

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, NOVEMBER 23, 2009
VOLUME 41

SCHEDULED MEETING:
7:30 p.m.

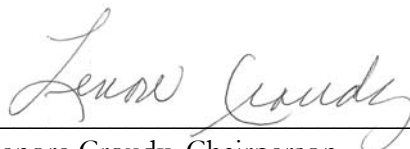
BOARD CONFERENCE ROOM:
Applewood Café
Prah! College Center

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

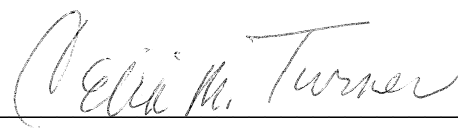
TRUSTEES ABSENT:
James Bettendorf
Albert J. Koegel

PRESIDING OFFICER: Lenore Croudy, Chairperson
Regular Board Meeting: 7:30 p.m. to 8:06 p.m.

Certified As Correct:



Lenore Croudy, Chairperson



Celia M. Turner, Secretary

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
Regular Meeting, November 23, 2009
Volume 41

Minutes of Regular Meeting of November 23, 2009

COMMITTEE OF THE WHOLE SESSION:

The Committee of the Whole consisted of a tour of the Media Arts & Entertainment wing of the Mott Memorial Building. Dr. Amy Fugate, Vice President of Academic Affairs, introduced Cheryl Bassett, Chief Technology Officer, who highlighted the Educational Media Services office, explaining how the staff facilitates equipment orders of faculty and staff. Chris Bolla, Manager, Educational Media Production, showcased several mixing and editing rooms, and discussed various programs and projects. David Rembiesa, Media Arts and Entertainment Coordinator, showed and explained the purpose of the media studios, as well as the variety of projects that could occur. Mr. Rembiesa, along with Mary Cusack, Dean, Fine Arts Division then delivered a short presentation detailing the Media Arts & Entertainment program's development, including the work of the Media Advisory Committee, discussion with other institutions, and future plans such as publicity and recruiting. They discussed the enrollment by students into the classes within the program, new curriculum development, and articulation/transfer opportunities.

The tour and presentation concluded at 7:15 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

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

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

President Shaink called on Larry Gawthrop, Chief Financial Officer, who introduced Michael Schrage and Jon Lamb of Plante Moran. Mr. Gawthrop also recognized Ethel Mason, Director of Accounting and Budget, and the hard work performed by her and her department during the auditing process. Mr. Schrage and Mr. Lamb 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 added that Plante Moran did assist the College with a network security project related to the implementation of red flag rule compliance.

V. COMMUNICATIONS

There were no communications.

VI. COMMENTS FROM THE PUBLIC

Mr. Mike Keeler of 813 Maxine Street, Flint, addressed the Board, identifying himself as Recording Secretary for UAW Local 599. He made reference to comments attributed to UAW representative Don Sorensen, as detailed in the minutes of the November 18, 2009 Finance/Audit Committee meeting, were inaccurate. He also extended an invitation to all Trustees to attend a union meeting.

VII. APPROVAL OF MINUTES

SECRETARY TURNER MOVED THAT THE REGULAR BOARD MEETING MINUTES OF OCTOBER 26, 2009 BE APPROVED. VICE-CHAIR SNELL SECONDED THE MOTION.

Trustee Everman inquired as to whether the corrections to the minutes of the September 28, 2009 meeting were made. The Assistant Secretary explained that a correction was made to include discussion regarding the Policy Committee's process; however a correction to reflect that the Board recessed to Executive Session rather than adjourned was not made, asserting that an adjournment was an appropriate action made by the Chair, based on *Robert's Rules of Order* as well as Board policy.

There was then discussion regarding the Policy Committee's process.

