

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, APRIL 23, 2007
VOLUME 38

SCHEDULED MEETING:
7:30 p.m.

BOARD CONFERENCE ROOM:
Room 302,
MCC Library

TRUSTEES PRESENT:
Lenore Croudy
James Bettendorf
Andrew (Andy) Everman
Ehren Gonzales
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 8:15 p.m.

Certified As Correct:

Signature on file

Lenore Croudy, Chairman

Signature on file

James B. Bettendorf, Secretary

BOARD OF TRUSTEES
 CHARLES STEWART MOTT COMMUNITY COLLEGE
 Regular Meeting, April 23, 2007
 Volume 38

Minutes of Regular Meeting of April 23, 2007

COMMITTEE OF THE WHOLE SESSION:

The Committee of the Whole session consisted of a presentation by Doug Weiland about the college's Strategic Planning Community Survey. President Shaink made a presentation about the proposed mission statement. The session concluded at 7:20 p.m.

I. CALL TO ORDER:

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

II. ADDITIONS TO THE AGENDA

Moved by Trustee Everman that the May regular board meeting take place in Clio be added to the agenda.

There was no second. The motion failed.

III. ADOPTION OF AGENDA

Chairman Croudy called for a motion to adopt the agenda.

MOVED BY TRUSTEE BETTENDORF, SUPPORTED BY TRUSTEE TURNER THAT THE BOARD ADOPT THE AGENDA AS PRESENTED.

Chairman Croudy called for a vote on the adoption of the agenda as presented.

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

Chairman Croudy called on President Shaink who introduced Scott Jenkins, Vice President for Student and Administrative Services. Mr. Jenkins introduced MCC Police Chief Theresa Lock. The two then discussed the critical incident training and preparations that public safety officers and staff have completed to make the campus environment as safe as possible. They answered several questions from trustees.

The Men's Basketball team was unable to attend the meeting and the presentation was postponed.

COMMUNICATIONS

There were no communications to the Board this month.

VI. COMMENTS FROM THE PUBLIC

There were no comments from the public.

VII. APPROVAL OF MINUTES

MOVED BY TRUSTEE SNELL, SUPPORTED BY TRUSTEE KOEGEL, THAT THE REGULAR BOARD MEETING MINUTES OF MARCH 26, 2007 BE APPROVED AS PRESENTED.

Chairman Croudy called for a vote on the motion to approve the March 26, 2007 meeting minutes.

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 April 18, 2007. Notes from that meeting appear as Attachment A.
2. Finance (Koegel, Everman, Snell): Trustee Koegel asked Trustee Snell to report on his behalf because he was unable to attend the committee meeting. Trustee Snell reported that the Finance Committee also met on April 18, 2007. Notes from that meeting appear as Attachment B.

IX. UNFINISHED BUSINESS

There was no unfinished business.

X. NEW BUSINESS

Consent Agenda:

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

MOVED BY TRUSTEE GONZALES, SUPPORTED BY TRUSTEE TURNER THAT THE BOARD APPROVE THE CONSENT AGENDA.

CHAIRMAN CROUDY CALLED FOR A VOTE ON THE CONSENT AGENDA, ITEMS 1.35, 1.36, 1.37, 1.38, 1.39 AND 1.40.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chairman Croudy called for a motion.

MOVED BY TRUSTEE GONZALES, SUPPORTED BY TRUSTEE BETTENDORF THAT THE COLLEGE APPROVE ITEM 1.41 APPROVAL OF THE MISSION STATEMENT.

Chairman Croudy asked for any discussion.

Trustee Gonzales thanked administrators for all their work to prepare the mission statement.

Chairman Croudy called for a vote to approve Item 1.41

ALL PRESENT VOTED AYE. MOTION APPROVED.

Individual Action Item 1.42

Chairman Croudy called for a motion.

MOVED BY TRUSTEE GONZALES, SUPPORTED BY TRUSTEE BETTENDORF THAT THE COLLEGE APPROVE ITEM 1.42 APPROVAL OF THE STRATEGIC PLAN FOR 2007-2012.

Chairman Croudy asked for any discussion.

Trustee Gonzales noted that it was good to show college priorities to the community.

Chairman Croudy called for a vote to approve Item 1.42

ALL PRESENT VOTED AYE. MOTION APPROVED.

