

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
OFFICIAL MINUTES OF REGULAR MEETING, SEPTEMBER 17, 2007  
VOLUME 39

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, Chairman  
Regular Board Meeting: 7:30 p.m. to 8:15 p.m.

Certified As Correct:

*Signature on file*

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Lenore Croudy, Chairman

*Signature on file*

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James B. Bettendorf, Secretary

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
Regular Meeting, September 17, 2007  
Volume 39

Minutes of Regular Meeting of September 17, 2007

COMMITTEE OF THE WHOLE SESSION:

The Committee of the Whole session consisted of a tour of the renovated Student Services facilities at Prah College Center conducted by Scott Jenkins, Vice President for Student & Administrative Services and Larry Koehler, Executive Director Physical Plant and College Architect. The session concluded at approximately 7:25 p.m.

I. CALL TO ORDER:

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

II. ADDITIONS TO THE AGENDA

MOVED BY TRUSTEE EVERMAN THAT THE ISSUE OF CONSTITUTION DAY BE ADDED TO THE AGENDA.

THERE WAS NO SUPPORT. MOTION FAILED.

MOVED BY TRUSTEE EVERAN THAT THE BOARD OBSERVE A MOMENT OF SILENCE FOR FORMER MCC PRESIDENT ROBERT RUE. SECONDED BY TRUSTEE KOEGEL.

NO VOTE WAS CALLED

Chair Croudy called for a moment of silence for Robert Rue, Joyce Toet and an MCC student killed in a car accident.

The board observed a moment of silence.

III. ADOPTION OF AGENDA

Chair Croudy called for a motion to adopt the agenda.

MOVED BY TRUSTEE TURNER, SECONDED BY TRUSTEE SNELL 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 Dr. Amy Fugate, Vice President of Academic Affairs. Dr. Fugate called on Robert Loth, Dean, Business Division. Dean Loth described the Association of Collegiate Business Schools and Programs (ACBPS) Accreditation Award and the process for obtaining it. He then introduced Paul Londrigan, Coordinator/Advisor – Business & Marketing, Business Division. Mr. Londrigan described the honor and esteem associated with receiving the accreditation and the opportunities for students to transfer classes because of the ACBPS designation. Dr. Beverly Bliesath thanked everyone that had helped them achieve the accreditation and the board for its support.

President Shaink called on Carlos Cisneros, Community Outreach & Engagement Coordinator. Mr. Cisneros played a copy of the advertisement for the Hispanic Latino Collaborative 2007 Health Fair and Walk on September 29<sup>th</sup>. He then introduced Arminda Garcia, Chair of the Hispanic Latino Collaborative in Flint. Ms. Garcia described the upcoming collaborative events associated with Hispanic Heritage month.

TRUSTEE BETTENDORF READ ITEM 1.16 RECOGNITION OF HISPANIC HERITAGE MONTH. THE MOTION WAS SECONDED BY TRUSTEE SNELL.

Chair Croudy called for a vote.

ALL PRESENTED VOTED AYE. MOTION PASSED

Ms. Garcia thanked the board for its support.

President Shaink called on Scott Jenkins, Vice President, Student & Administrative Services. Mr. Jenkins described the changes to student advising and thanked the individuals that helped make it possible. He then introduced Dr. Jim Leonard, Dean, Counseling & Student Development. Dr. Leonard introduced members of the Advisory Committee for Academic Advising Improvement that were in attendance. He also described the committee, its goals, and objectives. Joyce McKinnies, Academic Advisor Generalist, described the committee's accomplishments. Mr. Jenkins finished the report by describing how the committee had overcome difficulties to create a program that worked. Trustee Everman asked a question about faculty collegiality on the committee. Mr. Jenkins noted that it was a very collegial environment.

#### 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 JOSEPH, SECONDED BY TRUSTEE TURNER, THAT THE REGULAR BOARD MEETING MINUTES OF AUGUST 27, 2007 BE APPROVED AS PRESENTED.

Chair Croudy called for a vote on the motion to approve the August 27, 2007 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 September 12, 2007. Notes from that meeting appear as Attachment A.
2. Finance (Koegel, Everman, Snell): Trustee Koegel reported that the Finance Committee also met on September 12, 2007. 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 TRUSTEE KOEGEL, SECONDED BY TRUSTEE SNELL THAT THE BOARD APPROVE THE CONSENT AGENDA.

CHAIR CROUDY CALLED FOR A VOTE ON THE CONSENT AGENDA, ITEM 1.17.

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 ACCT Leadership Congress in San Diego, the MCCA Board of Directors meeting at North Central Community College, and October

17<sup>th</sup> Board Subcommittee meetings, and the Regular Board meeting on October 22<sup>nd</sup>.

He thanked Scott Jenkins, Larry Koehler, and Delores Dean, for the tour of PrahL College Center. He also thanked Amy Fugate, Robert Loth, Paul Londrigan, Beverly Bliesath, Carlos Cisneros, Arminda Garcia, Jim Leonard, and Joyce McKinnies for their reports and presentations.

President Shaink called on Dr. Fugate. She described the college's Constitution Day activities. He then noted Motown, Mott, & More Lip Sync show success and Trustee Turner as C. He also thanked Matthew Pakula.

President Shaink called on Mark Kennedy. He introduced new employees including Lisa Banks, Mary Procopio, Jennifer Doerr, Kristina Parker, Sharon Schapel, Brian Harding, and David Butke.

## XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.02):

Trustee Joseph commented on the Motown Mott & More Lip Sync show, Constitution Day, the Business Division Accreditation, and the advising report.

Trustee Bettendorf commented on the special presentations, the tour of the renovated PrahL College Center, and advising.

Trustee Koegel had no comments.

