

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, OCTOBER 26, 2009
VOLUME 41

SCHEDULED MEETING:
7:30 p.m.

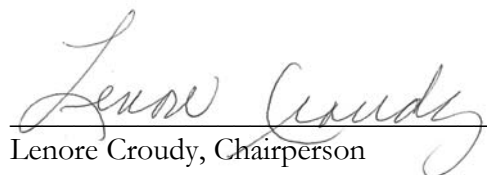
BOARD CONFERENCE ROOM:
Room 1301
Regional Technology Center

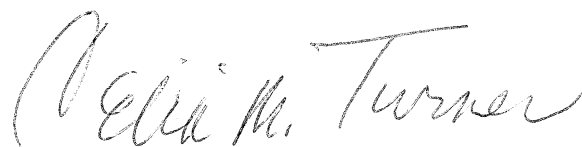
TRUSTEES PRESENT:
Lenore Croudy
James Bettendorf
Andrew (Andy) Everman
Sally Shaheen Joseph
Albert J. Koegel
John L. Snell, Jr.
Celia M. Turner

TRUSTEES ABSENT:

PRESIDING OFFICER: Lenore Croudy, Chairperson
Regular Board Meeting: 7:30 p.m. to 9:07 p.m.

Certified As Correct:


Lenore Croudy, Chairperson


Celia M. Turner, Secretary

BOARD OF TRUSTEES
 CHARLES STEWART MOTT COMMUNITY COLLEGE
 Regular Meeting, October 26, 2009
 Volume 41

Minutes of Regular Meeting of October 26, 2009

COMMITTEE OF THE WHOLE SESSION:

Chair Croudy began the Committee of the Whole at 6:30pm and called on President Shaink. President Shaink recounted how the Board agreed in March to not raise tuition for the Fall 2009 semester, contingent upon state appropriations remaining at its current levels or above, a decline in property taxes of 3.5%, and a proportional share of stimulus money received by the state, one of which—no decrease in state appropriations—became a reality. He said that formulating tuition and fees mid-year pose problems because the effect of state and property taxes are typically unknown at that point, and as a result, it is recommended that tuition and fees be set for the calendar year. Dr. Shaink added that the Administration wanted to discuss this with the Board in September, but were unable to because the state had not acted on the budget or any appropriations by that time. He then introduced Larry Gawthrop, Chief Financial Officer, who reiterated Dr. Shaink's comments and provided a conceptual framework for calculating tuition and fees, including a minimized impact on students, a balanced approach throughout the College, and an alignment with Board policy and the College Strategic Plan, among other factors. He discussed the three funding sources—state aid, property taxes, and tuition—and detailed funding trends over the past 10 years, along with fluctuations in state aid and property taxes. Mr. Gawthrop went on to identify costs that the College can and cannot control, detailing a breakdown of College expenses.

Mr. Gawthrop then provided rationale for a tuition increase, stating that a 9.3% increase would be necessary to cover all losses, and that a 4.3% increase, along with increased cost maintenance, would be more appropriate, showing how the increase, and the cost of tuition and fees, compared to other institutions within the College's peer group, as well as schools in the immediate area.

Finally, he provided an updated seven-year forecast should the proposed increase be approved by the Board, and cited several cost-cutting measures currently in place by the College.

Following a brief question and answer session, the workshop concluded at 7:07 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 Joseph moved that the agenda be adopted. Secretary Turner seconded the motion.

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

Chair Croudy called on President Shaink, who introduced Scott Jenkins, Vice President for Student & Administrative Services, to provide an overview on how the College is working with local health officials regarding the H1N1 virus. Mr. Jenkins detailed the College's interaction with the Genesee County Health Department, and the hosting of public updates regarding the virus. He added that the GCHD would soon be announcing vaccine sites, and that he has offered the College to be used as a site. Mr. Jenkins pointed out steps the College has taken, including placing hand sanitizing stations campus wide, posting signs in restrooms promoting hand-washing safety, and additional cleaning in computer labs. He then explained how claims of H1N1 need to be confirmed by a physician, and described the process that must be taken, adding that the College has not received any confirmed cases. Additional steps taken include placing Health Services under Public Safety and working with both local physicians for oversight and using the Visiting Nurse program to provide general flu shots. He handed out a pamphlet regarding the virus, and promised that the College is taking nothing for granted.

