

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, AUGUST 25, 2008
VOLUME 40

SCHEDULED MEETING:
7:30 p.m.

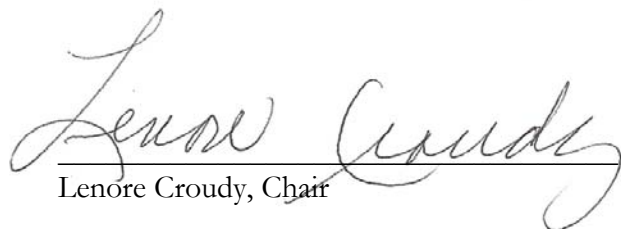
BOARD CONFERENCE ROOM:
Room 1103, Workforce Education
Center/Garfield G. Wagner Building

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

TRUSTEES ABSENT:
Sally Shaheen Joseph

PRESIDING OFFICER: Lenore Croudy, Chairman
Regular Board Meeting: 7:30 p.m. to 9:11 p.m.

Certified As Correct:


Lenore Croudy, Chair


James B. Bettendorf, Secretary

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
Regular Meeting, August 25, 2008
Volume 40

Minutes of Regular Meeting of August 25, 2008

COMMITTEE OF THE WHOLE SESSION:

Dr. Shaink began the Committee of the Whole Session by introducing Scott Jenkins, Vice President for Student & Administrative Services. Vice President Jenkins provided historical background on the Garfield G. Wagner Building and its utilization as a Workforce Education Center (WEC). He then introduced Robert Matthews, WEC Director, who guided the Board on a tour of the WEC, which included an opportunity to view several labs and classrooms, and experience the intake and orientation process as a new student would. He explained how some of the WEC programs were designed to lead to degree programs at the College, and also highlighted the WEC's General Education Diploma (GED) preparation program for those students who may require it. The tour also allowed for Board members to visit a new student orientation class as well as a Health Care Training class. Board members were able to interact with students from both classes, some of whom voiced their reasons for choosing the WEC, which were very positive toward the College. The session ended at approximately 7:25 p.m.

I. CALL TO ORDER:

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

II. ADDITIONS TO THE AGENDA

Trustee Everman moved that Trustee Shaheen Joseph's absence be excused, as she was out of the state. Chair Croudy acknowledged the absence, adding that excusing an absence was not required.

There were no other additions to the agenda.

III. ADOPTION OF AGENDA

Vice Chair Snell moved that the agenda be adopted. Trustee Turner seconded the motion.

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

President Shaink called on Vice President Jenkins, who introduced Tom Healey, Athletic Director. Mr. Healey provided a summary and highlights of the 2007-2008 MCC Men's Golf Team's season, and their fifth place national finish. He introduced two members of the Team, Ryan Ream and Curtis Hayden. Mr. Healey also acknowledged that Mr. Ream was honored as 2008 Region XII Player of the Year, and presented to him an award signifying the accomplishment.

Chair Croudy called for a motion to approve Item 1.01, Resolution Honoring the 2007-2008 MCC Men's Golf Team.

MOVED BY VICE CHAIR SNELL, SECONDED BY SECRETARY BETTENDORF THAT ITEM 1.01 BE APPROVED.

Chair Croudy called for the vote on Item 1.01.

ALL PRESENT VOTED AYE. MOTION PASSED.

Dr. Shaink called on Vice President Jenkins again, who acknowledged the Workforce Development staff and thanked them for their work. Vice President Jenkins then introduced two special guests, The Honorable Richard Hammel, State Representative, 48th District, and Alicia Booker, CEO, Career Alliance, to provide comments on job training and workforce development issues.

Representative Hammel gave an overview of the budget process, affirming his commitment to funding community colleges and workforce development. He stressed the need for Genesee County to be highlighted in discussion on the state No Worker Left Behind program, and cited allocation of funds for job training and nursing education programs, referring to them as great opportunities for Genesee County citizens.

Vice President Jenkins then introduced Ms. Booker, who delivered a presentation on Genesee/Shiawassee County Workforce Development issues. Ms. Booker provided demographic data on Career Alliance's service area, as well as key employment sectors. She explained the need to move toward creating a knowledge-based economy, citing collaborations with MCC, the Mott Foundation, and the State of Michigan in this endeavor. She also identified new initiatives geared to help train for current jobs as well as jobs for the future, and aligning resources with needs.

V. COMMUNICATIONS

There were no communications.

VI. COMMENTS FROM THE PUBLIC

Mr. Jeff Kelley (2817 Corunna Road, Flint, 48503) provided comments as a representative of Painters District Council 26. Mr. Kelly provided an update on an emerging partnership between the College and the Painters' Union. He explained how economic downturn issues prompted the union to focus on new avenues such as bridge painting, and applying for a No Worker Left Behind grant. Upon discovering that they would not qualify for the grant, they were referred to MCC, who helped them develop several retraining initiatives for their members. Mr. Kelley expressed his gratitude for the College for their continued partnership.

