

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, NOVEMBER 24, 2008
VOLUME 40

SCHEDULED MEETING:
7:30 p.m.

BOARD CONFERENCE ROOM:
Event Center
Mott Library

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: 7:36 p.m. to 8:38 p.m.

Certified As Correct:

Lenore Croudy, Chairperson

Michael A. Simon, Assistant Secretary

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
Regular Meeting, November 24, 2008
Volume 40

Minutes of Regular Meeting of November 24, 2008

COMMITTEE OF THE WHOLE SESSION:

Dr. Shaink began the Committee of the Whole Session by introducing Dr. Amy Fugate, Vice President of Academic Affairs. Dr. Fugate delivered a presentation to describe the process followed by faculty in developing and introducing academic courses for offering to students. She explained various methods in which a course is proposed, and the process that occurs, leading up to thorough review and action taken by the College Professional Study Committee (CPSC). She then explained the processes for scheduling as well as course cancellation, providing historical data of the numbers of course sections offered and compared that to student enrollment. Following this, she discussed new scheduling initiatives, and addressed misconceptions regarding the processes. The session ended at 7:30p.m.

I. CALL TO ORDER:

Chair Croudy called the meeting to order at 7:36p.m.

II. ADDITIONS TO THE AGENDA

Trustee Everman made a motion to postpone the first reading of Item 1.16, Amendments to Board Policy Section 1000 (Board Operations), until the December meeting, and to be done so during the Committee of the Whole meeting. Trustee Everman also moved that the entire section be read aloud, including changes. Neither motion received a second.

III. ADOPTION OF AGENDA

Vice-Chair Snell moved that the agenda be adopted. Trustee 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 Dana Coomes 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 Ms. Coomes provided a report on the College's audit, detailing basic financial statements, assets, revenues, and expenditures. They stated that the College received a clean audit.

Dr. Shaink then introduced Dr. Amy Fugate, Vice President of Academic Affairs, who introduced Dr. Lillie McCain, Faculty Member, Social Science Division. Dr. McCain explained how Douglas, Blackmon, a journalist for the Wall Street Journal, sought her and her family out while conducting research into the connection between descendants of U.S. Senator John McCain, and descendants of

slaves his family owned, who adopted the McCain name. Dr. McCain introduced footage of a CNN interview conducted with Mr. Blackmon and her regarding this issue, and also showed photographs from recent joint McCain family reunions. Dr. McCain closed by thanking the Board for the opportunity to share her family with them.

V. COMMUNICATIONS

There were no communications.

VI. COMMENTS FROM THE PUBLIC

There were no comments from the public.

VII. APPROVAL OF MINUTES

TRUSTEE JOSEPH MOVED THAT THE REGULAR BOARD MEETING MINUTES OF OCTOBER 20, 2008 BE APPROVED. VICE-CHAIR SNELL SECONDED THE MOTION.

Chair Croudy called for a vote on the motion to approve the October 20, 2008 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 November 19, 2008. Notes from that meeting appear as Attachment A.
2. Finance (Koegel, Everman, Snell): Vice Chair Snell reported that the Finance Committee also met on November 19, 2008. Notes from that meeting appear as Attachment B.
3. Policy (Joseph, Snell, Turner): Trustee Joseph reported that the Policy Committee met on November 17, 2008. Notes from that meeting appear as Attachment C.

Other Reports:

1. ACCT Congress: Trustees Turner and Joseph, Chair Croudy, Dr. Shaink, and Jim Delaney provided a report on the ACCT Congress, which was held October 29 – November 1 in New York City. They discussed the various breakout sessions they attended on issues such as policy development, campus security, and data recording/retention, among other topics. Due to the large amount of materials they received, Dr. Shaink distributed a list of Internet links to breakout session presentations so that each Board member may view the materials at his/her own convenience.

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

Chair Croudy called for a vote on the Consent Agenda, Item 1.12, Treasurer's Report for October 2008, and Item 1.13, Receiving of Audit for FY 2007-2008.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Chair Croudy called for a motion to approve Item 1.14, Appointments of Citizens to Serve on College Advisory Committees and Statement of Appreciation.

MOVED BY VICE-CHAIR SNELL, SECONDED BY TRUSTEE TURNER THAT ITEM 1.14 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.14.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.15, Adoption of Mott Community College 403(b) Plan.

MOVED BY VICE-CHAIR SNELL, SECONDED BY TRUSTEE TURNER THAT ITEM 1.14 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.15.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to receive the first reading of Item 1.16, Amendments to board Policy Section 1000 (Board Operations).

MOVED BY TRUSTEE JOSEPH, SECONDED BY VICE-CHAIR SNELL THAT THE FIRST READING OF ITEM 1.16 BE RECEIVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.16.

SIX AYES, ONE NAY. THE READING WAS RECEIVED AND WILL BE BROUGHT FORTH FOR A FULL VOTE AT THE NEXT MEETING.

XI. ADMINISTRATIVE ITEMS

President's Report: President Shaink began by thanking all the faculty and staff who provide contributions to the Executive Summary. He then distributed the Summary, and introduced Mark Kennedy, Chief Human Resource Officer, who announced that there were no new hires present at the meeting. He listed upcoming events, including the Bear Bistro Grand Opening on December 1 and the ADN Pinning Ceremony on January 10. He thanked Dr. Fugate for her presentation and Larry Gawthrop and the Accounting Department for their work on the audit, as well as the entire campus community for their cooperative efforts. Dr. Shaink also thanked Dr. McCain for her presentation citing the dignity and respect she exhibited in each story and interview. He then congratulated Trustee Turner for her participation in a nationwide panel discussion in her role as a member of the ACCT Board. Finally, he wished everyone a Happy Thanksgiving!

XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.04):

Trustee Everman referred to the staffing transaction report and cited a promotion to Dean listed on the report, saying it looked like a "quid pro quo for selling his union down the tubes." He also expressed interest in hearing from the faculty union regarding the issues presented by Dr. Fugate, so that the Board may compare and contrast their perspective on the matter.

Trustee Joseph thanked Dr. McCain for her amazing presentation and representation of her family and the College. She thanked Dr. Shaink's staff for taking her comments and suggestions to heart in regard to environmental issues. She thanked Dr. Fugate for her presentation, stating that it the research was tremendously complete and answered questions she hadn't had before. She also thanked Vice President Jenkins for responding to an issue she brought up recently. She commented on the ACCT Congress, saying she learned a great deal. She also wished to thank the Accounting staff for their work on the audit.

Vice Chair Snell said that Dr. Fugate did an outstanding job, addressing issues regarding curriculum development. He was also very impressed with Dr. McCain's presentation, adding that she made everyone feel as if they were a part of her family.

Trustee Turner commended Dr. Fugate on her presentation, and also commended Larry Gawthrop and his team for their tremendous work with the audit. She thanked Dr. McCain for helping put the College on a national level. She then congratulated Mark Kennedy on being honored as HR Executive of the Year. Finally, she recalled a moment during the ACCT Congress where she met the Director of Special Initiatives of the Bill and Melinda Gates Foundation, and said that she hopes they can collaborate in the future.

Chair Croudy recognized Trustee Turner for her role in the panel discussion. She said that Dr. Fugate did a fabulous job with her presentation, and then highlighted some upcoming events, such as the Nursing Pinning Ceremony and the Mott College Store Employee and Staff Event. Finally, she requested a men's and women's basketball schedule.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:38 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.

ATTACHMENT A

PERSONNEL COMMITTEE

Wednesday, November 19, 2008, 4:00 p.m., CM 1019

Present: Turner, Bettendorf, Joseph

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

Larry Gawthrop, Chief Financial Officer, introduced Michael Schrage and Dana Coombes 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 information technology. The results of the audit were very positive.

Consent Agenda

Treasurer's Report: Larry Gawthrop reviewed the Treasurer's Report for the month of October 2008. He noted that total revenues were \$25.4 million, which was 0.5% ahead of last year at this time. He cited that the expenditures year-to-date were at \$17.1 million, which was 2.6% lower in spending than this time last year.

Acceptance of Audit for Fiscal Year 2007-08: A copy of the resolution was included for review. Due to Mr. Schrage and Ms. Coombes's audit report, there was no discussion on this resolution. The resolution will be presented for approval at Monday's meeting.

Trustee Joseph cited that the audit report is received by the Board rather than accepted, and recommended the resolution be changed to reflect this.

Individual Items

Appointments of Citizens to Serve on College Advisory Committees and Statement of Appreciation: A copy of the resolution was included for review. Amy Fugate, Vice President of Academic Affairs, provided background on the rationale for the resolution. The resolution will be presented for approval at Monday's meeting.

Adoption of Mott Community College College 403(b) Plan: A copy of the resolution was included for review. Mark Kennedy, Chief Human Resources Officer, provided background on the rationale for the resolution. The resolution will be presented for approval at Monday's meeting.

Amendments to Board Policy Section 1000 (Board Operations): A copy of the resolution, as well as a copy of Section 1000 of the Board Policy Manual with proposed revisions, was included for review. The resolution will be presented for a first reading at Monday's meeting.

Other

Staffing Transactions Report: Mark Kennedy, Chief Human Resources Officer, reviewed the Staffing Transactions Report for October 2008.

Dr. Fugate shared with the committee data regarding pass rate percentages over the past four years (where applicable) of students in the College's Health Science programs who are required to pass a state or national licensing exam.

Dr. Shaink also updated the committee on a recent *Flint Journal* newspaper article about a medical training laboratory being proposed at the Northern Tier Center in Clio. Dr. Shaink informed the committee that, contrary to the article, there are no active or current plans to pursue this.

Trustee Turner adjourned the meeting at 5:46 p.m.

ATTACHMENT B

FINANCE COMMITTEE

Wednesday, November 19, 2008, 12:00 p.m., CM 1019

Present: Koegel, Everman, Snell

The meeting was called to order at 12:03 p.m. by Trustee Koegel.

Larry Gawthrop, Chief Financial Officer, introduced Michael Schrage and Dana Coombes 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 information technology. The results of the audit were very positive.

Consent Agenda

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Individual Items

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Other

Staffing Transactions Report: Mark Kennedy, Chief Human Resources Officer, reviewed the Staffing Transactions Report for October 2008.

Dr. Fugate shared with the committee data regarding pass rate percentages over the past four years (where applicable) of students in the College's Health Science programs who are required to pass a state or national licensing exam.

Dr. Shaink also updated the committee on a recent *Flint Journal* newspaper article about a medical training laboratory being proposed at the Northern Tier Center in Clio. Dr. Shaink informed the committee that, contrary to the article, there are no active or current plans to pursue this.

Trustee Koegel adjourned the meeting at 1:27 p.m.

ATTACHMENT C

POLICY COMMITTEE

Monday, November 17, 2008, 3:00 p.m., CM 1019

Present: Joseph, Snell, Turner

The meeting was called to order at 3:03 p.m. by Trustee Joseph.

The committee completed their review of Section 1000 (Board Operations), along with President Shaink, Board Attorney Jim Delaney, and Dr. David Spathelf. It was decided to bring the section before the full Board for a first reading at the November 24 meeting.. There was also discussion regarding portions of Section 5000 (Human Resources), and the need to review those portions out of sequential order at next month's committee meeting, along with the initial review of Section 2000 (Administration).

Trustee Joseph adjourned the meeting at 4:51 p.m.