

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, JUNE 22, 2009
VOLUME 40

SCHEDULED MEETING:
7:30 p.m.

BOARD CONFERENCE ROOM:
Applewood Café
Prah College Center

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

TRUSTEES ABSENT:

PRESIDING OFFICER: Lenore Croudy, Chairperson
Regular Board Meeting: 7:32 p.m. to 8:47 p.m.

Certified As Correct:

Lenore Croudy, Chairperson

James Bettendorf, Secretary

BOARD OF TRUSTEES
 CHARLES STEWART MOTT COMMUNITY COLLEGE
 Regular Meeting, June 22, 2009
 Volume 40

Minutes of Regular Meeting of June 22, 2009

COMMITTEE OF THE WHOLE SESSION:

President Shaink began the Committee of the Whole Session by discussing the College's financial status, saying that we are fortunate to be financially secure for now. He discussed steps such as bond refinancing, and highlighted the College's high bond ratings. He also cited cooperation with employee groups and the seven-year forecast projections as steps to maintain the College's financial footing. He then introduced Larry Gawthrop, Chief Financial Officer, to deliver a presentation on the amended and proposed budgets.

Mr. Gawthrop provided detailed information on 2008-09 revenues and expenditures, including increased tuition and fees revenue, decreased property taxes, and stagnant state appropriations. He cited visible and invisible factors that affected the budget, such as increased workforce development funding, increased enrollment, the potential fallout from General Motors's property tax appeals, projected drops in K-12 enrollment, among others.

In discussing the proposed 2009-10 budget, Mr. Gawthrop emphasized a focus on both long and short term needs, and no change in budget principles. He discussed other issues, including salaries and wages, contracted services, and capital funding, and presented the seven-year forecast, along with key assumptions made from the forecast.

Following Mr. Gawthrop's presentation, there was a brief question and answer session, which included discussion on communication throughout the campus community. In response to this, Michael Kelly, Executive Director, Public Information, discussed several of the College's marketing and information strategies.

The workshop concluded at 7:27 p.m.

I. CALL TO ORDER:

Chair Croudy called the meeting to order at 7:32 p.m.

II. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

III. ADOPTION OF AGENDA

Trustee Joseph 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 introduced Jennifer Fillion, Assistant Professor of Anthropology, to discuss a new program, Autopsy Assistant. Dr. Fugate also acknowledged Margaret Brainard, Dean, Social Sciences Division, in the audience. Professor Fillion then described the role and duties of Autopsy Assistants, and provided a handout with the program's structure. She further explained the curriculum, and highlighted its uniqueness to the region, adding that student interest has even come from outside the state. Professor Fillion also stated how students in the program could transition into programs such as Medical Examiner, Pathology Assistant, and Mortuary Science.

President Shaink called on Larry Gawthrop to deliver a presentation on both the 2008-09 Amended Budgets and the 2009-10 Proposed Budgets. Mr. Gawthrop acknowledged the work of Ethel Mason, Director of Accounting, who was in the audience. He then provided an overview of both budgets, referencing the reports given to the Board at the committee meetings and the Committee of the Whole session.

V. COMMUNICATIONS

Mr. Jeffrey Kelley of Swartz Creek appeared before the Board, representing the Painter's Union, to discuss the Mott Library renovation and Workforce Development. He provided an update on the union's partnership with the College for a bridge painting grant, citing that the grant was awarded and training had begun, including fall protection training. Mr. Kelley thanked the Board for the work being done under a project labor agreement, highlighting that while projects elsewhere have been delayed, projects at the College were still a go. Regarding the Library renovation, Mr. Kelley said he hopes the Board will identify the benefits to the community as a result of the project labor agreement, and promised quality work.

VI. COMMENTS FROM THE PUBLIC

There were no comments from the public.

VII. APPROVAL OF MINUTES

TRUSTEE TURNER MOVED THAT THE REGULAR BOARD MEETING MINUTES OF MAY 18, 2009 BE APPROVED. VICE-CHAIR SNELL SECONDED THE MOTION.

Chair Croudy called for a vote on the motion to approve the May 18, 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 June 17, 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 June 17, 2009. Notes from that meeting appear as Attachment B.

3. Policy (Joseph, Snell, Turner): Trustee Joseph reported that the Policy Committee met on June 15, 2009. Notes from that meeting appear as Attachment C.

Trustee Everman stated that discussion during the Finance/Audit Committee meeting regarding the Hurley Hospital millage and the feasibility of the College partnering with another institution for the purpose of maintaining Public Broadcast Television in the area should have been included in the Finance/Audit Committee minutes.

