

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
OFFICIAL MINUTES OF REGULAR MEETING, OCTOBER 24, 2005  
VOLUME 37

SCHEDULED MEETING:  
7:30 p.m.

BOARD CONFERENCE ROOM:  
North Ballroom,  
Prah College Center

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

PRESIDING OFFICER:

Lenore Croudy, Chairman  
Regular Board Meeting: 7:30 p.m. – 9:25 p.m.  
(Executive Session 8:27 p.m. to 9:24 p.m.)

Certified As Correct:

---

Lenore Croudy, Chairman

---

James B. Bettendorf, Secretary

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
Regular Meeting, October 24, 2005  
Volume 37

Official Minutes of Regular Meeting of October 24, 2005

COMMITTEE OF THE WHOLE SESSION:

The Committee of the Whole session took place in the Genesee Room of the Prah College Center and consisted of a power-point presentation by Kelli Sproule on the budget, followed by a presentation by Tadd Harburn of Plante & Moran on the audit. The session concluded at 7:18 p.m.

I. CALL TO ORDER:

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

II. ADDITIONS TO THE AGENDA

Chairman Croudy stated that there were no additions to the agenda.

III. ADOPTION OF AGENDA

MOVED BY TRUSTEE SNELL, SUPPORTED BY TRUSTEE TURNER, THAT THE AGENDA BE ADOPTED AS PRESENTED.

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

Bill Angus provided a power-point presentation on the Curriculum Planning Process.

V. 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 GONZALES, SUPPORTED BY TRUSTEE SNELL, THAT THE REGULAR MEETING MINUTES OF SEPTEMBER 26, 2005 BE APPROVED AS PRESENTED.

Trustee Everman stated that to “maintain consistency in detail so that we will be able to accurately reference information in the future, and citing policy 1500” (Section 1500 is Board Meetings), he would like the minutes to be corrected to reflect his comments at the end of the last meeting.

Chairman Croudy stated “point well taken”.

ALL PRESENT VOTED AYE. MOTION PASSED.

## VIII. INFORMATIONAL REPORTS

Acceptance of Standing Board Committee Reports:

1. Personnel (Turner, Bettendorf, Gonzales): Trustee Turner reported that the Personnel Committee met on October 19, 2005. Minutes from that meeting appear as Attachment A.
2. Finance (Koegel, Everman, Snell): Trustee Koegel reported that the Finance Committee also met on October 19, 2005. Minutes from that meeting appear as Attachment B.

Other:

1. Report on MCCA Meeting at Alpena Community College: (Everman, Shaink) Both Trustee Everman and President Shaink provided information about their attendance at the MCCA meeting at Alpena Community College on October 7-8, 2005. Trustee Everman presented each board member with a brick from the Alpena Community College Concrete Technology program.

2. Assignment of Board Facilitators for Future Board Workshops: (Croudy)  
 Chairman Croudy provided a report on the results of the trustee survey about the October 3<sup>rd</sup> Committee of the Whole meeting. She stated that she had received five responses, and all of them rated the content of the meeting and the facilitator as being “excellent”. When asked if the meeting met expectations, all responses were yes, and some said it exceeded their expectations. When asked what should be done in the future, the responses were to read the book that the facilitator, George Potter, recommended. Chairman Croudy then shared that she had contacted both George Boggs, who wrote the forward, and Christine Johnson McPhail, who edited the book Establishing and Sustaining Learning-Centered Community Colleges. She stated that Christine Johnson McPhail might be available to come to MCC at a point in the future to discuss the book with the Board members. (The consensus of the Board was that if she is invited, it should be after everyone has read the book, and that this would also depend upon the cost.) Chairman Croudy then made assignments for future workshops discussions of the book. The assignment list appears as Attachment C. The first discussion will take place on November 28<sup>th</sup> at 6:30 p.m.

#### IX. UNFINISHED BUSINESS

There was no unfinished business.

#### X. NEW BUSINESS

##### Consent Agenda:

MOVED BY TRUSTEE KOEGEL, SUPPORTED BY TRUSTEE SNELL, THAT ITEMS 1.20, 1.21 AND 1.22 BE APPROVED EN MASSE.

ALL PRESENT VOTED AYE. MOTION PASSED.

##### Individual Action Items:

MOVED BY TRUSTEE BETTENDORF, SUPPORTED BY TRUSTEE SNELL, THAT ITEM 1.23, POLICY REVISIONS SECTIONS 5104 AND 5105, BE APPROVED AS PRESENTED.

