

BOARD OF TRUSTEES  
 CHARLES STEWART MOTT COMMUNITY COLLEGE  
 OFFICIAL MINUTES OF REGULAR MEETING, SEPTEMBER 22, 2008  
 VOLUME 40

SCHEDULED MEETING:  
 7:30 p.m.

BOARD CONFERENCE ROOM:  
 Applewood Café  
 Prah College Center

TRUSTEES PRESENT:  
 Lenore Croudy  
 James Bettendorf  
 Andrew (Andy) Everman  
 Sally Shaheen Joseph  
 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 8:54 p.m.

Certified As Correct:

*Signature on file*

*Signature on file*

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Lenore Croudy, Chair

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James B. Bettendorf, Secretary

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
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Minutes of Regular Meeting of September 22, 2008

COMMITTEE OF THE WHOLE SESSION:

Dr. Shaink began the Committee of the Whole Session by introducing Scott Jenkins, Vice President for Student & Administrative Services. Vice President Jenkins introduced Troy Boquette, Executive Director of Student Financial Services, and Chris Engle, Associate Registrar, who delivered a presentation on services available to military veterans' services at Mott Community College. Mr. Boquette and Mr. Engle provided background information on MCC's status as a state approving agency, citing perfect audits from the U.S. Department of Veterans Affairs. They also explained the different types of funding for veterans (and their dependents), including the Montgomery GI Bill and the more recent Post-9/11 GI Bill.

Vice President Jenkins and Bob Howald, Interim Director, Continuing Education, also provided information on the Employer Support of the Guard & Reserve (ESGR) program, of which Vice President Jenkins serves as State Director of Training, and Mr. Howard as Employer Outreach Director. They explained their efforts to provide additional resources to Guardsmen/Guardswomen and Reservists, as well as initiatives to gain and maintain support from the employers of reservists. The session ended at approximately 7:20 p.m.

I. CALL TO ORDER:

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

II. ADDITIONS TO THE AGENDA

Vice Chair Snell moved that Item 1.10, Resolution to Reschedule October Regular and Committee Meetings be placed on the agenda and approved. The motion was seconded by Trustee Turner.

There was no discussion.

Chair Croudy called for the vote on Item 1.10.

ALL PRESENT VOTED AYE. MOTION PASSED.

There were no other additions to the agenda.

III. ADOPTION OF AGENDA

Trustee Joseph moved that the agenda be adopted. Secretary Bettendorf seconded the motion.

ALL PRESENT VOTED AYE. MOTION PASSED.

#### IV. SPECIAL PRESENTATIONS

President Shaink called on Lennetta Coney, Executive Director, College & Community Advancement. Ms. Coney provided information on Hispanic Heritage Month, and distributed a calendar of commemorative events throughout the community. She then introduced Orlando Garcia, Site Coordinator, Hispanic Technology & Community Center. She also introduced Hispanic Technology Center charter founders and community leaders Sixto Olivo, Domingo Berlanga, and Dr. Hector Garcia. Orlando Garcia delivered a presentation on the varying programs at the Center, including counseling classes, English as Second Language classes, Spanish as Second Language Classes, and computer classes, among others. Mr. Olivo, Mr. Berlanga, and Dr. Garcia offered personal insight on the positive impact that Mott Community College makes on the community through the Center.

Chair Croudy called for a motion to approve Item 1.04, Hispanic Heritage Month, September 15 – October 15, 2008.

MOVED BY TRUSTEE JOSEPH, SECONDED BY TRUSTEE TURNER THAT ITEM 1.04 BE APPROVED.

Chair Croudy called for the vote on Item 1.04.

ALL PRESENT VOTED AYE. MOTION PASSED.

Dr. Shaink called on Dr. Amy Fugate, Vice President of Academic Affairs, who introduced Professor Mara Fulmer and Professor Thom Bohnert. Professor Fulmer and Professor Bohnert discussed a summer camp outreach program where students work with young people at the North End Soup Kitchen, creating workshops and activities including travel posters and recipe books, designed to help the young people learn about the world, and learning how to create ceramic bowls, designed to help them learn about indigenous cultures. Professor Fulmer and Professor Bohnert remarked how well received the program was by not only the participants, but the MCC students as well.