IX. UNFINISHED BUSINESS

Chair Croudy called for a motion to approve Item 1.59, Amendments to Board Policy Section 4000 (Business Management/Facilities).

MOVED BY TRUSTEE JOSEPH, SECONDED BY TRUSTEE TURNER THAT ITEM 1.59 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.59.

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

X. NEW BUSINESS

Consent Agenda:

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

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

Chair Croudy called for a vote on the Consent Agenda, Item 1.60, Treasurer's Report for May 2009, Item 1.61, Adoption of Property Tax Millage Rates for 2009-10, and Item 1.62, New Certificate Program – Autopsy Assistant.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Board Attorney Jim Delaney explained the rationale for a public hearing regarding the 2009-10 proposed budget.

There were no public comments regarding the budget.

Chair Croudy called for a motion to approve Item 1.63, 2008-09 Amended Budgets.

MOVED BY VICE-CHAIR SNELL, SECONDED BY TRUSTEE EVERMAN THAT ITEM 1.63 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.63.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.64, 2009-10 Budgets for Adoption.

MOVED BY TRUSTEE TURNER, SECONDED BY SECRETARY BETTENDORF THAT ITEM 1.64 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.64.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.65, Approval of Public Safety Officers (PSO) Collective Bargaining Agreement.

MOVED BY TRUSTEE TURNER, SECONDED BY VICE-CHAIR SNELL THAT ITEM 1.65 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.65.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.66, Mott Library Renovation.

MOVED BY TRUSTEE EVERMAN, SECONDED BY TRUSTEE TURNER THAT ITEM 1.66 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.66.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.67, Hewlett Packard Academic Computers – Purchase Award.

MOVED BY TRUSTEE EVERMAN, SECONDED BY TRUSTEE TURNER THAT ITEM 1.67 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.67.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.68, Media Technology Audio, Video and Data Systems.

MOVED BY TRUSTEE JOSEPH, SECONDED BY SECRETARY BETTENDORF THAT ITEM 1.68 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.68.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.69, Mill and Resurface Albert Horrigan Drive.

MOVED BY VICE-CHAIR SNELL, SECONDED BY TRUSTEE JOSEPH THAT ITEM 1.69 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.69.

ALL PRESENT VOTED AYE. MOTION PASSED.

XI. ADMINISTRATIVE ITEMS

President's Report: President Shaink began by distributing the Executive Summary, and called on Mark Kennedy, Chief Human Resources Officer, to introduce new employees Michele Traver and Rebecca Martz. He announced that the College would be closed July 3, and reminded Trustees of the Special Re-Organizational meeting on July 7. President Shaink then called on Lennetta Coney, President, Foundation for Mott Community College, to discuss the upcoming Homecoming Celebration, scheduled for August 28-29. Ms. Coney discussed the research and planning that has gone on to make the Homecoming event successful, as well as the various methods used to promote the event throughout the community. President Shaink then thanked Professor Fillion for her presentation, citing her incredible credentials, and also thanked Larry Gawthrop for his presentation and his insight. Finally, he called on Chair Croudy to discuss the recent proclamation given by her on behalf of the Board to former Trustee and recently retired Federal Judge Paul Gadola. Chair Croudy mentioned how she, along with Trustee Joseph, made the presentation, and how pleased Judge Gadola was.

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.11):

Secretary Bettendorf had no comments.

Vice-Chair Snell commented on how interesting it was to hear the reports on the Autopsy Assistant program and the budget. He also commended the use of the 7-year forecast, saying that he felt it helps keep the College on track.

Trustee Turner welcomed Secretary Bettendorf back, and complimented Mr. Gawthrop for a great job. She welcomed new employees, and announced that she would be heading to Jamaica for her son's wedding.

Trustee Everman reiterated the discussion of Public Television and his hopes that all possibilities to keep it in the community are explored, so that the area does not become a “backwater community.” He also announced that he would be traveling to Pasadena, California to attend a conference and discuss children in poverty, and would also be attending the ABC USA conference to present policy revisions. Finally, he cited an article regarding Judge Gadola’s service to the community, and praised him for serving fearlessly.

Treasurer Koegel had no comments.

Trustee Joseph acknowledged College lobbyist and former State Senator Gary Corbin in the audience. She also complimented Mr. Gawthrop on his presentation.