Chair Croudy called on President Shaink again, who called on Mr. Gawthrop to give a summary of his earlier presentation regarding tuition and fees. Mr. Gawthrop briefly highlighted funding sources, fluctuations and trends within each, and comparisons between the College and local institutions and members of its peer group. He reiterated the need for a tuition increase, and showed a seven-year forecast of the budget with the proposed increase.

V. COMMUNICATIONS

There were two communications to the Board. The first was from Dr. Thomas M. Bennett, ACCT Chairperson, congratulating Secretary Turner on her election as ACCT Secretary-Treasurer. The second communication was from Michael Hansen, President, MCCA, also congratulating Secretary Turner on her election. The Assistant Secretary read both communications, as directed by Secretary Turner.

VI. COMMENTS FROM THE PUBLIC

There were no comments from the public.

VII. APPROVAL OF MINUTES

Secretary Turner moved that the word 'enrollment' be added to page 27a, second line under Committee of the Whole, following the word 'College,' and that the vote to enter into Executive Session, found on page 27e be corrected to reflect six votes, rather than seven. There was no objection.

Trustee Everman moved that a brief discussion regarding the Policy Committee's process be included, and that the minutes reflect a recess to Executive Session rather than an adjournment. Trustee Everman recommended that the Assistant Secretary review the audio recording of the meeting and make the changes accordingly. There was no objection.

SECRETARY TURNER MOVED THAT THE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 28, 2009, WITH CORRECTIONS, BE APPROVED. VICE-CHAIR SNELL SECONDED THE MOTION.

Chair Croudy called for a vote on the motion to approve the September 28, 2009 meeting minutes, as corrected.

ALL PRESENT VOTED AYE. MOTION PASSED.

VIII. INFORMATIONAL REPORTS

Acceptance of Standing Board Committee Reports:

1. Personnel (Turner, Bettendorf, Joseph): Secretary Turner reported that the Personnel Committee met on October 21, 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 October 21, 2009. Notes from that meeting appear as Attachment B.
3. Policy (Joseph, Snell, Turner): Trustee Joseph reported that the Policy Committee met on October 19, 2009. Notes from that meeting appear as Attachment C. She also read a statement summarizing the suggested changes to Policy Section 5000 the Committee received, the Committee's action regarding each change, and the rationale behind each decision.

Other Reports:

1. MCCA Board of Directors Meeting (Joseph, Shaink): Trustee Joseph and President Shaink reported that the MCCA Board of Directors met Oct. 2-3 at Bay College in Escanaba. Among the issues discussed during the meeting were federal stimulus monies for broadband access, the Student Aid & Fiscal Responsibility Act, and Carnegie Classifications, among other items. They noted a bylaw change to reduce the number of Board meetings to three per year, and President Shaink announced that the next meeting is scheduled to be held at MCC. Trustee Joseph made a further comment on the excellent participation by the member colleges.
2. ACCT Leadership Congress (Croudy, Turner, Joseph): Chair Croudy, Secretary Turner, and Trustee Joseph attended the ACCT Leadership Congress October 8-10, in San Francisco, CA. Trustee Joseph highlighted several workshops she attended, including ones on the environment and tobacco-free campuses.

Secretary Turner said that the theme of the conference was "Achieving Success in a Global Economy," and discussed accountability issues that Trustees nationwide face. She also noted an accountability initiative sponsored by the Bill & Melinda Gates Foundation.

Chair Croudy discussed the General Sessions and some of the Committee meetings she attended, such as the Diversity Committee and the Governance & Bylaws Committee, which Trustee Joseph serves as a member of. She commented on the positive reputation of the College, Mott Middle College, and President Shaink, and highlighted a workshop she attended, "How to Be an Effective Board Chair." Finally, she congratulated Secretary Turner on her election as Secretary-Treasurer of the ACCT.

