

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
OFFICIAL MINUTES OF REGULAR MEETING, MAY 18, 2009  
VOLUME 40

SCHEDULED MEETING:  
7:30 p.m.

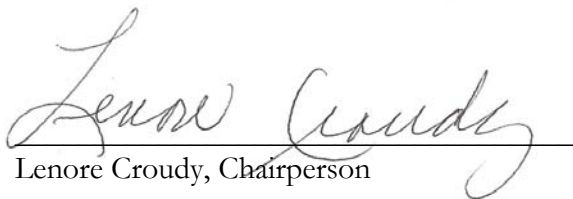
BOARD CONFERENCE ROOM:  
Applewood Café  
Prah College Center

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

TRUSTEES ABSENT:  
James Bettendorf

PRESIDING OFFICER: Lenore Croudy, Chairperson  
Regular Board Meeting: 7:35 p.m. to 8:54 p.m.

Certified As Correct:

  
Lenore Croudy, Chairperson

  
Michael Simon, Assistant Secretary

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
Regular Meeting, May 18, 2009  
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Minutes of Regular Meeting of May 18, 2009

COMMITTEE OF THE WHOLE SESSION:

Dr. Shaink began the Committee of the Whole Session by calling on Scott Jenkins, Vice President for Student & Administrative Services. Vice President Jenkins introduced the workshop, which dealt with the Capital Assessment process, describing the steps taken to develop the process. He showed how the process is connected to the College's mission as well the Strategic Plan, and incorporates steps such as an independent facilities assessment, identification of enrollment trends, and the receipt of input from the campus community and surrounding communities, among other steps.

Larry Gawthrop, Chief Financial Officer, discussed Capital Asset Funding, citing the assessment of needs and costs associated with those needs. He provided a future outlook, which included a possible decrease in taxable value.

Larry Koehler, Executive Director, Physical Plant, talked about how the College examines its space inventory, consisting of all space owned by the College, and all assets, from boilers to pencil sharpeners. He further explained how each item's condition is assessed. He described life cycle cost analysis, asset cycles, planned and deferred maintenance on College assets, and asset replacement schedules.

Cheryl Bassett, Chief Technology Officer, gave information about the ITS replacement cycles and the tiered system they follow when replacing faculty and staff computers, as well as A/V equipment.

Vice President Jenkins concluded by providing an update on the Library renovation project, stating that the plan has been submitted to the state Office of Management & Budget, and it was step 4 out of 12 in terms of the state's requirements.

The workshop concluded at 7:31 p.m.

I. CALL TO ORDER:

Chair Croudy called the meeting to order at 7:35p.m.

II. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

III. ADOPTION OF AGENDA

Trustee Everman moved that the agenda be adopted. Trustee Turner seconded the motion.

ALL PRESENT VOTED AYE. MOTION PASSED.

#### IV. SPECIAL PRESENTATIONS

President Shaink called on Dr. Amy Fugate, Vice President of Academic Affairs, who explained how the College decided to utilize AQIP around the time she came to the College, and how it improves quality. She continued by explaining how, with the help of Dr. Steve Robinson, they created an AQIP timetable and breakout groups throughout the campus community, culminating in a report to the Higher Learning Commission.

Dr. Fugate then formally introduced Dr. Robinson, Executive Dean, Planning, Research, and Quality Initiatives, who detailed the AQIP structure and purpose, including revisited quality framework and imbedded improvement cycles. He then explained the AQIP systems portfolio structure, scoring, and the timeline, highlighting openness with stakeholders throughout the entire process. He announced that the College would be submitting the Systems Portfolio to the HLC in the next two weeks.

President Shaink then called on Vice President Jenkins to provide an update on workforce development initiatives. Mr. Jenkins talked about the impact federal legislation, including the stimulus bill, would have on the regional workforce development system. He then provided data on regional funding through ARRA and WIA, new program enrollment and funding sources. He provided a breakdown of projects as well as several upcoming events, including the Summer Youth Job Fair and Saturday intake days. He also discussed No Worker Left Behind, Career Pathways, and Workforce Development Partnerships that have been established.

