

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, JUNE 18, 2007
VOLUME 38

SCHEDULED MEETING:
7:30 p.m.

BOARD CONFERENCE ROOM:
Applewood Café,
Prah! College Center

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:

Lenore Croudy, Chairman

James B. Bettendorf, Secretary

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
Regular Meeting, June 18, 2007
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Minutes of Regular Meeting of June 18, 2007

COMMITTEE OF THE WHOLE SESSION:

The Committee of the Whole session consisted of a presentation by Kelli Sproule, Chief Financial Officer, of the college's Amended 2006-2007 Budget and the Proposed 2007-2008 Budget. The session concluded at 7:10 p.m.

I. CALL TO ORDER:

Chair Croudy called the meeting to order at 7:30 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.

MOVED BY TRUSTEE GONZALES, SECONDED BY TRUSTEE BETTENDORF THAT THE BOARD ADOPT THE AGENDA AS PRESENTED.

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

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

Chair Croudy called on President Shaink who introduced Scott Jenkins, Vice President, Student & Administrative Services. Mr. Jenkins provided an update on the golf team's accomplishments including the team's 15th place finish at the NJCAA Division II Golf Nationals in Scottsboro, Alabama.

President Shaink called on Patricia Markowicz, Dean, Health Sciences Division, to update the board on the festivities for the 50th Anniversary of the Nursing Program. Dean Markowicz described the upcoming open house and invited the trustees to attend.

President Shaink called on Sharon Ewles, Staffing Manager, Human Resources to introduce the Golden Apple Award Winners. Ms. Ewles described the awards ceremony that took place in April and the Golden Apple plaque and \$500 savings bond that the winners received. She then introduced the winners and noted particular attributes on their nomination form that made them such an asset to the college. The winners included Rebecca Gale-Gonzales, Julia Dudis, Patrick Guelette, Cindy Sanders, Theresa Stephens-Lock, George Gutgesell, and Gail Knapp.

Chair Croudy asked Secretary Bettendorf to read Resolution 1.48. Secretary Bettendorf read the Resolution of Appreciation for Trustee Gonzales and moved that the resolution be approved. Trustee Snell seconded the Motion. All present voted aye and the Motion passed. President Shaink then presented Trustee Gonzales with an honorary Associate in Arts Degree from the college for his dedicated service.

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 BETTENDORF, SECONDED BY TRUSTEE TURNER, THAT THE REGULAR BOARD MEETING MINUTES OF MAY 21, 2007 BE APPROVED AS PRESENTED.

Chair Croudy called for a vote on the motion to approve the May 21, 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 June 13, 2007. Notes from that meeting appear as Attachment A.
2. Finance (Koegel, Everman, Snell): Trustee Koegel reported that the Finance Committee also met on June 13, 2007. Notes from that meeting appear as Attachment B.

IX. UNFINISHED BUSINESS

There was no unfinished business.

X. NEW BUSINESS

Public Hearing:

CHAIR CROUDY OPENED THE PUBLIC HEARING FOR COMMENT ON THE PROPOSED 2007-2008 OPERATING BUDGET AND THE ADOPTION OF PROPERTY TAX MILLAGE RATES FOR 2007-2008.

No members of the public came forward to comment.

CHAIR CROUDY CLOSED THE PUBLIC HEARING.

Consent Agenda:

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

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

CHAIR CROUDY CALLED FOR A VOTE ON THE CONSENT AGENDA, ITEMS 1.49, 1.50, 1.51, 1.52 AND 1.53.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Action Items:

MOVED BY TRUSTEE BETTENDORF, SECONDED BY TRUSTEE GONZALES THAT THE BOARD APPROVE ITEM 1.54 AMMENDED BUDGET FOR 2006-2007.

Chair Croudy asked for any discussion. There was none.

CHAIR CROUDY CALLED FOR VOTE ON ITEM 1.54.

ALL PRESENT VOTED AYE. MOTION PASSED.

MOVED BY TRUSTEE BETTENDORF, SECONDED BY TRUSTEE GONZALES THAT THE BOARD APPROVE ITEM 1.55 ADOPTION OF PROPERTY TAX MILLAGE RATES FOR 2007-2008.

Chair Croudy asked for any discussion. There was none.

CHAIR CROUDY CALLED FOR A VOTE ON ITEM 1.55.

ALL PRESENT VOTED AYE. MOTION PASSED.

