

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, AUGUST 24, 2009
VOLUME 41

SCHEDULED MEETING:
7:30 p.m.

BOARD CONFERENCE ROOM:
Room 1301
Regional Technology Center

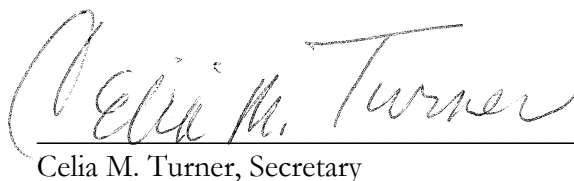
TRUSTEES PRESENT:
Lenore Croudy
James Bettendorf
Andrew (Andy) Everman
Sally Shaheen Joseph
Albert J. Koegel
Celia M. Turner

TRUSTEES ABSENT:
John L. Snell, Jr.

PRESIDING OFFICER: Lenore Croudy, Chairperson
Regular Board Meeting: 7:30 p.m. to 8:29 p.m.

Certified As Correct:


Lenore Croudy, Chairperson


Celia M. Turner, Secretary

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
Regular Meeting, August 24, 2009
Volume 41

Minutes of Regular Meeting of August 24, 2009

COMMITTEE OF THE WHOLE SESSION:

Chair Croudy began the Committee of the Whole at 6:29pm and called on President Shaink. President Shaink informed everyone that during the MCCA Summer Institute, the subject of baccalaureate degrees being offered at community colleges was discussed, which served as the catalyst for tonight's presentation. He introduced the presenters, State Representative John Walsh of Livonia (19th District), State Representative Richard Hammel of Flushing (48th District), and Mike Hansen, President, Michigan Community College Association. President Shaink explained that in addition to the baccalaureate issue, there would also be discussion on the Michigan New Jobs Program.

Representative Walsh provided a brief professional history, highlighting his previous employment at Schoolcraft College as well as his tenure as a member of Schoolcraft's Board of Trustees. He provided handouts related to the baccalaureate issue, explaining his intention to discuss the most salient points. He also cited the State House's current cooperative spirit when it comes to issues such as this.

Rep. Walsh explained that the legislation he introduced along with Rep. Hammel consisted of a two-sentence amendment to the Community College Act which, if passed, would allow for community colleges to offer Bachelors degrees in Culinary Arts, Nursing, Concrete Technology, and Maritime Studies. He stressed that the legislation is permissive, meaning that it would not mandate that community colleges offer the degrees, but gives them the right to pursue the programs if they choose to. Rep. Walsh further explained that broad degree legislation did not pass, and as a result, there was a focus on programs that demonstrated a need or were in high demand. Rep. Hammel added that this would be a great opportunity for geographic areas where baccalaureate degrees were not readily accessible, and that four-year institutions have varying opinions on the legislation. Finally, Rep. Walsh added that there were no intentions to amend state aid allocations to compensate for these degrees; it would be up to the community college to fit the costs into their budgets.

Representative Hammel then discussed the Michigan New Jobs Program, providing an overview of the legislation leading up to the program and explaining how the program is structured. He highlighted inquiries from business statewide interested in utilizing the program in order to expand. He cited the importance of community colleges in job development, and addressed several concerns others have brought up regarding the program. He said that there is a very stringent vetting process for interested companies, and that there are safeguards in place to prevent the community college from being stuck with debt should something happen to the company. He also said that companies would not get money unless new jobs were created as an end result.

Mr. Hansen provided more specifics about the safeguards in place to protect community colleges, citing that a similar program in Iowa, which the Michigan program is based on, has a default rate of less than 2%. He added that, like the baccalaureate bill, the New Jobs Program is permissive.

Following a brief question and answer session, the workshop concluded at 7:17 p.m.

I. CALL TO ORDER:

Chair Croudy called the meeting to order at 7:30 p.m. She asked for a moment of silence in memoriam for Lillian Mason, who served for 36 years as a member of the Grand Blanc school board. There was no objection.

A moment of silence was held in Ms. Mason's honor.

II. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

III. ADOPTION OF AGENDA

Secretary Turner moved that the agenda be adopted. Trustee Joseph seconded the motion.

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

Chair Croudy called on President Shaink, who introduced Michael Kelly, Executive Director, Marketing, to provide an update on the college's marketing strategies. Mr. Kelly discussed the impact that the College's marketing strategies have made in spite of being outspent by other institutions. He further explained how marketing impacts are measured in terms of "impressions"—one message delivered to a person, and described how a marketing tool such as billboards net 10 million impressions from people seeing or passing by them. Through other methods such as radio, television, and specialty publications, the College receives more than 28 million impressions within the community. Mr. Kelly went to highlight the use of new media such as web radio advertisements as well as other innovations designed to promote the College. He provided a cost comparison to other local institutions, and recounted how Bill Cosby offered to record Public Service Announcements on behalf and in support of the College. Mr. Kelly concluded by pointing out the end result has been higher visibility and name recognition for the College.

