

# Mott Community College Board of Trustees

Regular Meeting  
Monday, September 28, 2009  
Applewood Café  
Prah College Center

## AGENDA

“The mission of Mott Community College is to provide high quality, accessible and affordable educational opportunities and services—including programs focused on university transfer, technical and lifelong learning, as well as workforce and economic development—that promote student success, individual development, and improve the overall quality of life in a multicultural community.”

Board of Trustees  
Charles Stewart Mott Community College  
Regular Meeting, September 28, 2009  
Volume 41

AGENDA

- I. CALL TO ORDER
- II. ADDITIONS TO THE AGENDA
- III. ADOPTION OF THE AGENDA
- IV. SPECIAL PRESENTATIONS  
Hispanic Heritage Month, September 15 – October 15, 2009  
-Carlos Cisneros, Community Outreach & Engagement Coordinator, Student & Administrative Services
- 1.17 Recognition of Hispanic Heritage Month, September 15 – October 15, 2009 30-31
- The Textbook Conundrum  
- Dr. Amy Fugate, Vice President, Academic Affairs
- V. COMMUNICATIONS
- VI. COMMENTS FROM THE PUBLIC
- VII. APPROVAL OF MINUTES
- Approval of Regular Meeting Minutes of August 24, 2009 11-11k
- VIII. INFORMATIONAL REPORTS
- Acceptance of Standing Board Committee Reports:
1. Personnel (Turner, Bettendorf, Joseph)
  2. Finance (Koegel, Everman, Snell)
  3. Policy (Joseph, Snell, Turner)
- IX. UNFINISHED BUSINESS
- X. NEW BUSINESS
- Consent Agenda:
- 1.18 Treasurer’s Report for August 2009 32-37
- 1.19 Resolution to Approve Naming Request by Foundation for Mott Community College 38

Individual Items:

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| 1.20 | Resolution Commemorating the 50 <sup>th</sup> Anniversary of Father Dr. James Bettendorf's Ordination | 39 |
| 1.21 | Amendments to Board Policy Section 5000 (Human Resources) – First Reading                             | 40 |

XI. ADMINISTRATIVE ITEMS

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XII. MISCELLANEOUS BUSINESS

- |      |                             |  |
|------|-----------------------------|--|
| 4.03 | Comments from Board Members |  |
|------|-----------------------------|--|

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

FOR ACTION

Board of Trustees  
 Charles Stewart Mott Community College  
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1.17 Recognition of Hispanic Heritage Month, September 15 – October 15, 2009

Mott Community College endeavors to heighten community awareness and sensitivity to the diversity of the residents of the Genesee County and encourage them to experience the rich racial, ethnic, cultural mix and differences in our city.

Hispanics are the fastest growing minority in the United States. MCC recognizes that the word “Hispanic” serves as an umbrella term for people of Spanish descent or origin, with roots and traditions from many different cultures and different continents – North America, South America, Central America, Africa, Asia and Europe.

While there are approximately 3,800 people in the Flint area of Spanish descent or origin, of various races - which include White, American Indian, Black, Asian, and mixed races – the majority hold claim to a diverse and rich heritage which includes the countries of Argentina, Chile, Columbia, Costa Rica, Cuba, the Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Spain, Uruguay, the United States of America and Venezuela.

MCC recognizes that Hispanic women and men have greatly contributed to the economic, social, and cultural infrastructure of the U.S. The Hispanic community has contributed greatly to the enrichment of our community, our state, and our nation.

National Hispanic Heritage Month provides an opportunity for MCC to gain a greater understanding of how Hispanics have influenced our history and how their diverse cultures are an integral part of our nation's customs and traditions.

In observance of National Hispanic Heritage Month, MCC students, faculty and staff are encouraged to reflect upon and celebrate the many contributions that Hispanics of diverse races, national origins and cultures have made.

National Hispanic Heritage Month is observed from September 15 to October 15 of each year, and;


Based on the above information, the following resolution is recommended.