#### V. COMMUNICATIONS

There were no communications.

#### VI. COMMENTS FROM THE PUBLIC

There were no comments from the public.

Trustee Everman requested a moment of silence in honor of James Hanley, former MCC professor, who recently died.

A moment of silence was held.

#### VII. APPROVAL OF MINUTES

TRUSTEE TURNER MOVED THAT THE REGULAR BOARD MEETING MINUTES OF APRIL 27, 2009 BE APPROVED. VICE-CHAIR SNELL SECONDED THE MOTION.

Chair Croudy called for a vote on the motion to approve the April 27, 2009 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 May 13, 2009. Notes from that meeting appear as Attachment A.

2. Finance/Audit (Koegel, Everman, Snell): Trustee Koegel reported that the Finance/Audit Committee also met on May 13, 2009. Notes from that meeting appear as Attachment B.
3. Policy (Joseph, Snell, Turner): Trustee Joseph reported that the Policy Committee met on May 11, 2009. Notes from that meeting appear as Attachment C.

#### 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 TURNER THAT THE BOARD APPROVE THE CONSENT AGENDA.

Chair Croudy called for a vote on the Consent Agenda, Item 1.55, Treasurer's Report for April 2009.

ALL PRESENT VOTED AYE. MOTION PASSED.

##### Individual Items:

Chair Croudy called for a motion to approve Item 1.56, New Associate Degree Program – Business Health Informatics.

MOVED BY TRUSTEE TURNER, SECONDED BY VICE-CHAIR SNELL THAT ITEM 1.56 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.56.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.57, Approval of Application for Liquor License Renewal.

MOVED BY TRUSTEE JOSEPH, SECONDED BY TRUSTEE TURNER THAT ITEM 1.57 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.57.

FIVE AYES, ONE NAY (EVERMAN). MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.58, Apple Computers – Purchase Award.

MOVED BY VICE-CHAIR SNELL, SECONDED BY TRUSTEE TURNER THAT ITEM 1.58 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.58.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to accept the first reading of Item 1.59, Amendments to Board Policy Section 4000 (Business Management/Facilities).

MOVED BY TRUSTEE JOSEPH, SECONDED BY TRUSTEE TURNER THAT THE FIRST READING OF ITEM 1.59 BE ACCEPTED.

There was no discussion.

Chair Croudy called for the vote to accept Item 1.59.

FIVE AYES, ONE NAY (EVERMAN). MOTION PASSED.

#### XI. ADMINISTRATIVE ITEMS

President's Report: President Shaink began by distributing the Executive Summary, and listed upcoming events, including the Mott Middle College graduation, next month's Board and Subcommittee meetings, and the MCCA Critical Issues Workshop and Summer Workshop. He commended the Board Workshop and its presenters, and thanked Vice President Jenkins and his staff for their hard work. Vice President Jenkins acknowledged the College's counseling staff and their work with workforce development students. President Shaink also thanked Dean Robinson for his presentation and his work with AQIP, stressing that it is critical to the mission of the College. He then called on Dr. Amy Fugate, Vice President of Academic Affairs, who thanked the Trustees for their participation in this year's commencement exercises. She also highlighted a *Flint Journal* article regarding the College's emergency response training for hybrid vehicles. She also announced that the nursing program took 80 students in this year, and also graduated 80 students, which is a significant accomplishment. President Shaink then thanked Woodside Church for their planting of cherry trees, which will help add to the aesthetic beauty of the College grounds next door. Finally, he asked Lennetta Coney, President, Foundation for Mott Community College and all those in attendance who helped with the Motown, Mott, & More Lip Sync Show, including those who performed, to stand and be recognized.

#### XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.10):

Trustee Joseph commended the presenters on their job tonight, and thanked Trustee Turner for her work with the Lip Sync show, adding that the audience was rowdy—in a good way. Finally, she said how much she enjoyed the Nursing Pinning Ceremony.