IX. UNFINISHED BUSINESS

Chair Croudy called for a motion to approve Item 1.21, Amendments to Board Policy Section 5000 (Human Resources).

MOVED BY TRUSTEE JOSEPH, SECONDED BY VICE-CHAIR SNELL THAT ITEM 1.21 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.21.

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

X. NEW BUSINESS

Consent Agenda:

Chair Croudy called for a motion to approve the Consent Agenda.

MOVED BY VICE-CHAIR SNELL, SECONDED BY SECRETARY TURNER THAT THE BOARD APPROVE THE CONSENT AGENDA.

Chair Croudy called for a vote on the Consent Agenda, Item 1.23, Treasurer's Report for September 2009.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Chair Croudy called for a motion to approve Item 1.24, 2010 Tuition and Fees.

MOVED BY VICE-CHAIR SNELL, SECONDED BY SECRETARY TURNER THAT ITEM 1.24 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.24.

SIX AYE VOTES, ONE NAY VOTE (EVERMAN). MOTION PASSED. TRUSTEE EVERMAN REQUESTED THAT THE RECORD SHOW THAT HIS NAY VOTE WAS DUE TO HIS OPINION THAT, AFTER ANALYZING THE BUDGET, A TUITION INCREASE WAS NOT NECESSARY AT THIS TIME.

Chair Croudy called for a motion to accept the first reading of Item 1.25, Amendments to Board Policy 6000 (Instruction).

MOVED BY TRUSTEE JOSEPH, SECONDED BY SECRETARY TURNER THAT THE FIRST READING OF ITEM 1.25 BE ACCEPTED.

There was no discussion.

Chair Croudy called for the vote on Item 1.25.

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

XI. ADMINISTRATIVE ITEMS

President's Report: President Shaink began by distributing the Executive Summary, and highlighted upcoming events. He thanked Larry Gawthrop and Scott Jenkins for their presentations, and called on Bob Howald, Executive Dean of Continuing Education, Extended Campuses & Institute for Medical Simulation, to present the IMPACT Award, sponsored by Michigan Works!, to Doris Stromer, Interim Lead ES Specialist, Shiawassee Service Center. Dean Howald explained that Ms. Stromer was nominated for the award by Career Alliance, and was unable to personally accept it, as she was donating a kidney to her husband at the time. Ms. Stromer came up and formally accepted the award, and a photo opportunity with Ms. Stromer, her husband, members of the Administration, and Trustees followed.

President Shaink then discussed how proud the College was to have Secretary Turner elected to the ACCT Executive Committee, and presented her with a red rose. Secretary Turner introduced her family, and a photo opportunity followed.

Dr. Shaink then called on Mark Kennedy, Chief Human Resources Officer, to introduce new employees Sandra Losh and Pam Martin.

Dr. Shaink and Chair Croudy then presented Trustee Bettendorf with a framed copy of the resolution passed by the Board at last month's meeting, honoring the 50th anniversary of his ordination into the priesthood. A photo opportunity with all the Trustees and members of the Administration followed.

Dr. Amy Fugate, Vice President for Academic Affairs was then called on to provide information on the November 4 nanotechnology discussion, as part of the Ballenger Eminent Persons Lecture Series.

Trustee Everman than inquired as to the status of the Mott Library renovation project; President Shaink called on Larry Koehler, Executive Director, Physical Plant, who said that things appear to be on schedule, and the project would likely be completed by the fall of 2010. He also discussed a rumor regarding an erroneous Flint Zoning Board map, saying that, contrary to the map, there is no intention to raze the tennis courts and build a parking lot east of the Regional Technology Center. Instead, there is a proposal to create an environmentally-friendly parking lot to the west of the RTC.

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.04):

Trustee Everman handed out copies of documentation relating to the Community College Open Textbook Project, sponsored by the Community College Consortium for Open Educational Resources. He also distributed information regarding federal stimulus dollars that have reached Genesee County, including Pell Grant funds received by MCC students.