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 22, 2009 BE APPROVED. TREASURER KOEGEL SECONDED THE MOTION.

Trustee Everman had one correction; during his comments, he made reference to a presentation he was making on children and poverty, which should have read "children *in* poverty." There was no objection to the amendment to the minutes.

Chair Croudy called for a vote on the motion to approve the June 22, 2009 meeting minutes, as amended.

ALL PRESENT VOTED AYE. MOTION PASSED.

TREASURER KOEGEL MOVED THAT THE SPECIAL RE-ORGANIZATIONAL MEETING MINUTES OF JULY 7, 2009 BE APPROVED. SECRETARY TURNER SECONDED THE MOTION.

Chair Croudy called for a vote on the motion to approve the July 7, 2009 meeting minutes.

ALL PRESENT VOTED AYE. MOTION PASSED.

TRUSTEE EVERMAN MOVED THAT THE SPECIAL MEETING MINUTES OF AUGUST 3, 2009 BE APPROVED. SECRETARY TURNER SECONDED THE MOTION.

Chair Croudy called for a vote on the motion to approve the August 3, 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 August 19, 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 August 19, 2009. Notes from that meeting appear as Attachment B.
3. Policy (Joseph, Snell, Turner): Trustee Joseph reported that the Policy Committee met on August 17, 2009, and extended a thank you to her committee and its supporters. Notes from that meeting appear as Attachment C.

Other Reports:

1. MCCA Summer Workshop: Chair Croudy reported that all Trustees attended the MCCA Summer Workshop, entitled, "Leading During Challenging Times." She highlighted that during the dinner, State Representative Hammel was awarded Legislator of the Year. President Shaink added that prior to the beginning of the Workshop, all the Presidents met to discuss issues such as accreditation and quality improvement. They also participated in emergency scenario building exercises, and had the opportunity to discuss other issues with Dr. Sylvia Manning, the new President of the Higher Learning Commission. Trustee Joseph commented on the session she attended regarding technology and the use of electronic book devices, stating her desire to discuss the issue in the future.

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 SECRETARY TURNER THAT THE BOARD APPROVE THE CONSENT AGENDA.

Chair Croudy called for a vote on the Consent Agenda, Item 1.13, Treasurer's Report for July 2009, and Item 1.14, Resolution to Approve Naming Request by Foundation for Mott Community College.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Chair Croudy had Secretary Turner read Item 1.15, Music Lab – Purchase Award.

MOVED BY SECRETARY TURNER, SECONDED BY TRUSTEE EVERMAN THAT ITEM 1.15 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.15.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy had Secretary Turner read Item 1.16, Mott Memorial Building Theatrical Lighting Bid.

MOVED BY SECRETARY TURNER, SECONDED BY TRUSTEE JOSEPH THAT ITEM 1.16 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.16.

ALL PRESENT VOTED AYE. MOTION PASSED.

XI. ADMINISTRATIVE ITEMS

President's Report: President Shaink began by distributing the Executive Summary, and highlighted upcoming dates, including Labor Day, on which the College would be closed, and next month's committee and regular meeting schedule. He thanked State Representatives Hammel and Walsh, as well as Mr. Hansen, for appearing before the Board during the Committee of the Whole, stressing their commitment to bipartisanship when discussing issues such as the Michigan New Jobs Training Program and the proposed option to present baccalaureate degrees at the community college level. He then thanked Michael Kelly and his staff for all that they do, especially with sometimes limited resources.

President Shaink then called on Scott Jenkins, Vice-President of Student & Administrative Services, to provide an update on enrollment and financial aid. Mr. Jenkins announced that the College has surpassed

last year's counts in every category, adding that \$22 million in Pell Grant monies have been allocated so far. He pointed out that even with an increase in enrollment and courses, some students may not get all their intended classes for the fall semester due to increased demand. He added that enrollment at the Workforce Development Center is at capacity, and that final numbers would be available in September.

President Shaink then called on Dr. Amy Fugate, Vice-President of Academic Affairs, who gave information about the All Employee Kickoff Breakfast, to be held on September 3. She said updates would be given by members of the Administration, and that employees would be recognized for their service during the breakfast, based on five-year increments. This would also be a time where all new employees hired within the past year would be recognized.

Finally, President Shaink called upon Lennetta Coney, Executive Director, College & Community Advancement and President, Foundation for Mott Community College, to provide information on Homecoming activities. Ms. Coney brought with her Ms. Sally Jaeger, Homecoming Chair, and former faculty member. Together, they supplied a schedule of events, saying that they are hoping for a retrospective collection of alumni throughout the years of the College in its current and previous incarnations. They highlighted an alumni reception, luncheon, and campus tours, in addition to many other events.

