

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, DECEMBER 19, 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. to 8:28 p.m.

Certified As Correct:

Lenore Croudy, Chairman

James B. Bettendorf, Secretary

BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
Regular Meeting, December 19, 2005
Volume 37

Official Minutes of Regular Meeting of December 19, 2005

COMMITTEE OF THE WHOLE SESSION:

There was no Committee of the Whole session for the month of December.

I. CALL TO ORDER:

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

II. ADDITIONS TO THE AGENDA

Trustee Everman requested that a certificate of merit be developed to honor Ken Gatenby, and Public Safety Officer Andrew Snyder for their heroic efforts in rescuing an individual from the flood waters in the parking ramp last September. He requested that this be done at the next Board meeting and that the person they saved also be invited to attend.

Chairman Croudy stated that there was one addition to the agenda which was item 1.34, a resolution in appreciation of William (Bill) Angus, page 132.

III. ADOPTION OF AGENDA

MOVED BY TRUSTEE SNELL, SUPPORTED BY TRUSTEE TURNER, THAT THE AGENDA BE ADOPTED WITH THE ADDITION OF ITEM 1.34, PAGE 132.

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

President Shaink introduced Dolores Deen, Dean of Student Services, who provided a brief overview of the Trustee Leadership Scholarship.

Trustee Everman distributed information to each trustee from Chapman University in California ~~about a scholarship the developed.~~ about key performance indicators and how they have developed a plan to help students succeed. He asked that the Board come back to this topic in the future.

President Shaink then introduced Michael Kelly, Director of Marketing and Public Relations, who provided a report on the Governor's "Return to Learn" program and how MCC is supporting that initiative.

President Shaink then asked that Michael Kelly and Scott Jenkins, Vice President of Administration and Student Services, introduce Tim Broomfield, Ken Gatenby, Kerri Sullivan and Ray Talbot who were present to represent the individuals who maintain the campus grounds. Scott Jenkins reported that MCC was awarded the Keep Genesee County Beautiful Beautification Award. Scott thanked his staff members for the excellent job they do, and a photo was taken of the group with the Board members and the award.

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 BETTENDORF, SUPPORTED BY TRUSTEE SNELL, THAT THE REGULAR BOARD MEETING MINUTES OF NOVEMBER 28, 2005 BE APPROVED AS PRESENTED.

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 December 14, 2005. Minutes from that meeting appear as Attachment A.

2. Finance (Koegel, Everman, Snell): Trustee Koegel reported that the Finance Committee also met on December 14, 2005. Minutes from that meeting appear as Attachment B.

IX. UNFINISHED BUSINESS

There was no unfinished business.

X. NEW BUSINESS

Consent Agenda:

MOVED BY TRUSTEE GONZALES, SUPPORTED BY TRUSTEE BETTENDORF, THAT ITEMS 1.29 AND 1.30 BE APPROVED EN MASSE.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Action Items:

MOVED BY TRUSTEE BETTENDORF, SUPPORTED BY TRUSTEE SNELL, THAT ITEM 1.31, APPROVAL OF BOARD POLICY 5403, PRIVACY POLICY REGARDING SOCIAL SECURITY NUMBER ACT, 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 TURNER, THAT ITEM 1.32, EXTENSION OF THE PRO-TECHNICAL LABOR AGREEMENT 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 GONZALES, THAT ITEM 1.33, A BID AWARD FOR WORKFORCE DEVELOPMENT INSTITUTE FOR SIMULATION TECHNOLOGY, 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 1.34, A RESOLUTION OF APPRECIATION FOR WILLIAM (BILL) ANGUS, BE APPROVED AS PRESENTED.

Secretary Bettendorf read the resolution in its entirety.

Chairman Croudy (joking) presented Bill with a certificate officially making him a member of the “Croudy Lifetime Friends” group. She stated that she would be calling him in the near future.

President Shaink then shared information about Bill’s many accomplishments and contributions to MCC during his career.

Chairman Croudy then called for the vote:

ALL PRESENT VOTED AYE. MOTION PASSED.

Each trustee had an opportunity to congratulate Bill and to share memories. A photo of Bill with the Board members was taken, and a plaque of the resolution was presented to him.

Chairman Croudy stated that the issue Trustee Everman brought up about the certificates of merit had not been decided upon. She directed that a certificate of appreciation be developed, and that this item be placed on the Board agenda of January 23, 2006 during Special Presentations. She asked that Ken Gatenby and Andrew Snyder be invited to attend.

XI. ADMINISTRATIVE ITEMS

President Shaink distributed the President’s Executive Summary to each trustee as well as an updated calendar of events. He noted the staffing transactions report, however there were no new employees present to introduce.

President Shaink noted that an updated calendar of events was distributed to each Trustee. He thanked all of the presenters of the evening, and invited Trustees to participate in an upcoming tour of the Gorman Science and Math Center on Wednesday, December 21, 2005.