Individual Action Item 1.43

Chairman Croudy called for a motion.

MOVED BY TRUSTEE SNELL, SUPPORTED BY TRUSTEE GONZALES THAT THE COLLEGE APPROVE ITEM 1.43 STATEMENT OF SUPPORT FOR VIRGINIA TECH UNIVERSITY.

Chairman Croudy asked for any discussion. There was none.

Chairman Croudy called for a vote to approve Item 1.43

ALL PRESENT VOTED AYE. MOTION APPROVED

President's Report:

President Shaink distributed the executive summary report and referred to the staffing transactions report. He noted important upcoming dates including the college's commencement ceremony on May 5th. He thanked Doug Weiland for his presentation. He also thanked Vice President Jenkins and Chief Theresa Lock for their presentation.

He called on Vice President for Academic Affairs, Dr. Amy Fugate, who announced that MCC student Teresa Krawczyk was named USA Today All-American Scholar second tier. She noted that Teresa is a Phi Theta Kappa Chapter member and recipient of the Guistwhite Scholarship Award and commented that Teresa will be honored at the Honors Reception.

President Shaink then distributed an article interviewing Bill Cosby from Community College Journal. He referenced Cosby's remarks about community colleges.

He then called on Mark Kennedy to introduce new employees. Mr. Kennedy introduced Jennifer Richman, Secretary I, Southern Lakes Center – Fenton.

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.09):

Trustee Gonzales had no comments.

Trustee Koegel had no comments.

Trustee Everman commented on the Earth Day celebration he attended.

Trustee Turner commented on the public safety procedures, the moment of silence for Virginia Tech, and Doug Weiland's presentation.

Trustee Snell commented on the moment of silence, the timeliness of the public safety procedures, the strategic planning survey, and the men's basketball team and coach Schmidt.

Trustee Bettendorf commented on the strategic planning survey and the community support it revealed.

Chair Croudy thanked the staff and the President, welcomed the new employee, and thanked the board members for their support.

XIII. EXECUTIVE SESSION

There was no executive session.

XIV. ADJOURNMENT

Chairman Croudy declared the meeting adjourned at 8:28 p.m.

PERSONNEL COMMITTEE

(Turner, Bettendorf, Gonzales, via phone)
Wednesday, April 18, 2007, 4:00 pm, CM 1019

Trustee Turner began the meeting at 4:02pm.

The committee observed a moment of silence for Virginia Tech students, faculty and staff.

Consent Agenda Items

Treasurer's Report for March 2007: Kelli Sproule provided a brief overview of the Treasurer's report for the month of March. She also reviewed the current state aid projections.

New Program – Foundations in Art and Design: Dr. Amy Fugate described the repackaging of courses to create more streamlined transfer process for students that seek to transfer coursework to a Bachelor's degree program. Trustee Turner asked about how the changes would affect students already enrolled. Dr. Fugate described how counselors have been working to advise current students.

New Program – Foundations in Art Education: Dr. Amy Fugate described the repackaging of courses to create more streamlined transfer process for students that seek to transfer coursework to a Bachelor's degree granting program.

Bid Award: PrahL College Center Renovation Project Furniture Package: Scott Jenkins described the contract for the purchase and installation of furniture at the PrahL College Center. He also noted the finance committee discussions about the board's purchasing policies and the implications for not awarding the contract to the lowest bidder and the impact it could have on future college projects. Trustee Bettendorf asked about the company's reputation. Trustee Turner asked about other colleges using this same company. She also asked about the college seeking bids outside the county before. Discussion occurred about the company's reputation, other colleges use of the company and the seeking of bids outside the county with respect to board policy.

Bid Award: Events Center Relocation/Mott Library Project: Scott Jenkins described the relocation of the Learning Center from the library to the PrahL College Center. He indicated this first phase of the library renovation would take place as soon as the space in the College Center is ready to receive the Learning Center. Trustee Turner asked about the timing of work to the outside of the library with respect to the work on the inside. Discussion ensued about the inside work being completed first and how the work inside was not related to state funding of the outside.

Change Order – PrahL College Center Renovation Project: Scott Jenkins described the need to bring forth the change order for the construction of a fire protection system that includes a sprinkler system suggested by the fire marshal.

Individual Items

Approval of Mission Statement: President Shaink described the process for soliciting input from numerous college stakeholders about an acceptable college mission statement. He noted that over 400 responses had been received and that statement #4 was the most popular.