Secretary Bettendorf read the resolution in its entirety.

ALL PRESENT VOTED AYE. MOTION PASSED.

MOVED BY TRUSTEE BETTENDORF, SUPPORTED BY TRUSTEE SNELL, THAT ITEM 1.24, THE AUDIT FOR FISCAL YEAR 2004-2005 BE APPROVED AS PRESENTED.

Tadd Harburn of Plante & Moran provided a brief overview of the audit process.

Secretary Bettendorf read the resolution in its entirety.

Trustee Everman stated that he “has full faith and trust” in the Chief Financial Officer and in the audit process, but does have a problem with the short timeframe between receiving the audit, and approval by the Board of Trustees. He indicated that he would not vote for the approval of the resolution for that reason, and recommended that in the future, it would be in the best interest of the College to have the audit results at least a month in advance.

Tadd Harburn, when asked by Trustee Eveman about this change, stated that it was possible to conduct the audit earlier, depending upon the schedule of the MCC accounting office.

Kelli Sproule indicated that she would look into the scheduling to see if this earlier timeframe would be possible.

CHAIRMAN CROUDY CALLED FOR THE VOTE:

SIX AYE VOTES. ONE NAY VOTE (EVERMAN).  
MOTION PASSED.

MOVED BY TRUSTEE BETTENDORF, SUPPORTED BY TRUSTEE SNELL, THAT ITEM 1.25, A BID AWARD FOR WORKFORCE DEVELOPMENT INSTITUTE SIMULATIONS TECHNOLOGY (WDIST), BE APPROVED AS PRESENTED.

Secretary Bettendorf read the resolution in its entirety.

ALL PRESENT VOTED AYE. MOTION PASSED.

Trustee Snell asked Tom Crampton about the bid process followed. Specifically, he asked if letters are sent to the vendors in addition to the ad in the Flint Journal. Tom Crampton replied that the vendors do receive letters.

Trustee Koegel asked “what good does it do to put an ad in the Flint Journal when the vendors are so specialized?” Kelli Sproule responded that many vendors routinely check newspapers nation-wide via the internet for these types of ads, and so the information is not limited to the local area.

Trustee Snell requested more presentations be provided for the Board on this type of “cutting edge technology” in the future.

#### XI. ADMINISTRATIVE ITEMS

President Shaink stated that the President’s Executive Summary, which is prepared by members of the Executive Cabinet each month to keep board members informed about various activities on campus, was distributed to each trustee.

He noted upcoming dates and thanked Bill Angus for his presentation on curriculum planning. He added that he was proud of the Deans and Faculty members for their outstanding work on this project.

He noted the Staffing Transactions report for the month, and asked Mark Kennedy to introduce new employees who were present. Mark introduced one new employee, Will Weidner, Academic Computing Technician in the Educational Systems department.

#### XII. MISCELLANEOUS BUSINESS:

##### COMMENTS FROM BOARD MEMBERS (Item 4.03):

Trustee Turner thanked Trustee Everman for the MCCA brick. She also complimented Kelli Sproule and Bill Angus for their presentations that evening. She also stated that Tom Crampton is bringing the college into the 21<sup>st</sup> Century, and that we need to be highlighting his programs more. She also reminded the Board members about the UNCF event on October 28<sup>th</sup> and encouraged everyone to attend. She concluded her remarks by saying that it was an honor to be nominated for the Athena Award.

Trustee Snell joked with Trustee Turner about using Chairman Croudy as a “mentor” and that she need not mimic everything that Chairman Croudy does. He stated that the presentations of the evening were very good, and he complimented Kelli Sproule for her way of explaining the finances of the college in a way that everyone can understand. He thanked Bill Angus and Jim Drummond for their leadership in curriculum development which will keep MCC’s programs “on track”. He also thanked Chairman Croudy for giving him the first workshop assignment.

(amended)

Trustee Bettendorf stated that he was impressed with the Distinguished Alumni dinner which took place last week. He added that this event reflects well on the College and that it was well organized.