VII. APPROVAL OF MINUTES

TRUSTEE TURNER MOVED THAT THE REGULAR BOARD MEETING MINUTES OF JUNE 23, 2008 BE APPROVED. VICE CHAIR SNELL SECONDED THE MOTION.

Chair Croudy called for a vote on the motion to approve the June 23, 2008 meeting minutes.

ALL PRESENT VOTED AYE. MOTION PASSED.

VIII. INFORMATIONAL REPORTS

Acceptance of Standing Board Committee Reports:

1. Personnel (Turner, Bettendorf, Shaheen Joseph): Trustee Turner reported that the Personnel Committee met on August 20, 2008. Notes from that meeting appear as Attachment A. Trustee Turner also provided a summary report on President Shaink's performance evaluation, providing copies to each Board member.
2. Finance (Koegel, Everman, Snell): Vice Chair Snell reported that the Finance Committee also met on August 20, 2008. Notes from that meeting appear as Attachment B.
3. Policy (Shaheen Joseph, Snell, Turner): Vice Chair Snell (in Trustee Shaheen Joseph's absence) reported that the Policy Committee met on August 11, 2008. 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 VICE CHAIR SNELL, SECONDED BY SECRETARY BETTENDORF THAT THE BOARD APPROVE THE CONSENT AGENDA.

Chair Croudy called for a vote on the Consent Agenda, Item 1.02, Treasurer's Report for May 2008.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Chair Croudy called for a motion to approve Item 1.03, Resolution to Amend Optional Retirement Plan (ORP) Plan Document Concerning Sabbaticals.

MOVED BY TRUSTEE TURNER, SECONDED BY TRUSTEE EVERMAN THAT ITEM 1.03 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.03.

ALL PRESENT VOTED AYE. MOTION PASSED.

XI. ADMINISTRATIVE ITEMS

President's Report: President Shaink discussed the results of his evaluation and thanked the committee for their diligence. He said that the credit for his performance goes to the College's employees, who consistently work to make the College a quality institution. He then referred to the Executive Summary, Staffing Transaction Report, and list of upcoming dates, highlighting the Faculty and Staff Kickoff Breakfast and the Lapeer Learners' Scholarship Golf Outing.

Dr. Shaink thanked the Workforce Development/Education team for the tour of the Workforce Education Center and the special presentation, and thanked Ms. Booker and Representative Hammel for their presentations.

He then introduced Lennetta Coney, Executive Director, College & Community Development and President, Foundation for MCC, to show a promotional video for the Foundation, which detailed the College's history and encouraged viewers to contribute to the Foundation.

Finally, Dr. Shaink announced that the official unveiling of the Bruin Bear statue would be September 24, adding that it coincides with the student Welcome Back Rally. He also reminded everyone of the Ballenger Eminent Persons Lecture Series Women in Science forum, as part of STEM, to take place in October.

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.09):

Treasurer Koegel had no comments.

Trustee Everman distributed copies of proposed revisions to the Board Policy Manual. He also commented on a recent community group meeting held at the College, and commended the College's decision to reject a request that the meeting not be allowed on campus. He also referenced the MCCA Summer Workshop, stating his belief that democracy was not used.

Secretary Bettendorf voiced his satisfaction and delight with all the goings-on occurring around campus, adding that the College can go even farther. He also expressed his pleasure with all the reports/presentations and thanked everyone.

Vice Chair Snell congratulated Chair Croudy on being honored by the MCCA. He then said he found the meetings throughout campus rewarding, and thanked everyone for the opportunity.

Trustee Turner commended Chair Croudy on her accomplishments and her work in the community. She also cited the administration and the high level of teamwork demonstrated, stating that the collective team effort will help move Flint forward.

Chair Croudy praised Michael Kelly, Executive Director, Marketing, for his work on the recent MCC marketing campaign, and she also commended Vice President Jenkins for his leadership and his work to maintain the upkeep and appearance of the campus grounds. She mentioned the positive reputation Dr. Shaink has in the community. She then acknowledged Tony Alexander of the Bruin Club of Genesee County, and finally thanked the Board members for their support, adding that accolades she may receive are not done so without their support.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 9:11 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.

ATTACHMENT A

PERSONNEL COMMITTEE

Wednesday, August 20, 2008, 4:00 p.m., CM 1019

Present: Turner, Bettendorf, Shaheen Joseph

The meeting was called to order at 4:08 p.m. by Trustee Turner.

Trustee Turner allowed for Item 4, Required Communications with Client Under New Auditing Standards, to be moved up to the beginning of the agenda.

Required Communications with Client Under New Auditing Standards: Larry Gawthrop, Interim Chief Financial Officer, introduced Michael Schrage and Dana Coombes of Plante Moran, who explained that a new auditing standard (SAS 114) requires communication with the Board of Trustees throughout the audit process instead of only at its conclusion. They reviewed areas of risks inherent to the College and the planned tests and procedures to mitigate these risks and the importance of assessing the College's internal controls. In addition, the auditors emphasized the importance of open and direct communication with the Board and encouraged any Board member having a concern related to the audit to contact the auditors directly through the Finance Committee Chair. Discussion ensued regarding the rotation of audit partners under the best practices area of Sarbanes-Oxley. Attorney Delaney cited five years under Sarbanes-Oxley and seven years as possibilities under the recommendation from the National Association of College & University Business Officials (NACUBO). Plante Moran further explained that as in the past, they would meet with the Board again to submit a report detailing the audit's results.