MOVED BY TRUSTEE BETTENDORF, SECONDED BY TRUSTEE TURNER THAT THE BOARD APPROVE ITEM 1.56 ADOPTION OF THE 2007-2008 OPERATING BUDGET.

Chair Croudy asked for any discussion. There was none.

CHAIR CROUDY CALLED FOR A VOTE ON ITEM 1.56.

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 noted important upcoming dates including the Governor's Service Awards, 50th Anniversary of the Nursing Program, the board organizational meeting, board retreat, and the MCCA Summer Workshop in Traverse City.

He thanked Scott Jenkins, Patricia Markowicz, Sharon Ewles, the Golden Apple Winners, Trustee Gonzales, and Kelli Sproule. He then called on Sharon Ewles to introduce any new employees. Ms. Ewles introduced Michael Glynn, Site Coordinator, Livingston M-Tec.

Trustee Everman asked a question about the staffing transaction report section of the President's Report. President Shaink asked Ms. Ewles to reply and a discussion ensued.

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.11):

Trustee Bettendorf had no comments.

Trustee Snell commented on his association and friendship with Trustee Gonzales.

Trustee Turner thanked Kelli Sproule, commented on the golf team, the Golden Apple Winners, Health Sciences Division, welcomed Michael Glynn, and commented on her friendship with Trustee Gonzales.

Trustee Everman commented on Trustee Gonzales.

Trustee Koegel had no comments.

Trustee Gonzales commented on his desire to continue to support the community college mission and the wonderful support he had received from current and past members.

Chair Croudy asked Board Attorney Jim Delaney if he cared to comment. Mr. Delaney commented on Trustee Gonzales characteristics as a board member.

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Chair Croudy congratulated Chief Theresa Lock on a recent award. She commented on the upcoming Governor's Service Awards, asked board members to send Matt Pakula any ideas about

retreat agenda items, and thanked Trustee Gonzales for his service.

XIII. EXECUTIVE SESSION

There was no executive session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:10 p.m.

PERSONNEL COMMITTEE MINUTES

(Turner, Bettendorf, Gonzales (via phone))

Wednesday, June 13, 2007, 4:00 p.m., CM 1019

Trustee Turner called the meeting to order on June 13, 2007 at 4:06pm.

Consent Agenda Items

Treasurer's Report for May 2007: Kelli Sproule provided a brief overview of the Treasurer's report for the month of May. She discussed the revenue and expenditures sections of the report and highlighted tuition and fees, utility costs, net income, and the receivables conversation from the earlier committee meeting.

Bid Award – Campus Security CCTV Project: Scott Jenkins described the bid process, the camera equipment and how it would be used by public safety to continue to ensure a safe campus. Trustee Turner inquired about monitoring the cameras. Mr. Jenkins indicated that they would be monitored by two people. A discussion about security issues ensued.

Bid Award – Academic Computers: Dr. Amy Fugate described the need for new computers and the college's plan to upgrade student computers with funds from the technology fee.

Bid Award – Laerdal Equipment: Dr. Fugate described the need for an additional SimMan and SimBaby for student training purposes in the Health Science Division. Trustee Turner inquired about the compatibility with existing equipment. Dr. Fugate indicated they would be compatible.

Bid Award – Medical Simulation Equipment: Dr. Fugate described the simulators Continuing Education planned to use for training health care professionals and how they differed from the ones that are used by the Health Science Division. Trustee Turner inquired about the programming that was required. Dr. Fugate described the pre-packaged programming and the potential to use simulators for clinical training.

Individual Items

Amended Budget for 2006-07: Ms. Sproule updated the committee on state aid delays and its effect on college budgets for both 06-07 and 07-08. She also highlighted other parts of the total revenue and expenditures in the amended budget as well as the year-ending surplus.

Adoption of Property Tax Millage Rates for 2007-08: Kelli Sproule described why the board should adopt the rates this year including explanations of the operating millage, debt millage, and the effect of no Headlee rollback this year and the value of Genesee county property. She also noted the public comment period.

Adoption of 2007-08 Operating Budget: Kelli Sproule described the proposed budget for 2007-08 including the revenues and expenditures and the drivers of those figures as well as the financial assumptions that were made to arrive at the proposed budget. Ms. Sproule also noted the seven-year budget forecast and the continued projection of a deficit.

Other

Staffing Transactions Report: Mark Kennedy described the report and highlighted the retirements section.