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.02):

Trustee Bettendorf stated how he was very impressed with the content and testimony provided by speakers and presenters at both the Committee of the Whole and the Regular meeting.

Trustee Joseph said she appreciated the workshop presentation and its presenters, calling it a wonderful educational experience. She also expressed interest in a future discussion regarding reducing textbook costs.

Treasurer Koegel had no comments.

Trustee Everman referred to the Pancake Breakfast with the President, an event scheduled as part of the Homecoming activities, suggesting that Trustees volunteer to serve the pancakes during the event.

Secretary Turner commended the workshop presentation, stating that she felt it gave much-needed clarity to the issue. She also thanked Dr. Fugate, Vice-President Jenkins, Ms. Coney, and Ms. Jaeger for their addresses during the President's report.

Chair Croudy praised the presentations and the comments from the Board members during the workshop and meeting, and recited a quotation on leadership as an inspirational gesture.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:29 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

Wednesday, August 19, 2009, 4:00 p.m., CM 1019

Present: Turner, Joseph

Absent: Bettendorf

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

Pre-Audit Communication

Larry Gawthrop, Chief Financial Officer, introduced Michael Schrage and Dana Coomes of Plante Moran, who explained that, as per auditing standards, they must meet with the Board and communicate to 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 such as financial aid and Workforce Investment Act funds, and the testing of internal controls. Mr. Schrage also discussed the incorporated partner rotation process, adding that the process would be beginning.

Consent Agenda

Treasurer's Report for July 2009: Mr. Gawthrop reviewed the Treasurer's Report for the month of July 2009. He noted that total revenues were \$7.8 million, representing 11% of the annual budget, 2.6% ahead of last year at this time. Expenditures year-to-date were at \$4.0 million, representing 5.7% of the annual budget. Property taxes were \$577 thousand, and that state appropriations would arrive in October. A brief discussion ensued regarding Accounts Receivable.

Resolution to Approve Naming Request by Foundation for Mott Community College: President Shaink explained how a request came from the family of MCC Distinguished Alumnus Phil Braun to plant a tree on campus in his honor. In response, Dr. Shaink formed a committee to determine the merit, and to ensure that all necessary criteria be met. Dr. Amy Fugate, Vice President for Academic Affairs, added that Mr. Braun is also the namesake for one of the College's most prestigious awards given to students. The resolution will be brought forth for approval at Monday's regular meeting as part of the Consent Agenda.

Individual Items

Music Lab – Purchase Award: A copy of the resolution was included for review. Dr. Fugate provided background, citing the earlier purchase of Mac computers, which was approved by the Board, and stating that this purchase would be for software and support equipment for those computers. Dr. Fugate also explained several benefits and capabilities of the equipment, and how the hardware and software will benefit classes such as Music Theory, and programs such as Entertainment Technology. Dean Cusack added that the winning bid was local and thus able to provide quick technical support. The resolution will be brought forth for approval by the Board on Monday.

Mott Memorial Building Theatrical Lighting Bid: Dr. Fugate explained how the lighting system used in the Mott Memorial Building Auditorium ceased working, and since the system was more than 30 years old, finding the parts needed to repair it was becoming increasingly difficult and expensive. She and her team were able to identify a new LED-based system which would also be more energy-efficient. She added that there was concern about the winning bid being significantly lower than the others, but all specs were met. The resolution will be brought for approval at Monday's meeting.

Other

Staffing Transactions Report

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

President Shaink informed the committee of Trustee Everman's inquiry during the Finance/Audit Committee regarding WFUM-TV. Dr. Shaink informed the committee that, in response to the inquiry, he asked Mr. Gawthrop to look into the issue, and Mr. Gawthrop had recently met with WFUM's station manager. Mr. Gawthrop passed out a statement from WFUM regarding the decision to cease broadcast operations, and Dr. Shaink said that a copy of the statement would be sent to the entire Board. Finally, Dr. Shaink announced that the idea of the College could overseeing broadcast operations with another entity does not appear to be financially viable at this time, but the Administration will continue to explore the issue, should circumstances change.

Dr. Shaink also referenced Trustee Everman's assertion that Michael Kelly, Executive Director, Marketing, made comments in the *Flint Journal* regarding the offering of baccalaureate degrees by community colleges, that were akin to Board policy. Dr. Shaink reiterated that the Board has not made any formal decision regarding this matter, and as such, Mr. Kelly's comments were accurate.

Dr. Shaink then informed the committee of Trustee Everman's draft resolution to create a case study where students would utilize electronic book devices, such as the Amazon Kindle, in lieu of traditional textbooks. Dr. Shaink said that he asked Dr. Amy Fugate, Vice-President of Academic Affairs to do some initial research. Dr. Fugate said that such a study would result in several violations of the faculty Collective Bargaining Agreement, and added that Arizona State University and several other private institutions nationwide are conducting similar studies, some of which have resulted in lawsuits by visually impaired students who were unable to use the devices in their current form. Trustee Joseph suggested that she hoped that this issue could result in a future discussion regarding textbook costs.

