational Systems staff on their work on the Event Center, and congratulated the sports teams on their success. Finally, he stated his desire to have Board meetings moved back to the third floor of the Library.

Treasurer Koegel had no comments.

Trustee Joseph congratulated the athletic teams, saying she was very proud of the accomplishments. She announced that she would be singing at the Women's History Month luncheon on March 26 at noon in the Applewood Café. She also thanked the presenters, saying she was very impressed.

Secretary Bettendorf welcomed Michael Simon, and congratulated all on the accolades he had heard about during the evening.

Trustee Turner congratulated Larry Gawthrop on his presentation and said that Robert Dudock did an excellent job on his STEM presentation. She also congratulated the MCC sports teams on their success.

Vice Chair Snell had no comments.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Vice Chair Snell declared the meeting adjourned at 9:00 p.m.

Minutes respectfully submitted by Michael Simon, Assistant Secretary, Mott Community College Board of Trustees.

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.

ATTACHMENT A

PERSONNEL COMMITTEE

Wednesday, March 19, 2008, 4:00 p.m., CM 1019

Present: Turner, Bettendorf, Joseph

The meeting was called to order at 4:03 p.m. by Trustee Turner.

New Business

Nomination and Election of Assistant Secretary: Dr. Shaink introduced and provided a brief background on Michael Simon, the new Manager for the Office of the President & Board of Trustees. Jim Delaney provided historical background, stating that, traditionally, a representative of the President's office has taken notes for the Board and assisted with election duties. He will recommend Michael's election at the meeting on Monday.

Consent Agenda

Treasurer's Report: Larry Gawthrop reviewed the treasurer's report for the month of February 2008. He noted that total expenditures for the month of January were \$12 million, down 1% from the previous year. He added that the College received its scheduled state appropriation, and that tuition and fee revenues were up by \$2.1 million, as a result of a larger than predicted enrollment and the tuition income is collected in January while the expenses run throughout the semester. Larry also mentioned that the College's bond rating is among the highest in the county. Trustee Joseph brought up how there is a difference in bond rating systems for municipalities and schools, and if school ratings reflected municipality rating systems, it could generate revenue.

Individual Items

Resolution of Appreciation to Congressman Dale Kildee, Senator Carl Levin, and Senator Debbie Stabenow: A copy of the resolution was included with the minutes. Dr. Shaink voiced Trustee Everman's concerns during the Finance Committee meeting that Congressman Kildee, Senator Levin, and Senator Stabenow were not invited to the Board meeting. Michael Simon explained that the resolution includes instructions to forward a copy to each legislator following Board approval, and that typically the legislators' schedules are finalized months in advance. He added that it would not be appropriate to invite the legislators to receive a resolution that had not already been approved by the Board, or to have them wait through any agenda items prior to the resolution's approval. Dr. Shaink added that at the College's annual legislative breakfast, we could include an invitation to our federal legislators as well. Dr. Shaink also said that, having met with University of Michigan-Flint Interim Chancellor Kay, we were considering a joint legislative breakfast for the two public institutions.

Tuition and Fee Increase: Larry Gawthrop presented an action item re: a tuition and fee increases. Larry explained that the proposed tuition increase is 3.2%. He also explained that funding levels were not the same as they were six years ago. Dr. Shaink added how College staff worked actively to help contain costs, and how the increases would have been higher (\$14/credit hour) had they not. Trustee Joseph asked about how enrollment figures have changed over the past few years (33 percent). Dr. Shaink added that an enrollment drop is projected after a seven-year study, which is

reflective of a national trend. A more in-depth presentation will be given and the Monday, March 24 Board meeting.

First Reading

DRAFT – Café Lease: Larry Gawthrop introduced Larry Koehler, who gave a presentation on the new café. Larry (Koehler) explained that it is a \$1.5 million project, and, once completed, will be 8,042 square feet. Artist representations show that the café, built in the breezeway between the two sections of the Curtice-Mott Complex, will incorporate indoor and outdoor dining areas, new sidewalks and pathways conditioned for heavy usage (to accommodate vendor truck traffic). He added that he is working extensively with a team that includes electricians, architects, designers, and equipment suppliers, among others. Following this, Larry Gawthrop presented a draft of the café lease. The vendor, as previously approved by the Board, is Sam's Restaurant of Grand Blanc. Jim Delaney added that, while the contract is still in its early stages and requires some cleaning up, much of the language used is commonplace with similar institutions. Trustee Joseph inquired as to why the EEO statement specifically refers to Vietnam era veterans. Mark Kennedy explained that they are required to do so by specific legislation regarding Vietnam veterans, but would see about amending it to include pre- and post-Vietnam veterans.

DRAFT – Vending Machine Agreement: Larry Gawthrop provided an overview of the vending machine agreement with Coley Vending. The agreement is a seven-year agreement, as opposed to previous year-to-year agreements. Larry also cited a section that allows the College to have input on vending prices, and to rectify overages/shortfalls on a quarterly basis.

Other Items

Low Enrollment Agreement Discussion: Dr. Amy Fugate shared the history precipitating the low enrollment agreement entered into by the MCCEA and the College in September 2006. The current agreement is being reviewed by a joint committee of faculty and administration for purpose of clarification.