Be it Resolved, That

The Charles Stewart Mott Community College Board of Trustees

Will observe, honor, and commemorate the month of September 15 to October 15, 2009, as Hispanic Heritage Month, and will support the efforts of the College, other educational institutions, and community organizations to see that the many contributions made by Hispanics are recognized and celebrated.

Reviewed and Submitted by:



M. Richard Shaink, President

Date: September 18, 2009

Board Statement Policy References:

8001 – Goals and Objectives

General: Educational public relations is a process of communication between the board, the college district, and its internal and external publics.

Educational public relations is a management function which interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest and executes a program of action to encourage public involvement and to earn public understanding and acceptance of college issues.

The Board seeks to establish a satisfactory working relationship with all governmental, educational, and private agencies having an interest in building capacity in the community and whose goals are compatible with those of the College.

8215 – Information Dissemination

General: Communications to the general public, in addition to standard college news, are encouraged in every possible way. The President or his designee(s) shall inform and expose the public to college programs and opportunities in academic areas, community services, continuing education, and cultural and athletic events.

8230 – Public Relations and Information

General: The Board of Trustees and all employees of the College shall actively promote goodwill toward the College among constituent districts and the general public. The goal shall be to develop and maintain an effective means of communication, marketing and general support of public education to heighten citizen support and understanding of higher education in Genesee County and across the region.

FOR ACTION

Board of Trustees  
Charles Stewart Mott Community College  
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1.18 Treasurer's Report for August 2009

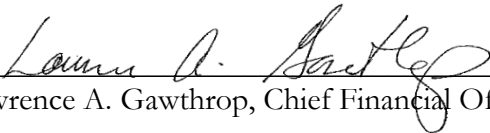
This resolution is recommended.

Be it Resolved, That

The Charles Stewart Mott Community College Board of Trustees

Accepts the financial report of the College for the month of August 2009 as presented by the Administration.

Reviewed and Submitted By:

  
\_\_\_\_\_  
Lawrence A. Gawthrop, Chief Financial Officer

Date: September 18, 2009

Board Policy Statement Reference: 3100 – Budget Adoption

General: The annual budget represents the programmatic direction and vision of the College. It is also designed to meet both the legal requirements and needs of the College.

# August Treasurer's Report

Lawrence A. Gawthrop, CPA  
Chief Financial Officer

September 18, 2009

## *Summary of Expenditures:*

### *Month of August Spending:*

General Fund:	\$ 4,008,399
All Other Funds:	\$ 6,401,689
	-----
Total:	\$ 10,410,088
	=====

## *Comments on General Fund Financial Statements:*

- **Statement of Revenues, Expenditures and Changes in Net Assets**

In summary, total revenues for the two-month period ended August 31, was approximately \$16.1 million, representing 22.7% of the annual budget. This is 2.5% ahead of last year's pace, when we had recognized 20.2% of budgeted revenues and an increase of 9.6% when comparing actual amounts year to year. Expenditures year-to-date were at \$8.1 million dollars, which represents 11.4% of the annual budget. This was 14.3% higher in spending than last year at this time.

### **Revenues**

***Tuition and fee*** revenues are \$12.9 million for the two months ended, an increase of \$1.6 million from last year at this time. This positive variance is mainly due to credit-side enrollment figures for summer and fall being significantly higher than last year and higher than anticipated, with record enrollment for the fall semester.

***Property taxes*** were \$2.9 million through August, and are on pace with the budgeted amounts. We have budgeted a \$936 thousand decrease in total tax collections for the year based on the final taxable value figures provided to us from the Genesee County Equalization Department.

***State appropriations*** payments for FY2009-10 are paid in monthly installments starting with October. The total budgeted amount for the current year is \$15 million which is \$164 thousand lower than the prior year due to a categorical cut in our reimbursement for the Renaissance Zone exemption and our contribution to the Native American tuition Waiver program mandated by the State. In addition, the current budgeted amount includes no appropriation increase from the State. It is important to note that the State of Michigan is still facing severe budget shortages for their current fiscal year and beyond which could potentially mean additional cuts to community colleges.