Consent Agenda

Treasurer's Report: Larry Gawthrop reviewed the treasurer's report for the month of July 2008. He noted that total revenues were \$6.1 million, which was slightly ahead of last year at this time. He cited that the July general fund expenditures are the lowest of any month in the fiscal year. He added that the property taxes are on pace with the budgeted amounts and that the state is proposing a 2% increase in appropriations, down from the 2.9% initially budgeted.

Individual Items

Resolution Honoring the 2007-2008 MCC Men's Golf Team: A copy of the resolution was included for review. The resolution will be presented for approval at Monday's Board meeting.

Resolution to Amend Optional Retirement Plan (ORP) Plan Document Concerning Sabbaticals: A copy of the resolution was included for review. Mark Kennedy, Chief Human Resources Officer, provided background on the rationale for the resolution. The resolution will be presented for approval at Monday's meeting.

Other

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report for July 2008.

Trustee Turner adjourned the meeting at 5:20 p.m.

ATTACHMENT B

FINANCE COMMITTEE

Wednesday, August 20, 2008, 12:00 p.m., CM 1019

Present: Koegel, Everman, Snell

The meeting was called to order at 12:02 p.m. by Trustee Koegel.

Trustee Koegel allowed for Item 4, Required Communications with Client Under New Auditing Standards, to be moved up to the beginning of the agenda.

Required Communications with Client Under New Auditing Standards: Larry Gawthrop, Interim Chief Financial Officer, introduced Michael Schrage and Dana Coombes of Plante Moran, who explained that a new auditing standard (SAS 114) requires communication with the Board of Trustees throughout the audit process instead of only at its conclusion. They reviewed areas of risks inherent to the College and the planned tests and procedures to mitigate these risks and the importance of assessing the College's internal controls. In addition, the auditors emphasized the importance of open and direct communication with the Board and encouraged any Board member having a concern related to the audit to contact the auditors directly through the Finance Committee Chair. Discussion ensued regarding the rotation of audit partners under the best practices area of Sarbanes-Oxley. Attorney Delaney cited five years under Sarbanes-Oxley and seven years as possibilities under the recommendation from the National Association of College & University Business Officials (NACUBO). Plante Moran further explained that as in the past, they would meet with the Board again to submit a report detailing the audit's results.

Consent Agenda

Treasurer's Report: Larry Gawthrop reviewed the treasurer's report for the month of July 2008. He noted that total revenues were \$6.1 million, which was slightly ahead of last year at this time. He cited that the July general fund expenditures are the lowest of any month in the fiscal year. He added that the property taxes are on pace with the budgeted amounts and that the state is proposing a 2% increase in appropriations, down from the 2.9% initially budgeted.

Individual Items

Resolution to Amend Optional Retirement Plan (ORP) Plan Document Concerning Sabbaticals: A copy of the resolution was included for review. Mark Kennedy, Chief Human Resources Officer, provided background on the rationale for the resolution. The resolution will be presented for approval at Monday's meeting.

Other

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report for July 2008.

There was also a short discussion on bank stability as it relates to the security of the College's finances.

Trustee Koegel adjourned the meeting at 1:03 p.m.

ATTACHMENT C

POLICY COMMITTEE

Monday, August 11, 2008, 12:00 p.m., CM 1019

Present: Shaheen Joseph, Snell, Turner

The meeting was called to order at 12:13 p.m. by Trustee Shaheen Joseph.

Dr. David Spathelf (via telephone) and Trustee Snell provided historical background on the policy review/revision process, based on their experiences with the last policy review. There was also discussion on the goals of the committee; to review each section and identify those segments that may require revision, addition, omission, or any related form of update.

The committee discussed a process, involving going over the Policy Manual, one section at a time, and, upon completion of the examination, presenting any recommended changes to the full Board at a regular meeting as a first reading, and then voting to approve the changes at the following meeting. It was agreed upon that the intention is to follow sequential order each month, with an understanding that circumstances may require changes to the plan.

Trustee Shaheen Joseph expressed desire to receive feedback from the College community, through the administration, as well as input from the other Trustees. She also wanted to ensure that all potential revisions would be checked to verify compliance with all applicable laws. It was also recommended that a consultant be acquired during the process. Dr. Spathelf suggested that the committee review the GISD Bylaws & Policies Manual for reference purposes.

It was agreed upon that regular committee meetings would be held Monday afternoons, one week prior to the regular Board meeting, with an alternate date selected if circumstances cause that date to be unavailable.

Trustee Shaheen Joseph adjourned the meeting at approximately 1:30 p.m.