

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, AUGUST 23, 2010
VOLUME 42

SCHEDULED MEETING:
7:30 p.m.

BOARD CONFERENCE ROOM:
Applewood Café
Prah! College Center

TRUSTEES PRESENT:
Lenore Croudy
Andrew (Andy) Everman
Pamela M. Faris
Sally Shaheen Joseph
Albert J. Koegel
Celia M. Turner

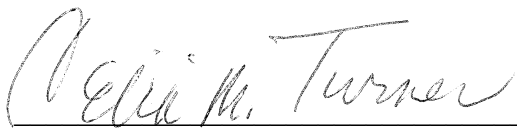
TRUSTEES ABSENT:
John L. Snell, Jr.

PRESIDING OFFICER: Lenore Croudy, Chairperson
Regular Board Meeting: 7:30 p.m. to 8:33 p.m.

Certified As Correct:



Lenore Croudy, Chairperson



Celia M. Turner, Secretary

BOARD OF TRUSTEES
 CHARLES STEWART MOTT COMMUNITY COLLEGE
 Regular Meeting, August 23, 2010
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Minutes of Regular Meeting of August 23, 2010

COMMITTEE OF THE WHOLE SESSION:

Chair Croudy began the Committee of the Whole Session by calling on President Shaink, who referred to previous discussions regarding the increasing number of student financial aid applications the College receives and processes. He introduced Scott Jenkins, Vice President of Student & Administrative Services, who explained that the purpose of today's workshop was to provide the Trustees with a walkthrough of the application process, and to highlight physical and technological changes and upgrades, all designed to improve student services. Vice President Jenkins introduced Delores Deen, Executive Dean, Student Services, who classified financial aid as a complicated process that required constant training. She added that the College acts as an agent of the federal government when disbursing financial aid, and as such, are subject to all applicable rules and regulations.

Dean Deen gave an overview of the admissions process, including the offering of an orientation on filling out the Free Application for Federal Student Aid (FAFSA). She also gave examples of common mistakes students and parents make when filling out the FAFSA.

Mr. Jenkins then introduced Jennifer McDonald (Executive Director, Student Financial Services), Chris Engle (Registrar), Jennifer Music (Administrative Assistant), and Mike Cieslinski (Resource Coordinator). Mr. Engle and Ms. McDonald facilitated the tour of the Prah Center lower level, pointing out the Information Desk, new ticket queue system, and stations where students could speak directly to a staffer regarding specific questions/issues. They also walked the Trustees through the process in which students may apply online for financial aid, using the dedicated computers installed in the area.

The workshop concluded at 7:20 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

Trustee Faris moved that the agenda be adopted. Trustee Joseph seconded the motion.

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

President Shaink called on Mark Kennedy, Chief Human Resources Officer, who introduced Sharon Ewles, Manager, Staffing, and Rebecca Martz, Staffing Coordinator. Ms. Ewles delivered a presentation on the Higher Education Recruitment Consortium, a collaborative effort between colleges nationwide where

available job listings are posted. She added that in addition to the national HERC program, a Michigan-based one was created by MCC and 24 other institutions. Ms. Ewles highlighted the cost-effectiveness of utilizing the websites as well as other benefits to both partner institutions and to job seekers.

President Shaink then called on Michael Kelly, Executive Director, Marketing and Public Information, who gave a brief overview of the College's marketing strategies, highlighting the use of traditional and non-traditional media outlets, and potential new tools. He also featured several television commercials, adding how the intent with some of the commercials was to focus on specific academic programs.

V. COMMUNICATIONS

There were no communications.

VI. COMMENTS FROM THE PUBLIC

There were no comments from the public.

VII. APPROVAL OF MINUTES

SECRETARY TURNER MOVED THAT THE REGULAR BOARD MEETING MINUTES OF JUNE 28, 2010 BE APPROVED. TRUSTEE FARIS SECONDED THE MOTION.

Chair Croudy called for a vote to approve the minutes of June 28, 2010.

ALL PRESENT VOTED AYE. MOTION PASSED.

VIII. INFORMATIONAL REPORTS

Acceptance of Standing Board Committee Reports:

1. Personnel (Turner, Faris, Joseph): Secretary Turner reported that the Personnel Committee met on August 18, 2010. Notes from that meeting appear as Attachment A.
2. Finance/Audit (Koegel, Everman, Snell): Trustee Everman reported that the Finance/Audit Committee met on August 18, 2010. Notes from that meeting appear as Attachment B.

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 SECRETARY TURNER, SECONDED BY TRUSTEE EVERMAN THAT THE BOARD APPROVE THE CONSENT AGENDA.

Chair Croudy called for a vote on the Consent Agenda, Item 1.01, Treasurer's Report for July 2010, Item 1.02, Custodial Service for Extension Campuses – Purchase Award, and Item 1.03, Custodial Supplies – Purchase Award.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Chair Croudy called for a motion to approve Item 1.04, Approval of Administrative Support Collective Bargaining Agreement.

MOVED BY SECRETARY TURNER, SECONDED BY TRUSTEE JOSEPH THAT ITEM 1.04 BE APPROVED.

Chair Croudy called for the vote on Item 1.04.

ALL PRESENT VOTED AYE. MOTION PASSED.