Chair Croudy acknowledged Flint School Board member Antoinette Lockett in the audience, and welcomed new employees. She complimented Mr. Gawthrop on an excellent job explaining the budgets and the College’s financial situation. She commended all College employees for an outstanding job, and said that all were welcome at the Board meetings. She also acknowledged several of the American Sign Language students in the audience. Dr. Fugate explained that ASL students are always looking for venues where they can practice on improving their interpretations skills, and Board meetings provide such an opportunity.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:47 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, June 17, 2009, 4:00 p.m., CM 1019

Present: Turner, Bettendorf [absent], Joseph

The meeting was called to order at 4:05 p.m. by Trustee Turner.

Unfinished Business

Amendments to Board Policy Section 4000 (Business Management/Facilities): A copy of the revised policy section was provided for review. Jim Delaney, Board Attorney, informed the committee of Trustee Koegel's recommendation for revised language to Section 4410, which reflected annual adjustments in purchasing monetary amounts. Trustees Joseph and Turner both gave their approval. The policy section will be presented for approval at Monday's meeting.

Consent Agenda

Treasurer's Report for May 2009

Adoption of Property Tax Millage Rates for 2009-10

2008-09 Amended Budgets

2009-10 Budgets for Adoption

Larry Gawthrop, Chief Financial Officer, reviewed the Treasurer's Report for the month of May 2009. He noted that total revenues were \$65.2 million, representing 91.6% of the annual budget, slightly ahead of last year at this time. Expenditures year-to-date were at \$55.2 million, representing 77.7% of the annual budget, 0.6% ahead of this time last year. Property taxes were \$22.2 million, and the monthly installment of state appropriations had been received.

Mr. Gawthrop also took this time to discuss property tax millage rates, and also provided a brief summary of the 2008-09 amended budgets and the 2009-10 proposed budgets. There was discussion of several factors and the implications related to the College, such as state funding, interest rates, and the possible effects of the tax tribunal requested by GM. Mr. Gawthrop will provide a more detailed overview of the budgets during the Committee of the Whole and as a special presentation during the regular Board meeting.

New Certificate Program – Autopsy Assistant: Dr. Amy Fugate, Vice President of Academic Affairs, provided background on the resolution, a copy of which was provided in the agenda packet. She added that Professor Jennifer Fillion would be in attendance at Monday's Board meeting to deliver a special presentation discussing the new program.

Individual Items

2008-09 Amended Budgets

2009-10 Budgets for Adoption

Both items were discussed earlier (please see above).

Approval of Public Safety Officer (PSO) Collective Bargaining Agreement

A copy of the resolution was included for review. Mark Kennedy, Chief Human Resources Officer, highlighted the changes agreed upon by the PSO bargaining unit, and announced that the union had ratified the agreement as well. The resolution will be brought for approval by the Board on Monday.

Mott Library Renovation: Scott Jenkins, Vice President for Student & Administrative Services provided background on this resolution, a copy of which was included in the agenda packet. He cited how the State Joint Capital Outlay Subcommittee had unanimously approved the authorization for the College to go forth with the renovation project, and how the College is seeking to move forward, based on the documents they have submitted to the State. The resolution will be brought for approval by the Board during Monday's meeting.

Hewlett Packard Academic Computers – Purchase Award: Vice President Fugate explained that this resolution is in keeping with the College replacement life cycle. A copy of the resolution was included in the agenda packet. The resolution will be presented for approval at Monday's meeting.

Media Technology Audio, Video and Data Systems: A copy of the resolution was included for review. Vice President Jenkins provided rationale. The resolution will be presented for approval at Monday's meeting.

Mill and Resurface Horrigan Drive: Vice President Jenkins provided background on this resolution, which was included in the agenda packet. He discussed the process and how it would provide for the road's longevity. The resolution will be presented for approval at Monday's meeting.

Other

Proclamation Honoring Judge Paul V. Gadola: President Shaink explained that Judge Gadola received a letter as well as a proclamation, the latter of which was personally presented by Chair Croudy. Trustee Joseph added that Chair Croudy had asked her to present the proclamation alongside her.

Staffing Transactions Report

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

Trustee Turner adjourned the meeting at 5:35 p.m.

FINANCE/AUDIT COMMITTEE

Wednesday, June 17, 2009, 12:00 p.m., CM 1019

Present: Koegel, Everman, Snell

The meeting was called to order at 12:04 p.m. by Trustee Koegel.