Chair Croudy called for a vote on the motion to approve the October 26, 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 November 18, 2009. Notes from that meeting appear as Attachment A.
2. Finance/Audit (Koegel, Everman, Snell): Vice-Chair Snell reported that the Finance/Audit Committee also met on November 18, 2009. Notes from that meeting appear as Attachment B.
3. Policy (Joseph, Snell, Turner): Trustee Joseph reported that the Policy Committee did not meet, and will meet at a later date.

Trustee Everman made comments referring to the discussion during the Finance/Audit Committee regarding the UAW. He said that it was pretty sad when a Vice President goes after a Trustee, that it wasn't the first time, and to please not do it again.

IX. UNFINISHED BUSINESS

Chair Croudy called for a motion to approve Item 1.25, Amendments to Board Policy Section 6000 (Instruction).

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 1.25.

FOUR 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 1.26, Treasurer's Report for October 2009, and Item 1.27, Receiving of Audit for FY 2008-2009.

ALL PRESENT VOTED AYE. MOTION PASSED.

XI. ADMINISTRATIVE ITEMS

President's Report: President Shaink began by distributing the Executive Summary, and highlighted upcoming events. He called on Mark Kennedy, Chief Human Resources Office,, who introduced new employee Mark Leach. Dr. Shaink then thanked Dr. Fugate, Dean Cusack, Mr. Rembiesa, Ms. Bassett, and Mr. Bolla for their workshop presentation, as well as Mr. Gawthrop, Ms. Mason, and their staff for all their hard work regarding the audit. He then called on Dr. Fugate to provide details on a forum she and four faculty members attended in October regarding textbook alternatives, including open courseware.

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.05):

Trustee Joseph thanked Dr. Fugate for following on textbook issues, and commended Mr. Gawthrop and his staff for their work on the audit. She also extended an apology to the Policy Committee for having to cancel this month's meeting. Finally she said the workshop tour was excellent. Later on, she announced that she recently received materials from the ACCT Leadership Congress, and would be forwarding the information to the other Trustees.

Vice-Chair Snell said that the tour was outstanding, adding that he thought it beneficial to projects that the Board votes on, their progress, and their impact. He also stated the importance of the audit.

Trustee Everman thanked Larry Koehler, Executive Director, Office of Physical Plant, for taking him on a tour of Mott Memorial Building earlier this year. He complimented Dean Cusack and Mr. Rembiesa, saying they articulated the program well. He concluded by saying that the audit report was nice to have, and thanked everyone for attending the meeting.

Secretary Turner thanked all those who were involved in the audit process, thanked Mr. Keeler for his comments earlier, and welcomed Mr. Leach to the College. She also commended Dr. Fugate for her follow up on the textbook issue, and her passion for student success.

Chair Croudy thanked President Shaink and his staff for all that they do, and thanked everyone involved with the workshop tour. She also commented on the wonderful things about the College she hears about in the community.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:06 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, November 18, 2009, 4:00 p.m., CM 1019

Present: Turner, Joseph

Absent: Bettendorf

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

Larry Gawthrop, Chief Financial Officer, introduced Michael Schrage and Dana Coomes of Plante Moran, who provided an overview of their audit on the College. They highlighted documents containing the College's financial statements and balance sheet, and also their formal audit letter, which included the audit's results. They also discussed issues and findings related to uncollectable accounts, federal awards, and property tax revenue, among other topics. The results of the audit were positive.

Consent Agenda

Treasurer's Report: Larry Gawthrop reviewed the Treasurer's Report for the month of October 2009. He reported that total revenues were approximately \$26.6 million, representing 37.4% of the annual budget, 2.1% higher than last year at this time. Expenditures year-to-date were at \$19.1 million, representing 26.9% of the annual budget. Tuition and fee revenues were \$14.4 million. Property taxes were \$9.7 million. The first state appropriation payment was received, in the amount of \$1,494,666.

Acceptance of Audit for Fiscal Year 2008-09: A copy of the resolution was included for review. Due to Mr. Schrage and Ms. Coomes's audit report, there was no discussion.