Trustee Snell commented on the Foundation and the Motown, Mott & More Lip Sync show.

Trustee Everman commented on Constitution Day at the University of Michigan Flint.

Trustee Turner commented on the Mott, Motown and More Lip Sync Show and thanked Lennetta and her staff as well as Lisa Poma, Michael Tews and the crew. She also commented on the part each individual can take to make a positive change and the importance of giving back to the community.

Chair Croudy commented on the tour of PrahL College Center and the student-centered nature of the renovations. She also thanked Scott Jenkins.

## XIII. EXECUTIVE SESSION

There was no executive session.

## XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:50 p.m.

## PERSONNEL COMMITTEE

(Turner, Bettendorf, Joseph)

Wednesday, September 12, 2007, 4:00pm, CM 1019

Trustee Turner called the meeting to order at 4:04pm

Attorney Kendall Williams provided a report on employee conduct.

Consent Agenda Items

Recognition of Hispanic Heritage Month: President Shaink described the tradition of recognizing the Hispanic community members and the college's support for Hispanic Heritage Month.

Treasurer's Report for August 2007: Larry Gawthrop described the report and highlighted the revenue and expenditures page. He also mentioned the balance sheet and the assets and liabilities of the college. He noted that the audit process had begun and would likely be completed by late October. Trustee Joseph inquired about losing state aid. President Shaink described the current state aid developments.

Mr. Gawthrop distributed a letter from the auditors to the Personnel Committee members. He then described some of the key points. He also noted that there is an audit of the auditors for quality control purposes. Trustee Turner confirmed that the letter identified the audit relationship between the college and auditors. Jim Delaney noted the significance of certifying the audit information as true and accurate. Trustee Joseph noted the recommendations in the letter.

Other

Conference Call with George Butler: Attorney George Butler described the documents he drafted for the college to formalize its relationship with the Foundation for MCC and the Bruin Club. Discussion ensued about the college's relationship to and support of the organizations as well as changes to and execution of the documents.

Staffing Transactions Report: Mark Kennedy described the report. He noted the new faculty hires and separations. Trustee Joseph inquired about salaries for coaches. Mr. Kennedy indicated the union agreement required salary based on the sports season. Mr. Kennedy also described the new online HR system that will be in place soon.

Accounts Receivable Report: Larry Gawthrop described the Accounts Receivable procedures currently in place. He indicated that the bulk of receivables were a result of third-party payees for student course enrollment. He discussed some of the college policies associated with striking a balance between access to education and collection of tuition fees. Scott Jenkins noted some of the reasons related to payment disputes that become receivables. He also explained the two-day requirement for students to complete paperwork indicating that they have payment arrangements in place and how this has helped to eliminate additional receivables. He also explained the college's tuition installment payment plan. Trustee Turner inquired about the 7-year time frame for collection. Mr. Jenkins noted that after that period it was unlikely debt would be collected because of students' inability to pay. Trustee Turner inquired about the college's net accounts receivable compared to others. Ms. Mason noted that the economic hardship of our area and its impact on accounts receivable made it harder to compare.

Adjourned at 5:20pm

## FINANCE COMMITTEE

(Koegel, Everman, Snell)

Wednesday, September 12, 2007, 12:00 noon, CM 1019

Trustee Koegel called the meeting to order at 12:03pm

Consent Agenda Items

Recognition of Hispanic Heritage Month: President Shaink described the tradition of recognizing the Hispanic community members and the college's support for Hispanic Heritage Month.

Treasurer's Report for August 2007: Larry Gawthrop described the report and highlighted the revenue and expenditures page. He also mentioned the balance sheet and the assets and liabilities of the college. He noted that the audit process had begun and would likely be completed by late October. Trustee Koegel inquired about the total liabilities of the college. Mr. Gawthrop and Ethel Mason described the increase in liabilities because of the third pay period at the end of August. They noted that there was no accounting adjustment for the third pay period.

Mr. Gawthrop distributed a letter from the auditors to the Finance Committee members. He then described some of the key points. He also noted that there is an audit of the auditors for quality control purposes. Trustee Koegel inquired about the status of the audit. Ms. Mason indicated it was ongoing and had begun three days ago.

President Shaink described the current state aid developments.

Other

Staffing Transactions Report: Mark Kennedy described the report and increased recruiting effort. He noted the new faculty hires and separations. Trustee Koegel inquired about the number of full-time hires. Mr. Kennedy indicated there were not more authorized positions, but that there had been filling of vacancies. President Shaink inquired about the number of new faculty. Amy Fugate noted that there was 14-16 new faculty this year. Trustee Koegel wondered how the college was able to find such good people. Mr. Kennedy noted that Sharon Ewles had been doing some effective recruiting. Dr. Fugate noted that the administrators had been looking nationally, as well as locally and at adjunct faculty. She also mentioned that students had been included on hiring committees with great success.

Conference Call with George Butler: Attorney George Butler described the documents he drafted for the college to formalize its relationship with the Foundation for MCC and the Bruin Club. Discussion ensued about the college's relationship to and support of the organizations.

Accounts Receivable Report: Larry Gawthrop described the Accounts Receivable procedures currently in place. He indicated that the bulk of receivables were a result of third-party payees for student course enrollment. He discussed some of the college policies associated with striking a balance between access to education and collection of tuition fees. Scott Jenkins noted some of the reasons related to payment disputes that become receivables. He also explained the two-day requirement for students to complete paperwork indicating that they have payment arrangements in place and how this has helped to eliminate additional receivables. He also explained the college's tuition installment payment plan. Trustee Everman inquired about former CFO Kelli Sproule's completion of best practices for account receivable collections. Mr. Jenkins indicated that staff would be reviewing what other colleges do to collect receivables.

Adjourned at 1:15pm