## Expenditures

**Salaries and wages** total \$4.4 million for the two months ended August and are up \$1.1 million when compared to the previous year. This increase is due to several factors. \$877 thousand of the increase is due to the change in the way Part-time/Adjunct/Overload salaries are recorded. As previously discussed in the past Treasurer's reports, these expenses are recorded as they occur instead of at the end of the semester. The other significant increase (\$199 thousand) is due to pay increases effective July 1. Fringe benefit expenses are up slightly and on track with the budget. Finally, in order to accommodate the increased enrollment, additional class sections are being offered which results in additional salary and benefit costs.

## Other Expenditures

The most significant changes in the Other Expenses area were an increase of approximately \$84 thousand in the **Utilities** line item due in large part to a timing difference of the July Consumers Energy payment which was paid in July in the current year vs. September in the previous fiscal year. The **Materials and Supplies Services** increase of \$75 thousand is reflected primarily in the instruction category and is related to materials needs for the increased enrollment that the College is experiencing. In the **Operations and Communications** area, the decrease of roughly \$72 thousand is mainly due to the timing of payments for licenses in the technology area.

- **Balance Sheet**

On the Balance Sheet, figures shown "As of August 31, 2009" are preliminary until the FY 08-09 year-end closeout and audit are complete. At that point, final June 30, 2009 totals will be carried forward. This is scheduled to take place at the end of October, with the November Treasurer's Report being the first month to reflect the final audited beginning balances for this fiscal year.

**Total Assets** were at approximately \$22.1 million, up \$284 thousand from last August. The largest differences are a \$709 thousand increase in **Accounts Receivable**, and a \$403 thousand decrease in **Due from other Funds**. The \$709 thousand increase in **Accounts Receivable** is the result of a combination of the increase in tuition and fees and a procedural change in processing and financial aid packaging. Prior to this year, the financial aid pre-awards were moved (reclassified) into grants receivable. It was determined that this was an unnecessary step causing additional work and time and the step was eliminated.

The College maintains one checking account for all of its funds; deposits and disbursements. This necessitates the short-term "loaning" or "borrowing" between the funds throughout the year depending on which funds revenue or expenditures are being deposited or paid out. Each month the accounting department clears these "**due to's**" and "**due from's**" respectively assigning the activity to the proper fund. However, significant activity can occur after these transfers are completed, causing large variances when compared to the previous period. This is the case in the current month and the reason for the \$403 thousand decrease in this inter-fund activity.

At roughly \$5.9 million, **Total Liabilities** were up approximately \$2.2 million from last year's August balance. The most significant changes were in the areas of **Accrued payroll and related liabilities** and **Accrued Termination Pay**. The **Accrued payroll and related liabilities** increase of \$1.1 million was due to the timing of the payments to our employee benefit providers (\$31 thousand), an increase in our vacation pay liability (\$100 thousand), the liability for the remaining contingency funds (\$304 thousand) and the different process for recording pay for part time faculty (\$695 thousand). The **Accrued Termination Pay** balance increased by \$483 thousand due to the recording of the amount calculated for 6/30/09 by the actuary. The increase was primarily due to the addition of termination benefits for the exempt employee groups and a change in the discount rate used by the actuary for these calculations.

*Comments on spending from other funds:*

- Of the \$6.4 million spent in the other funds, \$118 thousand was expended out of the ***Maintenance and Replacement Fund*** and ***Bond Issue 2008 fund*** for capital improvements, and the most significant portion of the balance out of the ***Agency, Scholarships, and Federal Grants***, for grant activities and student scholarships.