Trustee Everman indicated that he had called the President's Office on October 19<sup>th</sup> and requested that several items be added to the Board agenda. He said that he had mentioned this to Al (Koegel) and John (Snell) following the Finance Committee meeting. He was told (by Lisa and Carol) that agenda items needed to be approved by the Board Chair. He cited board policy Section 1630 which he stated says "any trustee has the right to have any issue brought up and put on the agenda." He stated that he therefore requests that the Trustee Leadership Scholarship be placed on the November 28<sup>th</sup> board agenda. He also stated he wanted the names of Joe Bommarito and Carolyn Sterns placed on the agenda for professor emeritus status. He stated that this is an important issue – that any trustee has the right to place items on the agenda -- and that is why he is bringing it up at this time. He added that while this is small issue right now, it could become a much larger issue in the future. He also (joking) suggested that because Bill Angus does such a good job that the Board not let him retire. He also mentioned an invitation to an event on October 28<sup>th</sup> which provides training on how to deal with legislators which all board members could benefit from. He stated he would be happy to provide that information to any board member who is interested in attending. He also thanked Kelli Sproule and Tadd Harburn for their presentations, and welcomed Will Wieder to MCC.

Trustee Koegel had no comments.

Trustee Gonzales had no comments.

Chairman Croudy invited staff people to attend the Committee of the Whole sessions during which the Board will be discussing chapters from the Establishing & Sustaining Learning-Centered Community Colleges. She also encouraged board members to attend the November 4<sup>th</sup> Conversation Day event. She stated that she is serving on the NAACP Education committee, and that she has invited several staff members to serve with her.

### XIII. EXECUTIVE SESSION

Board Attorney James Delaney indicated an executive session is recommended to review opinion letter(s) from MCC attorneys.

MOVED BY TRUSTEE SNELL, SUPPORTED BY TRUSTEE BETTENDORF, THAT THE BOARD MOVE INTO EXECUTIVE SESSION TO REVIEW AN OPINION LETTER(S) FROM M.C.C. ATTORNEYS.

A ROLL CALL VOTE WAS TAKEN:  
ALL PRESENT VOTED AYE. MOTION PASSED.

Chairman Croudy stated that the Board would move into Executive Session, and that no further action would take place that evening other than to re-convene to adjourn.

The MCC Board of Trustees moved into Executive Session in the Prah College Center Room #8 at 8:27 p.m., and re-convened into open session at 9:24 p.m.

#### XIV. ADJOURNMENT

Chairman Croudy declared the meeting adjourned at 9:25 p.m.

***PERSONNEL COMMITTEE***

*October 19, 4:00 p.m., CM 1019*

Present: Turner, Bettendorf, Gonzales.

Trustee Turner called the Board Personnel Committee meeting to order on Wednesday, October 19, 2005.

Audit for Fiscal Year 2004-2005: Kelli Sproule reported that once each year, the fiscal accounts of the College are audited by a certified public accounting firm. MCC's financial audit for 2004-2005 was performed by Plante & Moran (formerly Dupuis & Ryden), and the audited financial statements and independent opinion letter of the auditors was reviewed with the Personnel Committee by Plante & Moran auditor Tadd Harburn. Mr. Harburn provided an overview of the financial statements, and also reviewed the opinion letter including the comments and recommendations section. Following Mr. Harburn's report, all staff members left the meeting and the Personnel Committee members met privately with the auditors. Mr. Harburn will be providing a report on the audit during the Board Workshop, and will also be present at the Board of Trustees meeting.

**Consent Agenda Items:**

Treasurer's Report: Kelli Sproule reviewed the budget statements for the month of September 2005.

(Trustee Gonzales left the meeting at this point – 4:30 p.m.)

Approval of Lease with Michigan State University: Scott Jenkins reported that Michigan State University has been working with MCC for the last several years to identify space in the MCC University Center in the Mott Memorial Building. MSU is requesting 143 square feet to be used to offer a Masters of Arts in Social Work. The lease is for an initial term beginning November 1, 2005 and ending June 30, 2006.

Approval of Lease with Central Michigan University for Livingston County M-TEC space: Scott Jenkins reported that Central Michigan University has requested classroom space in MCC's Livingston County M-TEC to offer classes for a Masters of Arts in Administration and a Masters of Arts in Counseling. The lease is for an initial period beginning November 1, 2005 and ending on June 30, 2006.

**Informational Items:**

Staffing Transactions Report: Mark Kennedy reviewed the Staffing Transactions report for the month. One retirement was noted.

## Personnel Committee Meeting

October 19, 2005

Page 2 of 2

### **Individual Action Items:**

Revisions to Board Policy Sections 5104-5105: Mark Kennedy reported that these proposed changes were presented to the Board of Trustees at the September 26, 2005 Board meeting as a “first reading”, and that they have been distributed to the MCC Union Presidents for review. No conflicts with current labor agreements have been identified. The changes to these policy sections will be on the October 24, 2005 Board of Trustees agenda for approval.