Approval of Strategic Plan for 2007-2012: President Shaink asked for acceptance of the college Strategic Plan and referred the committee to the depth and variety of input and information synthesis that had been accomplished to achieve the plan being presented.

Statement of Support for Virginia Tech: President Shaink described the need to show support for the Virginia Tech community, the gravity of the situation and the need for a resolution. He also noted that there seemed to be concern about criteria for such a special resolution and when to adopt one. Trustee Turner noted that it would be a move in the right direction to have criteria and asked the administration, with the consent of Chair Croudy, to draft such criteria. Trustees Bettendorf and Gonzales agreed. President Shaink suggested that any background text explanation could be eliminated. Trustee Turner agreed with Mark Kennedy suggestion to reformat rather than eliminate the language. President Shaink affirmed that the resolution would go forward as revised.

Other

Millage Renewal Update: President Shaink indicated that the president's committee had asked to put the resolution forward on the ballot in August. He then asked Kelli Sproule to explain to the committee the college's need to renew the millage. Ms. Sproule explained the nuances of a millage renewal and what it would take to have the ballot language ready for August, as well as the college's finances if the millage was not renewed. Trustee Turner asked for clarification about renewal impact on the 7-year budget plan, timing if the question to voters and calling the question a renewal. Ms. Sproule answered her questions indicating that a renewal was factored into the budget, that the best time was August, and that to call it a renewal the amount and purpose had to be the same, but the length of time could be different.

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report.

Employee Update: None this month.

Robert's Rules of Order: President Shaink asked Board Attorney Jim Delany to recount the conversation about Robert's Rules of Order for the Personnel Committee. Mr. Delany described how he responded to a question about the use of Point of Order during regular board meetings. Mr. Delaney explained that the Board's bylaws give the authority to the chair to run the meeting and went on to describe the use of Point of Order, the procedure if a member is still not satisfied with the result, and the fact that ultimate authority to overrule the chair lies with the board as whole. He also described how a discussion ensued about proper use of Roberts Rules of Order and whether the board should devote time to learning the rules at workshop meetings. Trustee Bettendorf suggested that it was an inappropriate use of board time to pursue parliamentary procedure without an immediate objective. Trustee Turner agreed and did not think spending workshop time on it was appropriate. Trustee Gonzales indicated it was not necessary to spend workshop time on it, but that if a member sought to learn more on there own that was fine.

Parking: President Shaink asked Scott Jenkins to give an update on the potential changes to campus parking in light of the Ruth Mott Foundation's Gilkey Creek Restoration and concerns about pedestrian safety on campus. Mr. Jenkins updated the committee on parking.

Wagoner Building: President Shaink asked Scott Jenkins to give an update on the college's use of the Wagoner building. Mr. Jenkins updated the committee on the use of the Wagoner building and collaboration with Career Alliance.

Public Safety Email: President Shaink mentioned the email he sent to all students and employees about public safety and the open forums that were held for people to ask questions. Trustee Turner then began a discussion with public safety with administrators. Trustee Bettendorf inquired about the emergency response teams. Trustee Turner wondered about the college's ability to act when a student was identified by an instructor as needing assistance. Dr. Fugate described the system in place to deal with immediate safety in the classroom as well as student privacy issues with Family Educational Rights and Privacy Act (FERPA).

Trustee Turner adjourned the meeting at 5:25pm.

FINANCE COMMITTEE

(Koegel (absent), Everman, Snell)

Wednesday, April 18, 2007, 12:00 noon, CM 1019

Trustee Snell began the meeting at 12:08pm.

The committee observed a moment of silence for Virginia Tech students, faculty and staff.

Consent Agenda Items

Treasurer's Report for March 2007: Kelli Sproule provided a brief overview of the Treasurer's report for the month of March. She also reviewed the current state aid projections.

Bid Award: PrahL College Center Renovation Project Furniture Package: Scott Jenkins described the contract for the purchase and installation of furniture at the PrahL College Center. Trustee Snell asked a question about choosing a local bid instead. Discussion ensued about the board's purchasing policies. Trustee Everman asked why a local company was not chosen. Discussion began about the implications for not awarding the contract to the lowest bidder and the impact it could have on future college projects.