**Mott Community College**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes in Net Assets**  
**For the 2 Months Ended August 31, 2009**  
**With Comparative Totals at August 31, 2008**

	FY 2009-2010 Budget	YTD Actuals as of 8/31/09	YTD Actuals as of 8/31/08	Actual to Actual \$ Change	Actual to Actual % Change
<b>Revenues:</b>					
Tuition and fees	\$ 28,800,574	\$ 12,904,683	\$ 11,313,085	\$ 1,591,598	12.33%
Property taxes	23,500,000	2,856,914	2,775,911	81,003	2.84%
State appropriations	14,995,200	-	-	-	0.00%
Ballenger trust	1,740,000	287,184	305,824	(18,640)	-6.49%
Grants and other	1,932,413	81,049	193,179	(112,130)	-138.35%
<b>Total revenues</b>	<b>70,968,187</b>	<b>16,129,830</b>	<b>14,587,999</b>	<b>1,541,831</b>	<b>9.56%</b>
<b>Expenditures:</b>					
Salaries and wages	37,523,512	4,412,947	3,337,941	1,075,006	24.36%
Fringe benefits	14,971,747	1,829,888	1,803,881	26,007	1.42%
Contracted services	4,658,652	395,627	416,757	(21,130)	-5.34%
Materials and supplies	2,136,895	203,020	127,305	75,715	37.29%
Facilities rent	250,150	37,833	50,241	(12,408)	-32.80%
Utilities and insurance	2,799,300	436,952	352,602	84,350	19.30%
Operations/communications	5,089,153	731,966	803,953	(71,987)	-9.83%
Transfers	3,270,593	2,000	-	2,000	100.00%
Capital outlay	201,000	1,426	4,468	(3,042)	-213.32%
<b>Total expenditures</b>	<b>70,901,002</b>	<b>8,051,659</b>	<b>6,897,148</b>	<b>1,154,511</b>	<b>14.34%</b>
<b>Net increase/(decrease) in net assets</b>	<b>67,185</b>	<b>8,078,171</b>	<b>7,690,851</b>	<b>387,320</b>	<b>4.79%</b>

**Mott Community College  
General Fund  
Balance Sheet  
August 31, 2009  
With Comparative Totals at August 31, 2008**

	As of August 31, 2009	As of August 31, 2008	\$ Change
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	\$ 4,575,094	\$ 4,238,889	\$ 336,205
Short term investments	11,299,492	11,617,990	(318,498)
Due from other funds	850,882	1,254,241	(403,359)
Accounts receivable - net of allowance for uncollectible accounts (\$3,533,911 for 2009 and \$2,904,193 for 2008)	5,217,572	4,508,432	709,140
Inventories	44,724	47,588	(2,864)
Prepaid expenses and other assets	112,599	149,379	(36,780)
<b>Total Assets</b>	<b>\$ 22,100,363</b>	<b>\$ 21,816,519</b>	<b>\$ 283,844</b>
<b>Liabilities and Net Assets</b>			
<b>Current Liabilities</b>			
Accounts payable	\$ 1,014,175	\$ 664,691	\$ 349,484
Accrued payroll and related liabilities	1,649,022	516,625	1,132,397
Deposits held for others	227,550	14,930	212,620
<b>Total Current Liabilities</b>	<b>2,890,747</b>	<b>1,196,246</b>	<b>1,694,501</b>
Accrued termination pay	3,049,129	2,565,725	483,404
<b>Total Liabilities</b>	<b>5,939,876</b>	<b>3,761,971</b>	<b>2,177,905</b>
<b>Net Assets</b>			
Unrestricted	16,160,487	18,054,548	(1,894,061)
<b>Total Net Assets</b>	<b>16,160,487</b>	<b>18,054,548</b>	<b>(1,894,061)</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 22,100,363</b>	<b>\$ 21,816,519</b>	<b>\$ 283,844</b>

FOR ACTION

Board of Trustees  
 Charles Stewart Mott Community College  
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1.19 Resolution to Approve Naming Request by Foundation for Mott Community College

Pursuant to Section 4205 of the Mott Community College Board of Trustees Policy Manual, *Naming Buildings, Grounds, and Facilities for Financial Support*, the College President will establish a procedure for the naming of buildings, grounds, and facilities on the campus, and in conjunction with staff input, including the Foundation for Mott Community College, is responsible for the determination of merit of any proposal.

