SCHEDULED MEETING:
7:30 p.m.

BOARD CONFERENCE ROOM:
Applewood Café
Prahl College Center

TRUSTEES PRESENT:
Anne Figueroa
Sally Shaheen Joseph
Art Reyes
Rafael C. Turner

TRUSTEES ABSENT:
Michael A. Freeman
John L. Snell, Jr.
Matthew Norwood

PRESIDING OFFICER:
Rafael Turner, Vice Chairperson
Regular Board Meeting: 7:30 p.m. to 8:37 p.m.

Certified as Correct:

[Signature]
Michael Freeman, Chairperson

[Signature]
Sally Shaheen Joseph, Secretary
BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
Regular Meeting, June 25, 2018
Volume 47

Minutes of Regular Meeting of June 26, 2018

COMMITTEE OF THE WHOLE

Chair Turner called the Committee of the Whole session to order at 6:45 p.m. He called on President Walker-Griffea, who introduced Larry Gawthrop, Chief Financial Officer. Mr. Gawthrop provided an overview of the 2017-2018 Final Budgets and the proposed 2018-2019 budgets, referencing 2017-2018 revenues and expenditures, including tuition and fee revenue, as well as trends and changes in property taxes and state appropriations. Mr. Gawthrop also recognized Nichole Woods, Director of Accounting, and her team for their hard work.

Following a brief question and answer period, Chair Turner adjourned the session at 7:16 p.m.

CALL TO ORDER:

Chair Turner 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 REYES MOVED THAT THE AGENDA BE ADOPTED. TRUSTEE FIGUEROA SECONDED THE MOTION.

Chair Turner called for a vote to adopt the agenda.

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. CELEBRATING EMPLOYEE AND STUDENT SUCCESS

Chair Turner called on Dr. Walker-Griffea, who introduced Al Perry, Athletics Director. Mr. Perry introduced Letitia Hughey, Women’s Basketball Coach and student-athlete Jacara Thompson. Mr. Perry and Coach Hughey announced that Ms. Thompson received several recognitions this year including being named MCCA Eastern Conference Player of the Year and Freshman of the Year, as well as NJCAA Division II Second Team, All-MCCA First Team, All-Region XII First Team.

Next, Mr. Perry introduced Coach Rod Studaker and members of the Softball Team. Mr. Perry recognized Coach Studaker for being named MCCA Eastern Conference Coach of the Year, and then recognized the team for their successful season, which included playing winning the MCCA Eastern Conference and NJCAA District J Championships, and playing in the NJCAA National Tournament. Mr. Perry and Coach Studaker also recognized individual honors including Taylor Rueger and Natalie Tackett (NJCAA All-Academic First Team), Allison Petts and Maddie Ramoic (NJCAA All-Academic Third Team), Alexis
Aguilar and Morgan Zackiewicz (All-Region XII First Team), among others. Ms. Zackiewicz was also named Eastern Conference Player of the Year and Freshman of the Year.

Mr. Perry then introduced Mike Wolgast, Assistant Golf Coach, and members of the Golf Team. Mr. Perry recognized Head Coach Scott Brotebeck, who was unable to attend the meeting, for being named Region XII Coach of the Year, and then recognized the team for their successful season, which included a ninth place showing at the National Tournament. Among individual honors, student-athlete Joe Montpas was named All-American Second Team.

President Walker-Griffea then called on Cheryl Shelton, Chief Technology Officer, who recognized Randy Schapel, Director, Networking, for receiving the Meritorious Service Award for his work as Chairperson of the Merit Advisory Council.

Dr. Walker-Griffea then called on Dr. Amy Fugate, Vice President, Academic Affairs, who, along with David Rembiesa, Coordinator, Media Arts & Entertainment Technology program, recognized students Tyler Hartwig and Dontavias Smith, whose short film "They're Not There," was selected for preservation by the National Holocaust Museum.

**IV. SPECIAL PRESENTATIONS**

President Walker-Griffea called on Dr. Fugate again; Dr. Fugate introduced Spanish professor Jessica Hunter and students Juanita Jamerson, Kylee Petersen, and Jalohn Stewart, who discussed a recent experiential learning opportunity for students, where they traveled to Puerto Rico to learn about the culture, and also assist with post-hurricane restoration efforts. The students shared their thoughts on how the trip affected them, and they shared a video chronicling their experiences.

Dr. Walker-Griffea then called on Dale Weighill, Associate Vice President, Institutional Advancement, who delivered a year-end report detailing Institutional Advancement’s progress toward the College’s Institutional Funding Goals, including fundraising and grant development.

President Walker-Griffea then called on Mr. Gawthrop to provide an abbreviated version of his earlier budget presentation for the benefit of those who were not in attendance during the Committee of the Whole Session.

Dr. Walker-Griffea then invited Clifton Turner, President of the Bruin Club of Genesee County, to come forward. Mr. Turner recognized the Bruin Club members in attendance, and made a special presentation on behalf of the Club, presenting a plaque to Club member and former President Anthony Alexander in honor of his longtime service to the Club and to the College, including serving as Bruin Club President for eight years.