Vice-Chair Snell said that tonight's presentations were outstanding, and commented that he would like to go

back to commencement, because of the enjoyment he had. He added that if a Spirit Award existed, then it should deservedly go to Treasurer Koegel because of the spirit he showed during commencement.

Treasurer Koegel had no comments.

Trustee Everman acknowledged the fact that Trustees Koegel and Turner were recently re-elected to another term on the Board. He proposed a reception and swearing in ceremony to be held in their honor, and offered to coordinate. He also proposed that the Board make a formal recognition of the accomplishments of Federal Judge and former Trustee Thomas Gadola, who recently retired from the bench. He then suggested an event reuniting all past Trustees. He expressed concern over union contracts, and reiterated his comments about Trustee Scholarships being awarded by Trustees. Finally, he complimented Vice President Jenkins and Mr. Koehler on their presentations.

Trustee Turner thanked Trustee Everman for his gesture to help organize a reception in her and Treasurer Koegel's honor. She commended Lennetta Coney for her work and help with the Lip Sync show. She also highlighted Lisa Poma's extensive work with the show, as well as all the people who volunteered to help work behind the scenes. She commented how the event helped foster a positive image for the College. She stated that the Pinning Ceremony was a proud event, and thanked all the presenters tonight.

Chair Croudy congratulated everyone on the work they had done, including the Board Workshop and Special Presentation presenters. She then complimented President Shaink for his leadership. She encouraged all the Board members to participate in the Mott Middle College graduation and the MCCA Summer Workshop, and finally thanked all the Trustees for everything they do.

### XIII. EXECUTIVE SESSION

There was no Executive Session.

### XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:54 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.

**PERSONNEL COMMITTEE**

Monday, May 13, 2009, 4:00 p.m., CM 1019

Present: Turner, Bettendorf [absent], Joseph

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

Consent AgendaTreasurer's Report for April 2009

Ethel Mason, Director of Accounting, reviewed the Treasurer's Report for the month of April 2009. She noted that total revenues were \$62.8 million, representing 88.2% of the annual budget, slightly ahead of last year at this time. Expenditures year-to-date were at \$49.6 million, representing 70% of the annual, 1% ahead of this time last year. Property taxes were \$22.2 million, \$32 thousand more than this time last year. She added that Fall and Winter enrollment was up, and that it did not appear as if any state appropriations would be cut. She also announced that the College was awarded an A+ bond rating from Standard & Poor's, and was listed as stable. When asked about bond refunding, she said that the bonds would be sold this week.

Ms. Mason then discussed the issue of public safety expenses, based on an inquiry at last month's Board meeting. She explained that the data is not separated in the ACS report, and the College is working on segmenting the data. This included discussion on full-time equivalent positions within Public Safety.

Individual ItemsNew Associate Degree Program – Business Health Informatics

A copy of the resolution was included for review. Amy Fugate, Vice President of Academic Affairs, provided background on the resolution, explaining that the new degree program is an upgrade from the Medical Administrative Assistant program, and that it was put together by people from Health Sciences, Business, and Technology. The resolution will be presented for approval at Monday's meeting.

Approval of Application for Liquor License Renewal

A copy of the resolution was included for review. Scott Jenkins, Vice President for Student & Administrative Services, discussed some of the reasons and events where the College may serve alcohol, citing that there are typically less than a dozen per year. The resolution will be presented for approval at Monday's meeting.

Apple Computers – Purchase Award

A copy of the resolution was included for review. Vice President Fugate provided background for the purchase, explaining how the equipment was integral to a Music Technology curriculum, and how it will tie in to the Entertainment Technology curriculum as well. The resolution will be presented for approval at Monday's meeting.

Amendments to Board Policy Section 4000 (Business Management/Facilities) – First Reading

A copy of each resolution was included for review. Jim Delaney, Board Attorney, was on hand to answer any questions. The resolution will be presented for a first reading at Monday's meeting.