Trustee Turner adjourned the meeting at 5:28 p.m.

FINANCE/AUDIT COMMITTEE

Wednesday, August 19, 2009, 12:00 p.m., CM 1019

Present: Koegel, Everman

Absent: Snell

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

Pre-Audit Communication

Chief Financial Officer Larry Gawthrop introduced Michael Schrage and Dana Coomes of Plante Moran, who explained that, as per auditing standards, they must meet with the Board and communicate to 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. Mr. Schrage also discussed the incorporated partner rotation process, adding that the process would be beginning.

Consent Agenda

Treasurer's Report for July 2009: Mr. Gawthrop reviewed the Treasurer's Report for the month of July 2009. He noted that total revenues were \$7.8 million, representing 11% of the annual budget, 2.6% ahead of last year at this time. Expenditures year-to-date were at \$4.0 million, representing 5.7% of the annual budget. Property taxes were \$577 thousand, and that state appropriations would arrive in October.

Resolution to Approve Naming Request by Foundation for Mott Community College: President Shaink explained how a request came from the family of MCC Distinguished Alumnus Phil Braun to plant a tree on campus in his honor. In response, Dr. Shaink formed a committee to determine the merit, and to ensure that all necessary criteria be met. Dr. Amy Fugate, Vice President for Academic Affairs, added that Mr. Braun is also the namesake for one of the College's most prestigious awards given to students. The resolution will be brought forth for approval at Monday's regular meeting as part of the Consent Agenda.

Individual Items

Music Lab – Purchase Award: A copy of the resolution was included for review. Dr. Fugate provided background, citing the earlier purchase of Mac computers, which was approved by the Board, and stating that this purchase would be for software and support equipment for those computers. Also on hand to answer questions was Mary Cusack, Dean, Fine Arts Division, who explained many of the benefits and capabilities of the equipment, and how it will benefit classes such as Music Theory, and programs such as Entertainment Technology. Dean Cusack added that the winning bid was local and thus able to provide quick technical support. The resolution will be brought forth for approval by the Board on Monday.

Mott Memorial Building Theatrical Lighting Bid: Dr. Fugate explained how the lighting system used in the Mott Memorial Building Auditorium ceased working, and since the system was more than 30 years old, finding the parts needed to repair it was becoming increasingly difficult and expensive. She and her team were able to identify a new LED-based system which would also be more energy-efficient. She added that there was concern about the winning bid being significantly lower than the others, but all specs were met. The resolution will be brought for approval at Monday's meeting.

Other

Staffing Transactions Report

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

Trustee Everman handed out copies of a resolution he drafted that proposed the creation of a case study designed to test the feasibility of students utilizing electronic book devices, such as the Amazon Kindle. He said he spoke with a representative of the Chronicle of Higher Education regarding this issue. President Shaink explained that such an issue would have to be researched, recommending that since the proposal would directly relate to curriculum, Dr. Fugate should be given the opportunity to investigate it further.

Trustee Everman then requested a status update to his inquiry regarding the University of Michigan's decision to cease operations at WFUM-TV. Mr. Gawthrop informed every one that he had a recent meeting with WFUM's station manager, and confirmed Trustee Everman's earlier report of an offer made by the Mott Foundation. President Shaink stated that as of now, the idea of MCC collaborating with another entity and resuming broadcast operations does not appear to be financially viable at this time, but the Administration will continue to explore the issue, should circumstances change.

Trustee Everman then inquired about proposed student housing in downtown Flint. President Shaink referenced a meeting he recently had with Ridgway White and representatives of the Mott Foundation regarding this subject, and said that the issue is still under investigation. Trustee Everman suggested a future presentation from the Mott Foundation on this subject.

Trustee Everman also referenced a quote from the *Flint Journal* from Michael Kelly, Executive Director, Marketing, regarding the idea of community colleges offering baccalaureate degrees. Trustee Everman attested that by his comment, Mr. Kelly was creating Board policy. President Shaink stated that the Board has taken no official action on the issue, and Mr. Kelly's statement reflects that.

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

POLICY COMMITTEE

Monday, August 17, 2009, 3:00 p.m., CM 1019

Present: Joseph, Turner

Absent: Snell

The meeting was called to order at 3:03 p.m. by Trustee Joseph.

The Committee conducted a quick review of the agreed-upon changes from Section 5000, made at the previous meeting, and discussed minor edits to those changes.

The Committee then went forward with its review of Section 5000, and will continue at the next Committee meeting.

Trustee Joseph adjourned the meeting at 5:22p.m.