Bid Award for Workforce Development Institute Simulation Technology (WDIST): Tom Crampton reported that this bid award is for integration of new technology tools into the design and manufacturing enterprise. The cost of the winning bid is \$132,800 to Gateway Computers and will be paid for by a grant through the U.S. Department of Labor.

### **Other:**

Mark Kennedy provided a brief update on employee related issues.

Fair Share Rebate: Kelli Sproule reported that similar to last year, MCC’s audited financial results were slightly better than expected. As a consequence, and in keeping with the non-faculty union contract language, the Administration is recommending that a fair share rebate be distributed to those bargaining unit employees (and the Exempt employees). Assuming that the process from last year is followed, the unions would determine how to make the payments to their individual members, and the payment would occur in early December. Only a portion of the surplus will be distributed, since some funds may be needed in the future to meet unexpected expenses. Specifically, MCC still does not know exactly what state aid funding levels will be, natural gas price increases are expected, and the Michigan economy continues to be unstable. The Personnel Committee agreed that the distribution of the excess funds should take place as described.

**FINANCE COMMITTEE**

October 19, 12:00 noon, CM 1019

Present: Koegel, Everman, Snell.

Trustee Koegel called the Board Finance Committee meeting to order on Wednesday, October 19, 2005.

Audit for Fiscal Year 2004-2005: Kelli Sproule reported that once each year, the fiscal accounts of the College are audited by a certified public accounting firm. MCC's financial audit for 2004-2005 was performed by Plante & Moran (formerly Dupuis & Ryden), and the audited financial statements and independent opinion letter of the auditors was reviewed with the Finance Committee by Plante & Moran auditor Tadd Harburn. Mr. Harburn provided an overview of the financial statements, and also reviewed the opinion letter including the comments and recommendations section. Following Mr. Harburn's report, all staff members left the meeting and the Finance Committee members met privately with the auditors. Mr. Harburn will be providing a report on the audit during the Board Workshop, and will also be present at the Board of Trustees meeting.

**Consent Agenda Items:**

Treasurer's Report: Kelli Sproule reviewed the budget statements for the month of September 2005.

Approval of Lease with Michigan State University: Scott Jenkins reported that Michigan State University has been working with MCC for the last several years to identify space in the MCC University Center in the Mott Memorial Building. MSU is requesting 143 square feet to be used to offer a Masters of Arts in Social Work. The lease is for an initial term beginning November 1, 2005 and ending June 30, 2006.

Approval of Lease with Central Michigan University for Livingston County M-TEC space: Scott Jenkins reported that Central Michigan University has requested classroom space in MCC's Livingston County M-TEC to offer classes for a Masters of Arts in Administration and a Masters of Arts in Counseling. The lease is for an initial period beginning November 1, 2005 and ending on June 30, 2006.

**Individual Action Items:**

Revisions to Board Policy Sections 5104-5105: Mark Kennedy reported that these proposed changes were presented to the Board of Trustees at the September 26, 2005 Board meeting as a "first reading", and that they have been distributed to the MCC Union Presidents for review. No conflicts with current labor agreements have been identified. The changes to these policy sections will be on the October 24, 2005 Board of Trustees agenda for approval.

## Finance Committee Meeting

October 19, 2005

Page 2 of 2

Bid Award for Workforce Development Institute Simulation Technology (WDIST): Tom Crampton reported that this bid award is for integration of new technology tools into the design and manufacturing enterprise. The cost of the winning bid is \$132,800 to Gateway Computers and will be paid for by a grant through the U.S. Department of Labor.

### **Informational Items:**

Staffing Transactions Report: Mark Kennedy reviewed the Staffing Transactions report, and provided a brief update on employee related matters.

Trustee Everman stated that he had read and studied the MCC Sexual Harassment policy as part of a class that he was/is taking. He stated that he would provide the Finance Committee members and Mark Kennedy with copies of sexual harassment policy he views as more comprehensive.

Fair Share Rebate: Kelli Sproule reported that similar to last year, MCC's audited financial results were slightly better than expected. As a consequence, and in keeping with the non-faculty union contract language, the Administration is recommending that a fair share rebate be distributed to those bargaining unit employees (and the Exempt employees). Assuming that the process from last year is followed, the unions would determine how to make the payments to their individual members, and the payment would occur in early December. Only a portion of the surplus will be distributed, since some funds may be needed in the future to meet unexpected expenses. Specifically, MCC still does not know exactly what state aid funding levels will be, natural gas price increases are expected, and the Michigan economy continues to be unstable. The Finance Committee agreed that the distribution of the excess funds should take place as described.