XII. MISCELLANEOUS BUSINESS:

COMMENTS FROM BOARD MEMBERS (Item 4.05):

Trustee Gonzales had no comments.

Trustee Koegel had no comments.

Trustee Everman stated that he had attended a MCC Band Concert over the weekend, and thanked them for a “wonderful time”. He stated that he had received a phone call regarding the Trade Re-Adjustment Act and that it is a possibility for Delphi employee re-training. He also distributed information about the bird flu, and what other colleges, schools and the federal government are doing to prepare. He encouraged MCC to look into this. He thanked Bill Angus for everything he has done. He also again requested joint meetings with the Flint Board of Education, the Genesee Intermediate School District, and the Genesee County Board of Commissioners.

Chairman Croudy asked Dr. Shaink and Michael Kelly to work on the joint meetings.

Trustee Bettendorf stated that it was a fine meeting tonight and he was glad to see the tribute to Bill Angus. He also thanked the presenters, and said he was glad to be part of the good things the college is doing.

Trustee Snell stated that he had brought some information about bird flu, and asked Carol to distribute it to the other board members. He stated that so far this virus does not infect humans, but there is a danger that it could eventually mutate and move to humans. He stated that tonight’s presentations were outstanding. He said that Michael Kelly keeps the college “out in front” and makes it look easy. He stated that he thought the beautification of the campus has a positive affect on all of us, and the technology at the RTC/M-TEC is exciting. He requested another tour to see that in action.

Trustee Turner agreed with what everyone else had said, and was glad to see all of the good things that are happening at the college. She wished everyone a Merry Christmas and Happy New Year.

Chairman Croudy thanked the MCC staff and faculty for the fine work they do. She also thanked the Board of Trustees for their support. She also wished everyone a Merry Christmas and Happy Holidays.

XIII. EXECUTIVE SESSION

There was no executive session.

XIV. ADJOURNMENT

Chairman Croudy declared the meeting adjourned at 8:28 p.m.

PERSONNEL COMMITTEE

December 14, 2005 - 4:00 p.m., CM 1019

Present: Turner, Bettendorf. Gonzales via speakerphone.

Trustee Turner called the Board Personnel Committee meeting to order on Wednesday, December 14, 2005.

Special Reports:

Special guest Dolores Deen, Dean of Student Services, provided a brief report on the Trustee Leadership Scholarship. A more detailed report was provided to the Finance Committee in response to a question posed by Trustee Everman.

Scott Jenkins provided a brief report on MCC's emergency plans including a report on how final grades are now entered on the web access site by MCC faculty members. This was in response to a question posed by Trustee Everman regarding snow and/or disease emergencies.

Consent Agenda:

Treasurer's Report: Kelli Sproule provided a brief overview of the budget. She noted that some investment changes relative to the Ballenger Trust had been made by Citizen's Bank which lowered the first quarter income distribution to MCC. This change is expected to improve the trust income significantly in the remaining three quarters of the fiscal year. She added that a budget amendment will be brought forward for Board approval at the January Board meeting.

Lease with Ferris State University: Scott Jenkins reported that this is a renewal lease for space in the MCC University Center in the Mott Memorial Building, with additional space requested for classroom space in the Livingston County M-TEC. Mike Bower, Executive Dean of Continuing Education, was present to answer specific questions about the Ferris State program offerings.

Bid Award – Workforce Development Institute for Simulation Technology: Tom Crampton provided an overview of this bid award, and answered questions about how this automated manufacturing cell equipment would integrate into the curriculum. The award is for \$163,543 and will be funded through a grant.

Individual Action Items:

Approval of Board Policy 5403: Mark Kennedy stated that in response to the Social Security Privacy Act recently enacted by the State of Michigan, MCC like all other employers is required to ensure the confidentiality of social security numbers and to
PERSONNEL COMMITTEE MEETING

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develop proper practices for disposing of documents containing social security numbers. This policy will ensure that MCC is in compliance with the law.

Extension of Pro-Tech Labor Agreement: Mark Kennedy stated that this is a one-year extension of the Professional-Technical bargaining agreement. It provides for a 2.8% increase to the salary schedule and extends the contract to June 30, 2007.

Other/Discussion Items:

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report. The retirements of Bill Angus and Patricia Montpas were noted.

Lease for Space in Pamida Building (Clio): Kelli Sproule stated that MCC is currently negotiating with the owners of the Pamida Building in Clio for space to be used for the Northern Tier Campus in the future. The details of the lease are not complete as of this date. The lease will be brought forward for review and discussion at the January sub-committee meetings.