Review of Hiring Process: Due to time constraints, discussion was tabled. Mark Kennedy will provide information for the committee at a later time.

Staffing Transactions Report: Due to time constraints, Mark Kennedy explained that the staffing report is available in the minutes for Trustee review, and added that the listing for a Public Safety Officer should read \$16/hour instead of \$10/hour.

Trustee Turner adjourned the meeting at 5:46 p.m.

ATTACHMENT B

FINANCE COMMITTEE

Wednesday, March 19, 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.

New Business

Nomination and Election of Assistant Secretary: Dr. Shaink introduced and provided a brief background on Michael Simon, the new Manager for the Office of the President & Board of Trustees. Jim Delaney provided historical background, stating that, traditionally, a representative of the President's office has taken notes for the Board and assisted with election duties. He will recommend Michael's election at the meeting on Monday.

Consent Agenda

Treasurer's Report: Larry Gawthrop reviewed the treasurer's report for the month of February 2008. He noted that total expenditures for the month of January were \$12 million, down 1% from the previous year. He added that the College received its scheduled state appropriation, and that tuition and fee revenues were up by \$2.1 million, as a result of a larger than predicted enrollment and the tuition income is collected in January while the expenses run throughout the semester. Trustee Koegel asked for some clarification on the display of net increases.

Individual Items

Resolution of Appreciation to Congressman Dale Kildee, Senator Carl Levin, and Senator Debbie Stabenow: A copy of the resolution was included with the minutes. Trustee Everman inquired as to whether or not Congressman Kildee, Senator Levin, and Senator Stabenow were invited to the Board meeting. Michael Simon explained that the resolution includes instructions to forward a copy to each legislator following Board approval, and that typically the legislators' schedules are finalized months in advance. Dr. Shaink added that at the College's annual legislative breakfast, we could include an invitation to our federal legislators as well. Dr. Shaink also said that, having met with University of Michigan-Flint Interim Chancellor Kay, we were considering a joint legislative breakfast for the two public institutions. Trustee Everman stressed that all area legislators be extended invitations.

Tuition and Fee Increase: Larry Gawthrop presented an action item regarding tuition and fee increases. Larry explained that the proposed tuition increase is 3.2%. He also explained that funding levels were not the same as they were six years ago. Dr. Shaink added how College staff worked actively to help contain costs, and how the increases would have been higher (\$14/credit hour) had they not.

First Reading

DRAFT – Café Lease: Larry Gawthrop introduced Larry Koehler, who gave a presentation on the new café. Larry (Koehler) explained that it is a \$1.5 million project, and once completed, will be 8,042 square feet. Artist representations show that the café, built in the breezeway between the two sections of the Curtice-Mott Complex, will incorporate indoor and outdoor dining areas, new sidewalks and pathways conditioned for heavy usage (to accommodate vendor truck traffic). He added that he is working extensively with a team that includes electricians, architects, designers, and equipment suppliers, among others. Following this, Larry Gawthrop presented a draft of the café lease. The vendor, as previously approved by the Board, is Sam’s Restaurant of Grand Blanc. Jim Delaney added that, while the contract is still in its early stages and requires some cleaning up, much of the language used is commonplace with similar institutions. Trustee Everman cited how the contract stipulates summer hours for the café; Larry said the tenant was amiable about the schedule. Jim Delaney added that Trustee Joseph has offered suggestions on the contract, and that the final draft will have received a thorough review.

DRAFT – Vending Machine Agreement: Larry Gawthrop provided an overview of the vending machine agreement with Coley Vending. The agreement is a seven-year agreement, as opposed to previous year-to-year agreements. Trustee Everman inquired about establishing machines that provide classroom supplies such as Scantron forms, pens, and pencils. Scott Jenkins replied that these machines are currently up and running, and would provide information on the machines, including location and supplies offered.

Other Items

Low Enrollment Agreement Discussion: Dr. Amy Fugate shared the history precipitating the low enrollment agreement entered into by the MCCEA and the College in September 2006. The current agreement is being reviewed by a joint committee of faculty and administration for purpose of clarification.

Review of Hiring Process: Mark Kennedy gave a brief overview of the College hiring process. He explained that, following a review of the job description, a committee is formed which works in conjunction with his office to create the criteria for minimum requirements. Following that and the application process is a screening of those candidates deemed qualified, and then the formal interview process. Mark added that there is always “stakeholder involvement” –meaning that the committee will always include someone who will directly interact with the new hire. Finally he mentioned that the process includes background checks, and writing assessments or similar tasks, depending on the position.

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report. He cited the reclassification of the Livingston and Northern Site Coordinators to Site Managers, and the changing of their bargaining unit from Professional/Technical (ProTech) to Supervisors & Managers (S&M). He indicated that more changes down the line were possible, in order to ensure that classifications are more accurate. Trustee Everman inquired as to whether the Site Managers’ educational backgrounds were comparable; Mark explained the College exercises a position-driven system.

Trustee Koegel adjourned the meeting at 1:16 p.m.