

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, NOVEMBER 22, 2010
VOLUME 42

SCHEDULED MEETING:
7:30 p.m.

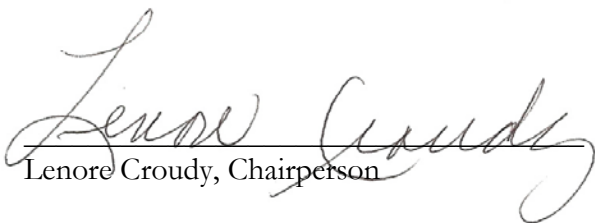
BOARD CONFERENCE ROOM:
Room 1301
Regional Technology Center

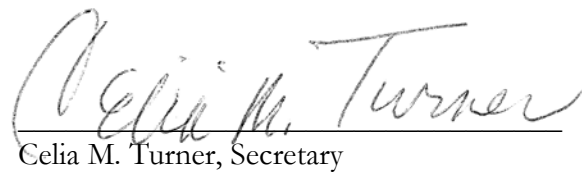
TRUSTEES PRESENT:
Lenore Croudy
Andrew (Andy) Everman
Pamela M. Faris
Sally Shaheen Joseph
John L. Snell, Jr.
Celia M. Turner

TRUSTEES ABSENT:
Albert J. Koegel

PRESIDING OFFICER: Lenore Croudy, Chairperson
Regular Board Meeting: 7:30 p.m. to 8:39 p.m.

Certified As Correct:


Lenore Croudy, Chairperson


Celia M. Turner, Secretary

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
Regular Meeting, November 22, 2010
Volume 42

Minutes of Regular Meeting of November 22, 2010

COMMITTEE OF THE WHOLE SESSION:

Chair Croudy began the Committee of the Whole Session by calling on President Shaink, who introduced Mr. Tom Crampton, Executive Dean, Regional Technology Initiatives, who facilitated a tour of the College's new Digital Fabrication Laboratory, or FabLab. He explained how the idea came from the Massachusetts Institute of Technology and is designed to allow people to use sophisticated equipment and turn ideas into products. Mr. Crampton described potential future uses, both academically and for local businesses. Faculty members Rick Sveller, Joe Pakkala, Doug Prehoda, Jason Slade, Dave Roach, Dennis Hughes, and Jerry Staley were on hand to provide demonstrations of the various capabilities of the FabLab components. The tour was concluded at approximately 7:20 p.m.

I. CALL TO ORDER:

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

II. ADDITIONS TO THE AGENDA

Chair Croudy requested a moment of silence in honor of former MCC Faculty member Alla Drummond. There was no objection. A brief moment of silence was held in memoriam.

III. ADOPTION OF AGENDA

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

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

President Shaink called on Mike Frawley, Interim Chief Financial Officer, who introduced Michael Schrage and Dana Coomes of Plante Moran. Mr. Schrage and Ms. Coomes provided a brief report on the College's audit, detailing basic financial statements, assets, revenues, and expenditures. They stated that the College received a clean audit. Mr. Schrage also acknowledged the hard work by Ethel Mason, Director of Accounting, and her staff.

Dr. Shaink then called on Mr. Scott Jenkins, Vice President for Student & Administrative Services, who introduced Troy Boquette, Dean of Enrollment Management and Retention, and Regina Broomfield, Interim Coordinator of Recruitment and Outreach Activities. Mr. Boquette and Ms. Broomfield gave a presentation on admissions, recruitment, and outreach tools that the College utilizes. They highlighted the number of inquiries and applications sent to the College, as well as activities such as financial aid workshops, college fairs, and other outreach events that occur on and off campus. They also answered questions regarding placement testing and developmental courses.

V. COMMUNICATIONS

There were no communications.

VI. COMMENTS FROM THE PUBLIC

There were no comments from the public.

VII. APPROVAL OF MINUTES

VICE-CHAIR SNELL MOVED THAT THE REGULAR BOARD MEETING MINUTES OF NOVEMBER 1, 2010 BE APPROVED. SECRETARY TURNER SECONDED THE MOTION.

Trustee Everman requested that his request for information regarding the use of digital technology for dental record maintenance be included.

There were no other corrections to the minutes.

Chair Croudy called for a vote to approve the minutes of November 1, 2010.

FIVE AYES, ZERO NAYS. MOTION PASSED. TRUSTEE FARIS ABSTAINED AS SHE WAS ABSENT FROM THE NOVEMBER 1 MEETING.

VIII. INFORMATIONAL REPORTS

Acceptance of Standing Board Committee Reports:

1. Personnel (Turner, Faris, Joseph): Secretary Turner reported that the Personnel Committee met on November 17, 2010. Notes from that meeting appear as Attachment A.
2. Finance/Audit (Koegel, Everman, Snell): Treasurer Koegel reported that the Finance/Audit Committee met on November 17, 2010. 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 JOSEPH, SECONDED BY SECRETARY TURNER THAT THE BOARD APPROVE THE CONSENT AGENDA.

Chair Croudy called for a vote on the Consent Agenda, Item 1.10, Treasurer's Report for October 2010, Item 1.11, Receiving of Audit for FY 2009-2010, and Item 1.12, New Certificate Program – Advanced Graphic Design.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Chair Croudy called for a motion to approve Item 1.13, Administrative and Academic Computers, Lifecycle Program – Purchase Award.

MOVED BY SECRETARY TURNER, SECONDED BY TRUSTEE EVERMAN THAT ITEM 1.13 BE APPROVED.

Chair Croudy called for the vote on Item 1.13.

ALL PRESENT VOTED AYE. MOTION PASSED.