Unfinished Business

Amendments to Board Policy Section 4000 (Business Management/Facilities): A copy of the revised policy section was provided for review. The committee was informed of the addition of the term 'surplus' to the revised Section 4700. Trustee Koegel questioned the revised monetary amounts listed in Section 4410, and suggested that language be added to the first three subsections, stating that the monetary amounts would be adjusted according to the criteria set in Subsection 8. Jim Delaney, Board Attorney, stated that he would survey the other members of the Policy Committee (aside from Trustee Snell, who was in the Finance/Audit Committee meeting and gave his approval) to get their opinion. The policy section will be presented for approval at Monday's meeting.

Consent Agenda

Treasurer's Report for May 2009

Adoption of Property Tax Millage Rates for 2009-10

2008-09 Amended Budgets

2009-10 Budgets for Adoption

Larry Gawthrop, Chief Financial Officer, reviewed the Treasurer's Report for the month of May 2009. He noted that total revenues were \$65.2 million, representing 91.6% of the annual budget, slightly ahead of last year at this time. Expenditures year-to-date were at \$55.2 million, representing 77.7% of the annual budget, 0.6% ahead of this time last year. Property taxes were \$22.2 million, and the monthly installment of state appropriations had been received.

Mr. Gawthrop also took this time to discuss property tax millage rates, and also provided a brief summary of the 2008-09 amended budgets and the 2009-10 proposed budgets. There was discussion of several factors and the implications related to the College, such as state funding, interest rates, and the possible effects of the tax tribunal requested by GM. Mr. Gawthrop will provide a more detailed overview of the budgets during the Committee of the Whole and as a special presentation during the regular Board meeting.

Trustee Everman, citing an earlier draft of the agenda, discussed the proclamation for retired Federal Judge and former Trustee Paul Gadola. President Shaink explained that Judge Gadola received a letter as well as a proclamation, the latter of which was personally presented by Chair Croudy. Trustee Everman suggested that proclamations be signed by all the Trustees; President Shaink advised him to discuss the issue with Chair Croudy.

New Certificate Program – Autopsy Assistant: Dr. Amy Fugate, Vice President of Academic Affairs, provided background on the resolution, a copy of which was provided in the agenda packet. She added that Professor Jennifer Fillion would be in attendance at Monday's Board meeting to deliver a special presentation discussing the new program.

Individual Items

2008-09 Amended Budgets

2009-10 Budgets for Adoption

Both items were discussed earlier (please see above).

Approval of Public Safety Officer (PSO) Collective Bargaining Agreement: A copy of the resolution was included for review. Mark Kennedy, Chief Human Resources Officer, highlighted the changes agreed upon by the PSO bargaining unit, and announced that the union had ratified the agreement as well. The resolution will be brought for approval by the Board on Monday.

Mott Library Renovation: Scott Jenkins, Vice President for Student & Administrative Services provided background on this resolution, a copy of which was included in the agenda packet. He cited how the State Joint Capital Outlay Subcommittee had unanimously approved the authorization for the College to go forth with the renovation project, and how the College is seeking to move forward, based on the documents they have submitted to the State. The resolution will be brought for approval by the Board during Monday's meeting. Vice President Jenkins also fielded questions regarding parking during the renovation and provided an overview on how the building will look when completed. Vice President Fugate gave a floor-by-floor description of how the Library would be modified.

Hewlett Packard Academic Computers – Purchase Award: Vice President Fugate explained that this resolution is in keeping with the College replacement life cycle. A copy of the resolution was included in the agenda packet. The resolution will be presented for approval at Monday's meeting.

Media Technology Audio, Video and Data Systems: A copy of the resolution was included for review. Vice President Jenkins provided rationale. The resolution will be presented for approval at Monday's meeting.

Mill and Resurface Horrigan Drive: Vice President Jenkins provided background on this resolution, which was included in the agenda packet. He discussed the process and how the process would provide for the road's longevity. The resolution will be presented for approval at Monday's meeting.

Other

Proclamation Honoring Judge Paul V. Gadola: This issue was discussed earlier (please see above).

Staffing Transactions Report

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

Trustee Koegel adjourned the meeting at 1:13 p.m.

POLICY COMMITTEE

Monday, June 15, 2009, 3:00 p.m., CM 1019

Present: Joseph, Snell, Turner

The meeting was called to order at 3:04 p.m. by Trustee Joseph.

The Committee conducted a final review of Section 4000 (Business Management/Facilities). There was one change noted; the addition of the term 'surplus' to Section 4700 (Disposal of College Property-Personal Property), which reflects the original language. The Section will be brought forth for approval by the Board at Monday's meeting.

The Committee then began its review of Section 5000 (Human Resources), and will continue at the next Committee meeting.

Trustee Joseph adjourned the meeting at 5:13 p.m.