**V. COMMUNICATIONS**

There were no communications.

**VI. COMMENTS FROM THE PUBLIC**

There were no comments from the public.
VII. APPROVAL OF MINUTES

TRUSTEE REYES MOVED THAT THE MINUTES FROM THE APRIL 23, 2018 REGULAR MEETING BE APPROVED. TRUSTEE FIGUEROA SECONDED THE MOTION.

ALL PRESENT VOTED AYE. MOTION PASSED.

SECRETARY JOSEPH MOVED THAT THE MINUTES FROM THE MAY 7, 2018 SPECIAL MEETING BE APPROVED. TRUSTEE REYES SECONDED THE MOTION.

ALL PRESENT VOTED AYE. MOTION PASSED.

TRUSTEE FIGUEROA MOVED THAT THE MINUTES FROM THE MAY 21, 2018 SPECIAL COMMITTEE OF THE WHOLE SESSION BE APPROVED. TRUSTEE REYES SECONDED THE MOTION.

ALL PRESENT VOTED AYE. MOTION PASSED.

TRUSTEE REYES MOVED THAT THE MINUTES FROM THE JUNE 18, 2018 SPECIAL COMMITTEE OF THE WHOLE SESSION BE APPROVED. TREASURER SNELL SECONDED THE MOTION.

ALL PRESENT VOTED AYE. MOTION PASSED.

VIII. INFORMATIONAL REPORTS

Acceptance of Standing Board Committee Reports:

1. Personnel (Joseph, Norwood, Reyes): Secretary Joseph reported that the Personnel Committee met on June 20, 2018. Minutes from that meeting appear as Attachment A.

2. Finance/Audit (Snell, Figueroa, Turner): Trustee Figueroa reported that the Finance/Audit Committee met on June 20, 2017. Minutes from that meeting appear as Attachment B.

Other Reports:

1. Board Goals and Objectives Committee (Turner, Figueroa, Freeman): Trustee Figueroa reported that the Goals and Objectives Committee met on May 9, 2018. Minutes from that meeting appear as Attachment C.

IX. UNFINISHED BUSINESS

There was no unfinished business.
X. NEW BUSINESS

Consent Agenda:

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

MOVED BY SECRETARY JOSEPH, SECONDED BY TRUSTEE REYES THAT THE BOARD APPROVE THE CONSENT AGENDA.

Chair Freeman called for a vote on the Consent Agenda, Item 1.77 (Treasurer’s Report for May 2018) and Item 1.78 (Schedule of Regular Meeting for 2018-2019).

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Chair Turner called for any public comments related to the proposed 2018-2019 operating budgets and/or property tax millage rates. There were none.

MOVED BY SECRETARY JOSEPH, SECONDED BY TRUSTEE REYES TO APPROVE THE FOLLOWING RESOLUTIONS:

- Item 1.79 (Approval of Property Tax Millage Rates for 2018-2019)
- Item 1.80 (2017-2018 Budget Amendment)
- Item 1.81 (2018-2019 Budgets for Adoption)
- Item 1.82 (Construction Management Services for the Woodside Building Renovations – Purchase Award)
- Item 1.83 (Ramps H & J Fire Suppression System Upgrade – Purchase Award)
- Item 1.84 (Financial Aid Process Management Software – Purchase Award)
- Item 1.85 (E-Transcript Service and Fee Increase)
- Item 1.86 (Approval of Administrative Support Collective Bargaining Agreement)
- Item 1.87 (Approval of Maintenance and Operational Unit Wage Schedule)
- Item 1.88 (Approval of Economic Opener for Professional-Technical Unit)
- Item 1.89 (Appointment of Michigan Community College Association (MCCA) Board of Directors Representatives)
- Item 1.90 (American Association of Community Colleges (AACC) Representation)
- Item 1.91 (Association of Community College Trustees (ACCT) Representation)

In response to a question posed during the Personnel Committee meeting regarding Item 1.83, Mr. Gawthrop explained requirements and guidelines for fire suppression systems within the parking ramps. There was no further discussion on any of the other resolutions.

Chair Turner called for a vote on Item 1.79 – 1.91.

ALL PRESENT VOTED AYE. MOTIONS PASSED.
XI. ADMINISTRATIVE ITEMS

Chair Turner called on President Walker-Griffea, who used her report to discuss the Board’s 2017-2018 Institutional Priorities, and detail the progress toward achieving each goal. Dr. Walker-Griffea provided a summary highlighting several initiatives, programs, and events undertaken by each administrative division designed to meet each priority.

President Walker-Griffea provided summaries for the President’s mini-grant program and the Mott Promise Scholars initiative. She then announced upcoming dates, including the MCCA Summer Workshop, and Board meeting dates for August.