Treasurer Koegel had no comments.

Trustee Joseph offered her congratulations to Secretary Turner for her election.

Trustee Bettendorf commented on how pleased he was with the progress of the College and all the recognitions of the evening.

Vice-Chair Snell said that tonight was a wonderful night. He commended his fellow Trustees for their

conference reports, and Larry Gawthrop for providing a balanced report. Finally, he applauded Trustee Bettendorf for the anniversary of his ordination.

Secretary Turner stated how humbled she was by her election to the ACCT Executive Board, adding that she could not have achieved that goal without the support of her fellow Trustees. She said that there are challenges ahead, but she is ready to meet them. She added that that she felt that membership and participation in these various groups and conferences are important for information gathering, and that President Shaink has a strongly respected reputation nationwide.

Chair Croudy praised all the College's employees, and extolled on the strong and positive reputation the College has in the community. She complimented the attractive grounds and clean buildings campus-wide. Finally, she thanked the Board members for their hard work and participation.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 9:07 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, October 21, 2009, 4:00 p.m., CM 1019

Present: Turner, Joseph

Absent: Bettendorf

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

Unfinished Business

Amendments to Board Policy 5000 (Human Resources): A copy of the resolution, and the policy section was included for review. As the Committee members in attendance are both members of the Policy Committee, there was no need to highlight the proposed changes. The resolution will be brought forth for approval at Monday's meeting.

Consent Agenda

Treasurer's Report for September 2009: Larry Gawthrop, Chief Financial Officer, reviewed the Treasurer's Report for the month of September 2009. Among the highlights were that total revenues were \$21.3 million, representing 30% of the annual budget, 0.2% lower than last year at this time. Expenditures year-to-date were at \$13.8 million, representing 19.5% of the annual budget. Tuition and fee revenues were \$14.3 million. Property taxes were \$6.1 million. Mr. Gawthrop cited significant changes in tuition and fees, and property taxes, and announced that state appropriations and the Indian Tuition Waiver appropriation appear to be the same as last year. He also pointed out that the state budget is still not complete, and as a result, future cuts are a possibility.

Individual Items

2010 Tuition and Fees: A copy of the resolution was included for review. Mr. Gawthrop detailed how the Board previously passed a resolution freezing tuition for the Fall 2009 semester, contingent upon state appropriations remaining at its current levels or above, a decline in property taxes of 3.5%, and a proportional share of stimulus money received by the state. He went on to point out that only one of these conditions—the state appropriation level—was met, and this, combined with the additional costs related to increased enrollment, present a situation in which a 0% increase in tuition cannot be maintained. President Shaink commented on the efforts of all College departments to pursue a balanced approach in controlling and reducing costs, and Mr. Gawthrop explained that the state government's failure to resolve and approve a budget by their October 1 deadline has reduced the time the College has in setting tuition and fees by the beginning of the Winter 2010 registration period, necessitating action by the Board at Monday's meeting. He also recommended that the Board set tuition and fees for the entire calendar year, a measure that would help aid in budgeting and the processing of student aid applications.

There was a brief discussion on the issue of health care, particularly related to the health care legislation mentioned by Trustee Everman during the Finance/Audit Committee. It was reported that Congressman Kildee's office was contacted for information regarding the legislation, and Mr. Kildee's office stated that the legislation was being included as an amendment to a larger health care reform bill, but was not believed to have the support necessary to pass, and as a result would most likely not be included in the final product. Mr. Gawthrop will deliver a detailed presentation on tuition and fees during the Committee of the Whole, and the resolution will be presented for approval on Monday.

Amendments to Board Policy Section 6000 (Instruction): A copy of the resolution, as well as a copy of Section 6000 and proposed revisions, was included. The resolution will be presented for a first reading at Monday's meeting.

Other

Staffing Transactions Report

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

Secretary Turner adjourned the meeting at 4:42 p.m.