In accordance with this policy, the Foundation has received a request to name the Dental Hygiene Clinic, located in the Mott Memorial Building, in commemoration of the many accomplishments and contributions to the College made by Dr. & Mrs. Richard (Dick) and Rose Marie Shick.

Also in accordance with the policy, the Foundation has reviewed and evaluated the request, has determined that all necessary criteria have been met including the stipulation that no naming will be approved that will call into serious question the public respect of the College, and has submitted a request to the College President that the request be prepared for recommendation to the Board for approval.

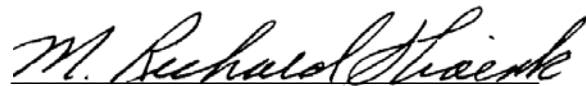
On the basis of the preceding information, the following resolution is recommended,

Be it Therefore Resolved, That

The Charles Stewart Mott Community College Board of Trustees

Approves the request made by the Foundation for Mott Community College to name and dedicate the Mott Memorial Building Dental Hygiene Clinic in honor of Dick and Rose Marie Shick.

Reviewed and Submitted by:



M. Richard Shaink, President

Date: September 18, 2009

Board Policy Statement Reference: 4205 - Naming Buildings, Grounds, and Facilities for Financial Support  
 General: The College may wish to approve the naming of College property to honor extraordinary or distinguished contributions of individuals, families, organizations, foundations, corporations, or other entities and concurrently raise funds in cooperation with the Foundation for Mott Community College or the Bruin Club of Genesee County.

FOR ACTION

Board of Trustees  
 Charles Stewart Mott Community College  
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1.20 Resolution Commemorating the 50<sup>th</sup> Anniversary of Father Dr. James Bettendorf's Ordination

Throughout their history, the Mott Community College Board of Trustees has always sought to recognize and honor members of the college community for their successes and accomplishments. This goal becomes easier when the honoree is someone like Father Dr. James Bettendorf, who has reached a true milestone this year, celebrating the 50<sup>th</sup> anniversary of his ordination into the priesthood.

It is difficult to imagine Flint, Genesee County, and Mott Community College without the vision, leadership, and guidance of Father Bettendorf. After graduating from Western Michigan University, St. John's Seminary, and Sacred Heart Seminary, Father Bettendorf arrived to the Flint area 46 years ago, and served faithfully as Pastor of St. Leo the Great Catholic Church. During this time, he brought spiritual wellness and comfort for thousands throughout his tenure, and has provided, and continues to provide, counsel for people from all walks and stations of life, on local, state, and national levels.

Father Bettendorf's calling to public service extended beyond the parish doors, as evidenced by his many interactions and involvements throughout the community. As one of the originators of the Catholic Committee of Concern, he sought to directly address the issue of poverty and hunger in Flint's north end. As a result of this dedication, the North End Soup Kitchen was born, a volunteer food kitchen that has fed hundreds of thousands of people over the years. As Director of the Newman Center, Father Bettendorf offered ministry and opportunities for stewardship to students from MCC, Kettering University, Baker College, and the University of Michigan-Flint. He has been active in other community groups such as the Urban League of Flint, Boy Scouts, and the Genesee County Probation Board, among many others.

Of course, there is also his 22 years of service to the students of MCC as a member of the Board, which includes terms as Secretary and Treasurer. Father Bettendorf's compassion, empathy, and foresight have been an integral part of MCC's success in furthering its mission and vision. As a Trustee, Father Bettendorf has been a role model and an inspiration to his peers.

In his many roles over the past five decades, Father James Bettendorf has remained dedicated to protecting and enhancing human dignity, and improving the quality of life for all those he has come in contact with.

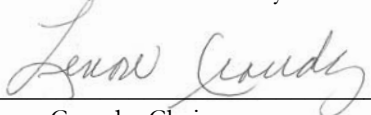
On the basis of the preceding information, the following resolution is recommended,

Be It Resolved, That

The Charles Stewart Mott Community College Board of Trustees

Extends its sincere congratulations to its fellow Trustee, Father Dr. James Bettendorf, on the 50<sup>th</sup> anniversary of his ordination, and commends him for being a friend, colleague, and tireless advocate for Mott Community College.