XII. MISCELLANEOUS BUSINESS

Comments from Board Members:

Trustee Figueroa commented on the Workforce Graduation, held on June 22, thanking all those who helped organize the event, and commenting on how significant the ceremony was to many of the graduates and their families.

Trustee Reyes had no comments.

Secretary Joseph commended the evening’s presentations and congratulated all the awardees.

Chair Turner echoed the Secretary Joseph’s comments and congratulated Mr. Alexander on his recognition from the Bruin Club, thanking him and the Club for their consistent support of the College.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Turner declared the meeting adjourned at 8:37 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, June 20, 2018, 4:00 p.m., CM1019
Present: Joseph, Reyes
Absent: Norwood

Trustee Joseph called the meeting to order at 4:01 p.m.

Consent Agenda
Treasurer’s Report for May 2018: Larry Gawthrop, Chief Financial Officer, reported that total revenues for the period ended May 31 were approximately $68.5 million, representing 91.1% of the annual budget, which was 0.7% higher compared to last year at this time. Expenditures for the 11 months were $62.2 million, representing 83.0% of the annual budget. Tuition and fee revenues were $32 million, and property taxes were approximately $17.5 million.

Schedule of Regular Meetings for 2018-2019: Michael Simon, Board Relations Coordinator, presented a list of Board meeting dates for August 2018 – June 2019.

Individual Items
Approval of Property Tax Millage Rates for 2018-2019
2017-2018 Budget Amendment
2018-2019 Budgets for Adoption: A copy of each resolution was provided for review. Mr. Gawthrop provided details on the millage rates and budgets. All resolutions will be presented to the Board for approval at Monday’s meeting.

Construction Management Service for the Woodside Building Renovations – Purchase Award
Ramps H & J Fire Suppression System Upgrade – Purchase Award: Copies of both resolutions were provided for review. Mr. Gawthrop provided background on both projects. Both resolutions will be presented to the Board for approval at Monday’s meeting.

Financial Aid Process Management Software – Purchase Award: A copy of the resolution was provided for review. Cheryl Shelton, Chief Technology Officer, provided background and rationale for the resolution, which will be presented to the Board for approval at Monday’s meeting.

E-Transcript Service and Fee Increase: A copy of the resolution was provided for review. President Walker-Griffea and Dr. Chris Engle, Dean of Enrollment, Retention, and Registrar, provided background and rationale for the resolution, which will be presented to the Board for approval at Monday’s meeting.

Approval of Administrative Support Collective Bargaining Agreement
Approval of Maintenance and Operational Unit Wage Schedule: Copies of both resolutions were provided for review. Philip Espinosa, Associate Vice President, Human Resources, provided information on the resolutions, which will be presented to the Board for approval at Monday’s meeting.

Appointment of Michigan Community College Association (MCCA) Board of Directors Representatives
American Association of Community Colleges (AACC) Representation
Association of Community College Trustees (ACCT) Representation: A copy of each resolution was provided for review. Mr. Simon explained the need to identify Trustee representatives for each institutional agency. The resolutions will be presented to the Board for approval at Monday’s meeting.
Other

Staffing Transaction Report: Philip Espinosa, Associate Vice President, Human Resources, presented the Staffing Transactions Report for June 2018. He also discussed possible changes to the report format.

President’s Remarks: Dr. Walker-Griffea provided information on several items including MCCA’s Academy of Fundraising Excellence, the College’s Student Loan Code of Conduct, and reported on items following the Board Retreat. She asked Mr. Gawthrop to provide an update on the College Bookstore process, and called on Dr. Amy Fugate, Vice President, Academic Affairs, and Robert Matthews, Associate Vice President, Workforce and Economic Development, to provide information on a course change developed via collaboration between their divisions. Mr. Espinosa gave information on the new online feedback webpage and MCC Hotline, and Amberly Brennan, Chief of Staff, provided a legal wellness update.

Trustee Joseph adjourned the meeting at 5:20 p.m.
FINANCE/AUDIT COMMITTEE
Wednesday, June 20, 2018, 12:00 p.m., CM1019
Present: Turner, Figueroa
Absent: Snell

Trustee Turner called the meeting to order at 12:04 p.m.

Consent Agenda
Treasurer's Report for May 2018: Larry Gawthrop, Chief Financial Officer, reported that total revenues for the period ended May 31 were approximately $68.5 million, representing 91.1% of the annual budget, which was 0.7% higher compared to last year at this time. Expenditures for the 11 months were $62.2 million, representing 83.0% of the annual budget. Tuition and fee revenues were $32 million, and property taxes were approximately $17.5 million.

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Trustee Turner adjourned the meeting at 1:19 p.m.
Trustee Turner called the meeting to order at 12:00 p.m.

The committee reviewed the results of the online survey instruments used for the President’s evaluation, Board group evaluation, and Trustee self-evaluation. The committee then discussed to format to be used in presenting the results at the semi-annual Board Retreat.

Trustee Turner adjourned the meeting at 1:00 p.m.