FINANCE/AUDIT COMMITTEE

Wednesday, October 21, 2009, 12:00 p.m., CM 1019

Present: Koegel, Everman, Snell

The meeting was called to order at 12:00 p.m. by Trustee Koegel.

Unfinished Business

Amendments to Board Policy Section 5000 (Human Resources): A copy of the resolution, and the policy section was included for review. Mark Kennedy, Chief Human Resources Officer, highlighted changes made following the section's first reading at last month's meeting, noting that several of the changes were based on comments received from the Faculty and S&M bargaining groups. Mr. Kennedy also referenced the specific concern that the portion relating to staff job action was contradictory to state law; he stated that a legal inquiry verified that the policy's interpretation was valid. The resolution will be brought forth for approval at Monday's meeting.

Consent Agenda

Treasurer's Report for August 2009: Larry Gawthrop, Chief Financial Officer, reviewed the Treasurer's Report for the month of September 2009. Among the highlights were that total revenues were \$21.3 million, representing 30% of the annual budget, 0.2% lower than last year at this time. Expenditures year-to-date were at \$13.8 million, representing 19.5% of the annual budget. Tuition and fee revenues were \$14.3 million. Property taxes were \$6.1 million. Mr. Gawthrop cited significant changes in tuition and fees, and property taxes, and announced that state appropriations and the Indian Tuition Waiver appropriation appear to be the same as last year.

Individual Items

2010 Tuition and Fees: A copy of the resolution was included for review. Mr. Gawthrop detailed how the Board previously passed a resolution freezing tuition for the Fall 2009 semester, contingent upon state appropriations remaining at its current levels or above, a decline in property taxes of 3.5%, and a proportional share of stimulus money received by the state. He went on to point out that only one of these conditions—the state appropriation level—was met, and this, combined with the additional costs related to increased enrollment, present a situation in which a 0% increase in tuition cannot be maintained. President Shaink commented on the efforts of all College departments to pursue a balanced approach in controlling and reducing costs, and Mr. Gawthrop explained that the state government's failure to resolve and approve a budget by their October 1 deadline has reduced the time the College has in setting tuition and fees by the beginning of the Winter 2010 registration period, necessitating action by the Board at Monday's meeting. He also recommended that the Board set tuition and fees for the entire calendar year, a measure that would help aid in student aid applications. Mr. Gawthrop cautioned that the state budget is still not complete, and as a result, future cuts are possible. He will present a detailed presentation regarding this issue during the Committee of the Whole on Monday.

Amendments to Board Policy Section 6000: A copy of the resolution, as well as a copy of Section 6000 and proposed revisions, was included for review. The resolution will be presented for a first reading at Monday's meeting.

Other**Staffing Transactions Report**

Mr. Kennedy reviewed staffing information for September 2009.

Trustee Snell inquired about the status of the Army Reserve Service Center; Scott Jenkins, Vice President for Student & Administrative Services, informed him that the boiler system is up and running and piping has been replaced, adding that the renovations appear to be on schedule.

Trustee Everman made reference to legislation being proposed in the U.S. Congress that would create a single-payer health care plan, suggesting that its passage would have a direct impact on health care expenses for the College, possibly including the elimination of health care expenses.

Trustee Koegel adjourned the meeting at 12:47 p.m.

POLICY COMMITTEE

Monday, October 19, 2009, 3:00 p.m., CM 1019

Present: Joseph, Snell, Turner

The meeting was called to order at 3:00 p.m. by Trustee Joseph.

The Committee conducted a final review of Section 5000 (Human Resources). They referred to the issues regarding portions of the section addressed by the MCCEA, and their subsequent memo reiterating those issues. They were also presented minor suggestions made by the S&M bargaining group. Trustee Joseph requested that a summary of the Committee's review of these issues be made for her report at Monday's meeting, where Section 5000 will be brought forth for approval.

The Committee then conducted a review of Section 6000 (Instruction). The section will be brought forth for a first reading at Monday's Board meeting.

Trustee Joseph adjourned the meeting at 4:54p.m.