President Shaink reported to the Personnel Committee members that the issues brought forward by Trustee Everman at the November 28, 2005 Board of Trustees meeting were discussed at the Finance Committee meeting. Those issues were: A Joint Meeting with Flint Board of Education; the Michigan Energy Cooperative; Minutes from Union President's Meetings with President Shaink; Concerns with Branch Campuses outside City of Flint; and Emeritus Status for Carolyn Sterns. (See Finance Committee minutes for details)

Employee Update: Mark Kennedy stated that there were no issues to discuss. For that reason, there was no executive session.

FINANCE COMMITTEE

December 14, 2005, 12:00 noon, CM 1019

Present: Koegel, Everman, Snell.

Trustee Koegel called the Board Finance Committee meeting to order on Wednesday, December 14, 2005.

Bid Award – Workforce Development Institute for Simulation Technology: President Shaink requested that the Bid Award for the Workforce Development for Simulation Technology be discussed first to allow Tom Crampton to leave the meeting early. Tom provided an overview of the bid award, and answered questions about how this automated manufacturing cell equipment would integrate into the curriculum. The award is for \$163,543 and will be funded through a grant.

Special Reports:

Special guest Dolores Deen, Dean of Student Services, provided an extensive report on the Trustee Leadership Scholarship including the selection criteria, financial value to students, retention rates, and graduation rates. This report was in answer to a question posed by Trustee Everman regarding key performance indicators.

Scott Jenkins provided a brief report on MCC's emergency plans including a report on how final grades are now entered on the web access site by MCC faculty members. This was in response to a question posed by Trustee Everman regarding snow and/or disease emergencies.

Finance Chairman Koegel stated that while these reports were very informative, they are administrative in nature.

Consent Agenda:

Treasurer's Report: Kelli Sproule provided a brief overview of the budget. She noted that some investment changes relative to the Ballenger Trust had been made by Citizen's Bank which lowered the first quarter income distribution to MCC. This change is expected to improve the trust income significantly in the remaining three quarters of the fiscal year. She added that a budget amendment will be brought forward for Board approval at the January Board meeting.

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FINANCE COMMITTEE MINUTES

Individual Action Items:

Approval of Board Policy 5403: Mark Kennedy stated that in response to the Social Security Privacy Act recently enacted by the State of Michigan, MCC like all other employers is required to ensure the confidentiality of social security numbers and to develop proper practices for disposing of documents containing social security numbers. This policy will ensure that MCC is in compliance with the law.

Extension of Pro-Tech Labor Agreement: Mark Kennedy stated that this is a one-year extension of the Professional-Technical bargaining agreement. It provides for a 2.8% increase to the salary schedule and extends the contract to June 30, 2007.

Other/Discussion Items:

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Joint Meeting with Flint Board of Education: At Trustee Everman's request the possibility of a joint meeting with the Flint Board of Education was discussed. Trustee Everman also requested joint meetings with the Genesee Intermediate School Board and with the Genesee County Commissioners. Chairman Koegel referred Trustee Everman to Chairman Croudy, but added that joint meetings with these groups have taken place over the years, and he personally did not see the need for them at this time.

Michigan Energy Cooperative: At Trustee Everman's request the appointment of someone to serve as representative to this cooperative was discussed. Chairman Koegel stated he believed that the MCC administrators are hired to take care of these issues, and that it was administrative in nature, so therefore should not be a concern of the Board of Trustees.

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Minutes from Union President's Meetings with President Shaink: Trustee Everman requested minutes of the Union President's meetings with President Shaink. It was noted that no minutes are kept of these meetings.

Concerns with Branch Campuses outside City of Flint: Trustee Everman requested that this issue be discussed relative to the branch campuses depleting the enrollment numbers at the main campus. President Shaink stated that MCC serves the entire county, and that students are demanding convenient services near to where they work and live. Chairman Koegel added that there are many programs that are only offered on the main campus, such as Nursing. He added that the Board of Trustees has discussed this issue extensively in the past, and is in support of the branch and extension sites.

Emeritus Status: Trustee Everman requested that this issue be discussed relative to the Board conferring emeritus status upon Carolyn Sterns, a Flint Junior College faculty member from the 1930's. Chairman Koegel stated that this issue has been discussed previously, and that he was convinced that the Administration is following Board policy in regard to emeritus. He was not interested in discussing the issue further. As discussed at the Finance Committee meeting on November 16, 2005, he encouraged Trustee Everman to follow the procedure for Room Naming with the Foundation for MCC.

Trade Re-Adjustment Act: Trustee Everman asked about MCC's involvement with the Trade Re-Adjustment Act. Both Scott Jenkins and Mike Bower assured Trustee Everman that they were aware of the Act.

Chairman Koegel stated that he was finding Trustee Everman's requests difficult to understand, and requested that Trustee Everman put his concerns in writing to him (Trustee Koegel) ~~or to Board Chairman Croudy~~ in the future.

Employee Update: Mark Kennedy stated that there were no issues to discuss. For that reason, there was no executive session.