Other

Staffing Transactions Report: Mark Kennedy, Chief Human Resources Officer, reviewed the Staffing Transactions Report for October 2009.

Dr. Amy Fugate, Vice President of Academic Affairs shared that there had been a request from Mr. Everman at the Finance Committee meeting with regard to the registration of apprentices from GM. She then shared with the committee the background on past due monies and the policy of collecting money from one semester before allowing enrollment in the next semester. She explained the problems that have occurred with the GM bankruptcy and how that is being handled. Both Vice Presidents are working with GM and the UAW to make sure that the company understands the payment process.

Trustee Turner adjourned the meeting at 5:25 p.m.

FINANCE COMMITTEE

Wednesday, November 18, 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.

Larry Gawthrop, Chief Financial Officer, introduced Michael Schrage and Dana Coomes of Plante Moran, who provided an overview of their audit on the College. They highlighted documents containing the College's financial statements and balance sheet, and also their formal audit letter, which included the audit's results. They also discussed issues and findings related to uncollectable accounts, federal awards, and property tax revenue, among other topics. The results of the audit were positive.

Consent Agenda

Treasurer's Report: Larry Gawthrop reviewed the Treasurer's Report for the month of October 2009. He reported that total revenues were approximately \$26.6 million, representing 37.4% of the annual budget, 2.1% higher than last year at this time. Expenditures year-to-date were at \$19.1 million, representing 26.9% of the annual budget. Tuition and fee revenues were \$14.4 million. Property taxes were \$9.7 million. The first state appropriation payment was received, in the amount of \$1,494,666.

Acceptance of Audit for Fiscal Year 2008-09: A copy of the resolution was included for review. Due to Mr. Schrage and Ms. Coomes's audit report, there was no discussion.

Other

Staffing Transactions Report: Mark Kennedy, Chief Human Resources Officer, reviewed the Staffing Transactions Report for October 2009.

Trustee Everman then asked that he be updated on what was going on with GM in terms of apprentice registration for classes. Dr. Amy Fugate, Vice President of Academic Affairs, explained that when she was hired in 2006, one of the things she was asked to do by the CFO was to work to collect outstanding debt from companies in the apprentice program. A decision was made at that time that in keeping with our policies for all students, companies should be required to pay the tuition for one semester before being allowed to enroll in the next semester. This has resulted in fewer outstanding debts to the college. This also reduces the chance of monies becoming uncollectable if a company goes into bankruptcy. The example given was that at the time GM declared bankruptcy they owed the college \$38,254.15. The college has been contacted by a representative from GM indicating they are working to clear this debt with the college.

Dr. Fugate then explained that at the November 10th GM/UAW City-Wide Apprentice Meeting, the MCC apprentice coordinator was asked for an update on the outstanding bills. She shared with them the contact she had received from GM regarding the monies owed when bankruptcy was declared and that they are working to get them paid. She also reinforced with them that bills needed to be paid in a timely manner before the next registration period began. Don Sorenson, UAW Apprentice Representative Local 599, said that Mr. Everman attends their union meetings regularly, and at one of these meetings Mr. Everman went to the podium and said "it is no problem – register your students." The apprentice coordinator indicated she would return to campus and find out if the policy had been changed and get back with them.

Trustee Everman attested that what was being said was untrue. Dr. Fugate stated that all she was sharing was what had been stated at the Apprentice Meeting. She went on to share that we will not be using the monies owed by the "old GM" to prevent students from registering. However, if there are outstanding balances from this current Fall 2009 semester, they will have to be paid prior to registration for Winter 2010.

Scott Jenkins, Vice President for Student & Administrative Services, said that he has been in contact with UAW officials within the past week regarding the issue and would continue to do so. Both Vice Presidents stressed the need to make sure the company was on board with everything, as it is the company that facilitates payments, rather than the union.

Trustee Koegel adjourned the meeting at 1:28 p.m.