Reviewed and Submitted by:

  
 \_\_\_\_\_  
 Lenore Croudy, Chairperson

Date: September 24, 2009

FIRST READING

Board of Trustees  
 Charles Stewart Mott Community College  
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1.21 Amendments to Board Policy Section 5000 (Human Resources)

The Board Policy Committee is responsible for the drafting of new policies as well as review and revision of existing policies as needed, in consultation with the President.

The Committee has conducted a thorough and extensive review of Section 5000 of the Manual, and has prepared a revised version of the Section to be brought forth before the full Board for approval and ratification, in accordance with Board policy.

On the basis of the preceding information, the following resolution is recommended.

Be it Resolved, That

The Charles Stewart Mott Community College Board of Trustees

Accepts the recommendation of the Policy Committee to amend Section 5000 of the Board Policy Manual, as detailed in the supplemental documentation provided.

Reviewed and Submitted By:



Sally Shaheen Joseph, Policy Committee Chair

Date: September 21, 2009

Board Policy Statement Reference: 1800 – Policy Development

General: The Board shall review its policies and shall delete, amend, and supplement existing policies, and/or adopt new policies, as necessary.

President's Report  
 Regular Board of Trustees Meeting  
 September 28, 2009

1. Executive Summary
2. Staffing Transactions Report
3. Upcoming Dates:

October 2-3, 2009	MCCA Autumn Board of Directors Meeting, Bay College, Escanaba
October 7-10, 2009	ACCT Leadership Congress, San Francisco
October 19, 2009	Policy Committee @ 3:00 p.m. in CM1019
October 21, 2009	Finance/Audit Committee @ 12:00 noon in CM1019
	Personnel Committee @ 4:00 p.m. in CM1019
October 26, 2009	Regular Board Meeting, Location TBA
November 5, 2009	Ballenger Eminent Persons Lecture Series Event, <i>details to follow</i>
November 16, 2009	Policy Committee @ 3:00 p.m. in CM1019
November 18, 2009	Finance/Audit Committee @ 12:00 noon in CM1019
	Personnel Committee @ 4:00 p.m. in CM1019
November 23, 2009	Regular Board Meeting, Location TBA
November 26-27, 2009	College Closed for Thanksgiving Break
December 14, 2009	Policy Committee @ 3:00 p.m. in CM1019
December 16, 2009	Finance/Audit Committee @ 12:00 noon in CM1019
	Personnel Committee @ 4:00 p.m. in CM1019
December 21, 2009	Regular Board Meeting, Location TBA
December 24, 2009 –	
January 1, 2010	College Closed for Winter Break
January 20, 2010	Finance/Audit Committee @ 12:00 noon in CM1019
	Personnel Committee @ 4:00 p.m. in CM1019
January 22-23, 2010	MCCA Winter In-Service, Mott Community College
January 25, 2010	Regular Board Meeting, Location TBA
February 17, 2010	Finance/Audit Committee @ 12:00 noon in CM1019
	Personnel Committee @ 4:00 p.m. in CM1019
February 22, 2010	Regular Board Meeting, Location TBA
March 17, 2010	Finance/Audit Committee @ 12:00 noon in CM1019
	Personnel Committee @ 4:00 p.m. in CM1019
March 22, 2010	Regular Board Meeting, Location TBA
April 21, 2010	Finance/Audit Committee @ 12:00 noon in CM1019
	Personnel Committee @ 4:00 p.m. in CM1019
April 26, 2010	Regular Board Meeting, Location TBA
May 12, 2010	Finance/Audit Committee @ 12:00 noon in CM1019
	Personnel Committee @ 4:00 p.m. in CM1019
May 17, 2010	Regular Board Meeting, Location TBA
June 23, 2010	Finance/Audit Committee @ 12:00 noon in CM1019
	Personnel Committee @ 4:00 p.m. in CM1019
June 28, 2010	Regular Board Meeting, Location TBA