OtherStaffing Transactions Report

Mark Kennedy, Chief Human Resources Officer, reviewed staffing information for April 2009.

Trustee Turner adjourned the meeting at 4:55 p.m.

**FINANCE/AUDIT COMMITTEE**

Wednesday, May 13, 2009, 12:00 p.m., CM 1019

Present: Koegel, Everman, Snell

The meeting was called to order at 12:01 p.m. by Trustee Koegel.

**Consent Agenda****Treasurer's Report for April 2009**

Ethel Mason, Director of Accounting, reviewed the Treasurer's Report for the month of April 2009. She noted that total revenues were \$62.8 million, representing 88.2% of the annual budget, slightly ahead of last year at this time. Expenditures year-to-date were at \$49.6 million, representing 70% of the annual, 1% ahead of this time last year. Property taxes were \$22.2 million, \$32 thousand more than this time last year.

Ms. Mason then discussed the issue of public safety expenses, based on an inquiry at last month's Board meeting. She explained that the data is not separated in the ACS report, and the College is working on segmenting the data. There was also a discussion regarding cuts by the State of Michigan in job training program funds, and how these cuts may affect College programs. Scott Jenkins, Vice President for Student & Administrative Services, stated that these cuts would have minimal impact on the College. Further discussion on public safety expenses followed this.

**Individual Items****New Associate Degree Program – Business Health Informatics**

A copy of the resolution was included for review. Amy Fugate, Vice President of Academic Affairs, provided background on the resolution, explaining that the new degree program is an upgrade from the Medical Administrative Assistant program, and that it was put together by people from Health Sciences, Business, and Technology. The resolution will be presented for approval at Monday's meeting.

Vice-Chair Snell asked about whether programs are terminated with the creation of new ones; Dr. Fugate explained that CPSC brackets programs not needed at the current time.

Discussion then ensued regarding competition from other area schools, as well as the benefits that the area holds for initiatives such as intermodal transportation.

**Approval of Application for Liquor License Renewal**

A copy of the resolution was included for review. Vice President Jenkins discussed some of the reasons and events where the College may serve alcohol, citing that there are typically less than a dozen per year. The resolution will be presented for approval at Monday's meeting.

**Apple Computers – Purchase Award**

A copy of the resolution was included for review. Vice President Fugate provided background for the purchase, explaining how the equipment was integral to a Music Technology curriculum, and how it will tie in to the Entertainment Technology curriculum as well. The resolution will be presented for approval at Monday's meeting.

Dr. Fugate also announced that this year's Nursing class took in 80 students, and also graduated 80 students, which was a tremendous accomplishment. She described the class as a special group of people.

Amendments to Board Policy Section 4000 (Business Management/Facilities) – First Reading

A copy of each resolution was included for review. Jim Delaney, Board Attorney, was on hand to answer any questions. The resolution will be presented for a first reading at Monday's meeting.

**Other**

Staffing Transactions Report

Mark Kennedy, Chief Human Resources Officer, reviewed staffing information for April 2009.

Trustee Everman suggested that the Board acknowledge the retirement of Federal Judge Paul Gadola and his contributions to the College (as a former Trustee) and to the community. President Shaink stated that he would discuss this with the Personnel Committee and with Chair Croudy.

Trustee Everman informed everyone that Woodside Church is planting cherry trees to augment the pear trees currently planted. It was also announced that members of MCC Faculty are working with the Ruth Mott Foundation in identifying and naming the trees on the Applewood property.

Trustee Koegel adjourned the meeting at 12:55 p.m.

**POLICY COMMITTEE**

Monday, May 11, 2009, 3:00 p.m., CM 1019

Present: Joseph, Snell, Turner

The meeting was called to order at 3:02 p.m. by Trustee Joseph.

The committee completed their review of Section 4000 (Business Management/Facilities). It was decided to bring the section before the Board for a first reading at the May 18 meeting.

Trustee Joseph adjourned the meeting at 5:18 p.m.