XI. ADMINISTRATIVE ITEMS

President's Report: President Shaink distributed the Executive Summary, and highlighted upcoming dates, including the All-Employee Breakfast and Employee Service Recognition (September 2), first day of Fall classes (September 7), and the Riegler Community Service Awards (September 14). He called on Mark Kennedy, Chief Human Resources Officer, who introduced new employees Debb Ross and Derek Lancaster. Dr. Shaink thanked Vice President Jenkins and his team for their workshop presentation and for their team approach to improving student services. He also thanked Ms. Ewles and Mr. Kelly for their presentations. President Shaink discussed the All-Employee Softball Tournament, singling out Trustee Everman's performance as a part of the Northern Tier Mustangs team. Finally, he acknowledged the presence of Sandy Hill, Administrative Support Unit President, in the audience, and thanked the bargaining teams for their work on their collective bargaining agreement.

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.01):

Trustee Everman first requested a moment of silence for those who had recently died. There was no objection. A moment of silence was held in memoriam. Trustee Everman then discussed the Softball Tournament and commended Ms. Ewles's presentation. He reminded the Trustees of the Board Retreat on September 16 and wished Treasurer Koegel and Trustee Joseph Happy Birthday!

Treasurer Koegel had no comments.

Trustee Joseph thanked Vice President Jenkins and his team for their help in rectifying an issue she had with registering, and also thanked her fellow Trustees for their support during her singing performance during the Michigan Community College Association Summer Workshop.

Trustee Faris also reminded Trustees on the Board retreat and commended all the evening's presenters. She also encouraged the use of Facebook and other social networking sites to publicize and promote the College and spread the accomplishments and achievements of the College.

Secretary Turner congratulated all the workshop and presentation participants, and welcomed the new employees. She commended Trustee Everman for his idea to hold an autograph auction at the MCCA Summer Workshop as well as Trustee Joseph's singing performance.

Chair Croudy also welcomed the new employees, reminding them that they were now part of Genesee County's best college, referencing the *Flint Journal's* "Best of Genesee" reader's poll. She also recognized President Shink for receiving the Association of Community College Trustee's Outstanding CEO Award (Central Region), which makes him eligible to win the national Outstanding CEO award. She also expressed her appreciation for her fellow Board members and what they bring to the table, and highlighted the retreat.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:33 p.m.

Minutes 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

Wednesday, August 18, 2010, 4:00 p.m., CM 1019

Present: Turner, Faris, Joseph

The meeting was called to order at 4:00 p.m. by Trustee Turner.

Pre-Audit Communication – Plante Moran

Larry Gawthrop, Chief Financial Officer, introduced Dana Coomes and Paul Edwards of Plante Moran, who were in attendance to provide their annual pre-audit communication to the Board. Ms. Coomes and Mr. Edwards explained that, as per auditing standards, they must communicate to the Board their responsibilities as auditors, and provide an overview of the timing and scope of the audit. They further explained their focus on specific material accounts of the College, a review of College federal awards, and the testing of internal controls.

Consent Agenda**Treasurer's Report for July 2010**

Mr. Gawthrop detailed the Treasurer's Report for July 2010, reporting that total revenues for the one-month period ended July 31 were approximately \$10.4 million, representing 13.7% of the annual budget, which is 3.4% ahead of last year at this time. Expenditures year-to-date were at \$4.5 million, representing 10.3% of the annual budget. Tuition and fee revenues were \$9.9 million, and property taxes were \$331 thousand.

Chemical Waste Pick-Up Services – Purchase Award**Elevator Maintenance Services – Purchase Award**

Copies of the resolutions were provided for review. Mr. Gawthrop gave an overview of the purchasing process, highlighting the goal to secure multi-year contracts for particular services/supplies. For these purchase awards, Mr. Gawthrop explained that these bid awards were for existing services, and, as per Board policy, Board approval for these bid awards was not required. They were included for the Board members' information and as such would not be included in the final draft of the agenda. Scott Jenkins, Vice President for Student & Administrative Services, added that these services were both required to be reported by the State of Michigan.

Custodial Services for Extension Sites – Purchase Award**Custodial Supplies – Purchase Award**

Copies of the resolutions were provided for review. Mr. Jenkins provided background information. The resolutions will be presented for approval as part of the Consent Agenda at Monday's meeting.

Individual Items**Approval of Administrative Support Collective Bargaining Agreement**

A copy of the resolution was provided for review. Mark Kennedy, Chief Human Resources Officer, provided background information. The resolution will be presented for approval at Monday's meeting.

Other**Staffing Transaction Report**

Mr. Kennedy presented the Staffing Transaction Report for July 2010.

Trustee Faris inquired about the report that Mott Middle College High School failed to meet Adequate Yearly Progress standards as set by the federal government. President Shaink and Vice President Jenkins explained that several factors unique to the Middle College program result in inaccurate results.

Trustee Turner adjourned the meeting at 5:26 p.m.

FINANCE/AUDIT COMMITTEE

Wednesday, August 18, 2010, 12:00 p.m., CM 1019

Present: Everman, Snell

Absent: Koegel

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

Pre-Audit Communication – Plante Moran

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Other**Staffing Transaction Report**

Mr. Kennedy presented the Staffing Transaction Report for July 2010.

Trustee Snell asked for an update on the Library renovation project; Vice President Jenkins said that everything was on schedule, and will provide a more detailed update, complete with artist renditions, in the near future.

Trustee Snell adjourned the meeting at 12:45 p.m.