XI. ADMINISTRATIVE ITEMS

President's Report: President Shaink distributed the Executive Summary, and highlighted upcoming dates, including the Board committee and regular meetings on December 15 and December 20, respectively. He called on Mark Kennedy, Chief Human Resources Officer, who introduced new employee Shobana Mohanan. Dr. Shaink thanked all the workshop and Special Presentation participants, and called on Lennetta Coney, President, Foundation for MCC, to provide a brief report on the community-wide celebration in Dr. Shaink's honor, as well as the President's Fund for Student Success. He then called upon Chief Theresa Stephens-Lock, Director, Public Safety, to talk about a meeting held at the College recently comprised of campus law enforcement officials from throughout the state.

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.04):

Trustee Everman thanked Mr. Crampton and the faculty members for the workshop tour. He commended Ms. Mason and her staff for their work on the audit, Ms. Coney for her work on the celebration, and Mr. Boquette and Ms. Broomfield as well as their staff for their work on recruitment. He discussed the availability of community members to contact Trustees and complimented the Public Safety Department.

Treasurer Faris said she enjoyed all the presentations and apologized for being unable to attend the community celebration.

Trustee Joseph commented that she was overwhelmed by the tour, and commended Mr. Boquette, Ms. Broomfield, and the Accounting Department for all their work. She also asked that information regarding the ACCT Legislative Conference be forwarded to all Trustees.

Vice-Chair Snell described the tours and presentations that the College brings to the Board table as outstanding, and said that his compliments for the night's presentations echoed that of the others.

Secretary Turner congratulated President Shaink again for his recognition by the ACCT, and commended the Accounting Department for having a clean audit. She cited the teamwork exhibited by the College and the Board, evidenced by their abilities to celebrate each other's successes.

Chair Croudy congratulated Ms. Coney for organizing a wonderful celebration for President Shaink and commended her and her staff for their outstanding work. She highlighted Secretary Turner's and Dr. Shaink's presence on a national level, indicating that it will help set a tone for community colleges nationwide. Finally, she praised the wonderful work performed by all staff members at the College.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:39 p.m.

Minutes 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, November 17, 2010, 4:00 p.m., CM 1019

Present: Turner, Faris, Joseph

The meeting was called to order at 4:02 p.m. by Trustee Turner.

FY 2009-2010 Audit Report: Mike Frawley, Interim Chief Financial Officer, introduced Michael Schrage, Dana Coomes, and Paul Edwards of Plante Moran, who provided an overview of their audit on the College. They reviewed documents containing the College's financial statements, balance sheet, and federal awards. They also highlighted their formal audit letter, which indicated a positive result for the audit.

Consent Agenda

Treasurer's Report for October 2010: Mr. Frawley detailed the Treasurer's Report for October 2010, reporting that total revenues for the period ended October 31 were approximately \$25.3 million, representing 33.5% of the annual budget, which is 3.1% lower than last year at this time. Expenditures year-to-date were at \$19.9 million, representing 26.4% of the annual budget. Tuition and fee revenues were \$14.6 million, and property taxes were \$8.3 million.

Receiving of Audit for Fiscal Year 2009-2010: A copy of the resolution was included for review. Due to the Audit Report earlier, there was no discussion.

New Certificate Program – Advanced Graphic Design: A copy of the resolution was included for review. Dr. Amy Fugate, Vice President of Academic Affairs, provided rationale and background, explaining that the certificate program was designed for individuals seeking retraining or updating their skills on new and advanced equipment and technology. Students obtaining this certificate would already have degrees or work experience to justify taking courses at this level. The resolution will be presented for approval at Monday's meeting.

Individual Items

Administrative and Academic Computers, Lifecycle Program – Purchase Award: A copy of the resolution was included for review. Dr. Fugate explained the lifecycle process, adding that purchasing the computers at one time resulted in better pricing. The resolution will be presented for approval at Monday's meeting.

Other

Staffing Transaction Report: Kristi Dawley, Senior HR Generalist, presented the Staffing Transaction Report for October 2010.

College Advisory Committees: Dr. Fugate presented a list of College Advisory Committee members for the Trustees' information.

Trustee Turner adjourned the meeting at 5:07 p.m.

FINANCE/AUDIT COMMITTEE

Wednesday, November 17, 2010, 12:00 p.m., CM 1019

Present: Koegel, Everman, Snell

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

FY 2009-2010 Audit Report: Mike Frawley, Interim Chief Financial Officer, introduced Michael Schrage, Dana Coomes, and Paul Edwards of Plante Moran, who provided an overview of their audit on the College. They reviewed documents containing the College's financial statements, balance sheet, and federal awards. They also highlighted their formal audit letter, which indicated a positive result for the audit. There was brief discussion on the amount of hours that went into completing the audit, and the possible effects the CFO transition may have on next year's audit.

Consent Agenda

Treasurer's Report for October 2010: Mr. Frawley detailed the Treasurer's Report for October 2010, reporting that total revenues for the period ended October 31 were approximately \$25.3 million, representing 33.5% of the annual budget, which is 3.1% lower than last year at this time. Expenditures year-to-date were at \$19.9 million, representing 26.4% of the annual budget. Tuition and fee revenues were \$14.6 million, and property taxes were \$8.3 million.

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Other

Staffing Transaction Report: Kristi Dawley, Senior HR Generalist, presented the Staffing Transaction Report for October 2010.

College Advisory Committees: Dr. Fugate presented a list of College Advisory Committee members for the Trustees' information.

Trustee Koegel adjourned the meeting at 1:07 p.m.