Adjourned at 4:40pm

FINANCE COMMITTEE MINUTES

(Koegel, Everman, Snell)

Wednesday, June 13, 2007, 12:00 noon, CM 1019

Trustee Koegel called the meeting to order on June 13, 2007 at 12:05pm.

Consent Agenda Items

Treasurer's Report for May 2007: Kelli Sproule provided a brief overview of the Treasurer's report for the month of May. She discussed the revenue and expenditures sections of the report and highlighted tuition and fees, utility costs, and net income. Trustee Koegel asked about the Ballenger funds as assets. Ms. Sproule indicated they were not recorded as assets. Then Trustee Koegel began a discussion with administrators about Accounts Receivable and the college's collection process. Administrators described the various scenarios leading to collections related to financial aid and cash paying students and procedures to limit the number of accounts in collection including student payment plans, holding transcripts until payment, and write-offs of uncollected payments. Trustee Koegel also began a brief discussion about property tax collection. Ms. Sproule replied that the report reflected a lag existing between collection and payment to the college. Trustee Everman inquired about college practices to mitigate losses of revenue. Ms. Sproule indicated she could provide some information.

Bid Award – Campus Security CCTV Project: Scott Jenkins described the bid process, the camera equipment and how it would be used by public safety to continue to ensure a safe campus. Trustee Koegel asked about the collaboration with SSOE/THA Architects and Engineers on the project and Trustee Snell asked about the quantity and location of cameras. Mr. Jenkins responded to their questions.

Bid Award – Academic Computers: Dr. Amy Fugate described the need for new computers and the college's plan to upgrade student computers with funds from the technology fee. Trustees asked several questions regarding the use of the technology fee, the number of computers being purchased and whether the state provided any money for computers. Dr. Fugate answered the questions and then President Shaink described the rapid development of software that often makes computers less useful and requires hardware upgrades after several years.

Bid Award – Laerdal Equipment: Dr. Fugate described the need for an additional SimMan and SimBaby for student training purposes in the Health Science Division. Trustee Snell asked about a change in the number of faculty needed with the addition of more simulators. Dr. Fugate indicated that as the technology advanced it could potentially replace clinical instruction, but not at this time. President Shaink and Dr. Fugate then described the national and state-level discussions about simulators. Trustee Everman inquired about the use of the technology fee and other funds for purchase and training of technicians. A discussion began about how equipment and training are paid for.

Bid Award – Medical Simulation Equipment: Dr. Fugate described the simulators Continuing Education planned to use for training health care professionals and how they differed from the ones that are used by the Health Science Division. Trustee Snell asked about the location of the simulators. President Shaink indicated they would be in a room on first floor of Curtice-Mott Building.

Individual Items

Adoption of Property Tax Millage Rates for 2007-08: Kelli Sproule described why the board should adopt the rates this year including explanations of the operating millage, debt millage, and the effect of no Headlee rollback this year and the value of Genesee county property. She also noted the public comment period.

Amended Budget for 2006-07: Before Kelli Sproule began, Trustee Snell asked about state aid. Ms. Sproule updated the committee on state aid delays and its effect on college budgets for both 06-07 and 07-08. She also highlighted the total revenue and expenditures in the amended budget as well as the year-ending surplus.

Adoption of 2007-08 Operating Budget: Kelli Sproule described the proposed budget for 2007-08 including the revenues and expenditures and the drivers of those figures as well as the financial assumptions that were made to arrive at the proposed budget. Ms. Sproule also noted the seven-year budget forecast and the continued projection of a deficit. A brief discussion ensued about retirement contribution rates for public employees. Trustee Everman inquired about cost savings achieved by Dr. Amy Fugate. Dr. Fugate described the planning that resulted in more efficient faculty recruiting and hiring and the use of full-time temporary faculty.

Other

Trustee Everman inquired about data from the strategic benefits presentation at the May committee meeting. Mark Kennedy indicated he would check with the consultant for that information.

Board Attorney Jim Delaney sought clarification on the question of the college's best practices for debt collection. Trustee Koegel thought Ms. Sproule already had responded. Trustee Everman indicated he was seeking a document describing those practices. Ms. Sproule indicated she might have more information she could provide though not necessarily a report. President Shaink and Scott Jenkins then noted that a two-day requirement to pay after registration was instituted and how it alleviated concern about students completing billing paperwork among other things.

Staffing Transactions Report: No report was made.

Adjourned at 1:15pm