Bid Award: Events Center Relocation/Mott Library Project: Scott Jenkins described the relocation of the Learning Center from the library to the PrahL College Center. He indicated this first phase of the library renovation would take place as soon as the space in the College Center is ready to receive the Learning Center. Trustee Snell asked about completion of the PrahL College Center. Discussion began about the construction delays because of state approval delays, the attempts to recover lost time, and the fact that the Learning Center would not be dismantled until it could be relocated. Trustee Everman suggested that choosing the lowest bidder might not be the best idea. Discussion revealed no reason to deny the bid to the lowest bidder and how college bid writing has evolved to produce bidders that are qualified to do the project.

Change Order – PrahL College Center Renovation Project: Scott Jenkins described the need to bring forth the change order for the construction of a fire protection system that includes a sprinkler system suggested by the fire marshal.

New Program – Foundations in Art and Design: Dr. Amy Fugate described the repackaging of courses to create more streamlined transfer process for students that seek to transfer coursework to a Bachelor's degree program.

New Program – Foundations in Art Education: Dr. Amy Fugate described the repackaging of courses to create more streamlined transfer process for students that seek to transfer coursework to a Bachelor's degree granting program.

Individual Items

Approval of Mission Statement: President Shaink described the process for soliciting input from numerous college stakeholders about an acceptable college mission statement. He noted that over 400 responses had been received and that statement #4 was the most popular.

Approval of Strategic Plan for 2007-2012: President Shaink asked for acceptance of the college Strategic Plan and referred the committee to the depth and variety of input and information

synthesis that had been accomplished to achieve the plan being presented. Trustee Snell asked about how the strategic plan fits with AQIP and indicated he was interested to see how the plan was institutionalized after approval. President Shaink responded by noting the three AQIP projects, the constellation survey, and conversation day responses had influenced the strategic planning process and would continue to do so. He also described how enabling objectives would be determined by individual departments once the plan was approved.

Statement of Support for Virginia Tech: President Shaink described the need to show support for the Virginia Tech community. Trustee Everman inquired about how this was different from his request at a regular board meeting to send the chair a get-well card. President Shaink explained that it was reaching out to a brother institution to show support. Trustee Snell indicated he thought it was different than a get-well card. Trustee Everman suggested eliminating the background text of the resolution.

Other

Trustee Snell asked Board Attorney Jim Delaney to respond to a question about the use of Point of Order during regular board meetings. Mr. Delaney explained that the Board's bylaws give the authority to the chair to run the meeting and went on to describe the use of Point of Order, the procedure if a member is still not satisfied with the result, and the fact that ultimate authority to overrule the chair lies with the board as a whole. A discussion ensued about proper use of Roberts Rules of Order and whether the board should devote time to learning the rules at workshop meetings. Trustee Everman requested an audio copy of the last meeting.

Millage Renewal Update: President Shaink indicated that the president's committee had asked to put the resolution forward on the ballot in August. He then asked Kelli Sproule to explain to the committee the college's need to renew the millage. Ms. Sproule explained the nuances of a millage renewal and what it would take to have the ballot language ready for August, as well as the college's finances if the millage was not renewed. Trustee Snell confirmed that August was the best time and a discussion ensued about what the board would have to do to get the question on the ballot. Trustee Snell then asked about bonds. Ms. Sproule described the difference between the bonds and the millage. Trustee Everman inquired about whether a proposal in the legislature to get community colleges a 1 mil tax could affect the college's renewal plans. President Shaink indicated that MCCA presidents group did not support such a tax, but appreciated the recognition by legislatures of the importance of community colleges.

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report.

Employee Update: None this month.

Parking: President Shaink asked Scott Jenkins to give an update on the potential changes to campus parking in light of the Ruth Mott Foundation's Gilkey Creek Restoration and concerns about pedestrian safety on campus. Mr. Jenkins updated the committee on parking. Trustee Snell asked about additional parking. Mr. Jenkins replied that "S" lot was being re-commissioned.

Wagoner Building: President Shaink asked Scott Jenkins to give an update on the college's use of the Wagoner building. Mr. Jenkins updated the committee on the use of the Wagoner building and collaboration with Career Alliance. Trustee Everman asked how much would be needed to renovate the building. A discussion began about renovations and the resulting revenue once they were finished.

Trustee Snell adjourned the meeting at 1:30pm.