#### V. COMMUNICATIONS

There were no communications.

#### VI. COMMENTS FROM THE PUBLIC

There were no comments from the public.

#### VII. APPROVAL OF MINUTES

TRUSTEE TURNER MOVED THAT THE REGULAR BOARD MEETING MINUTES OF AUGUST 25, 2008 BE APPROVED. SECRETARY BETTENDORF SECONDED THE MOTION.

Chair Croudy called for a vote on the motion to approve the August 25, 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 September 17, 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 September 17, 2008. Notes from that meeting appear as Attachment B.
3. Policy (Joseph, Snell, Turner): Trustee Joseph reported that the Policy Committee met on September 15, 2008. Notes from that meeting appear as Attachment C.

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

Chair Croudy called for a vote on the Consent Agenda, Item 1.05, Treasurer's Report for August 2008.

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Chair Croudy called for a motion to approve Item 1.06, Confirmation of Chief Financial Officer.

MOVED BY TRUSTEE TURNER, SECONDED BY TRUSTEE JOSEPH THAT ITEM 1.06 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.06.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.07, Gilkey Creek Repair Project.

MOVED BY TRUSTEE TURNER, SECONDED BY VICE CHAIR SNELL THAT ITEM 1.07 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.07.

ALL PRESENT VOTED AYE. MOTION PASSED.

#### XI. ADMINISTRATIVE ITEMS

President's Report: President Shaink distributed the Executive Summary, and then introduced Mark Kennedy, Chief Human Resource Officer, who introduced new hires. He listed upcoming dates, highlighting the reception for J. Noah Brown, President & CEO, Association of Community College Trustees and the Bruin Bear official unveiling, among other events.

He then thanked Vice President Jenkins, Mr. Boquette, Mr. Engle, and Mr. Howald for their presentation on veterans services, Lennetta Coney and Orlando Garcia for their presentation on outreach to the Hispanic community, and Professors Fulmer and Bohnert on their presentation on their work with the children at the North End Soup Kitchen.

Dr. Shaink then recognized Mark Kennedy, who will be honored as the Michigan Human Resources Executive of the Year by the American Society of Employers.

Finally, he acknowledged the recent presence of a film crew on campus, and their interaction and warm reception of MCC video production students.

#### XII. MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.09):

Trustee Joseph stated how much she enjoyed the evening, particularly the presentation on veterans' services.

Treasurer Koegel had no comments.

Trustee Everman asked Dr. Shaink if he would be attending the September 26 event at Kettering University welcoming the King of Sweden. Dr. Shaink answered that tickets have been offered, and he has spoken to several who were interested in attending.

Trustee Turner voiced her excitement about the presentation on veterans' services, and also applauded the presentation by Professors Fulmer and Bohnert. She also congratulated Mark Kennedy on his award.

Vice Chair Snell noted that almost no mention was made of Larry Gawthrop's appointment at Chief Financial Officer, and commended him.

Secretary Bettendorf mentioned how impressed he was with the meeting, and also extended

congratulations to Larry Gawthrop, and commended his office and staff for their work.

Chair Croudy stated how impressed she was by everyone. She congratulated Mark Kennedy on his honor, and told everyone of a reception coming up in honor of Genesee Intermediate School District Board Trustee Peggy Tortorice's 31 years of service.

### XIII. EXECUTIVE SESSION

Chair Croudy called for a motion to adjourn to an Executive Session in the Genesee Room for the purpose of discussing issues related to property transactions.

MOVED BY VICE CHAIR SNELL, SECONDED BY TRUSTEE TURNER, THAT THE BOARD ADJOURN TO AN EXECUTIVE SESSION TO DISCUSS PROPERTY TRANSACTIONS.

A ROLL CALL VOTE WAS TAKEN.

BETTENDORF – AYE	EVERMAN – AYE	CROUDY – AYE
SNELL – AYE	TURNER – AYE	
JOSEPH – AYE	KOEGEL – AYE	

SEVEN AYE VOTES. NO NAY VOTES. MOTION PASSED.

The Board adjourned to Executive Session at 8:28 p.m.

The Board reconvened at 8:52 p.m.

Chair Croudy called for a motion to approve Item 1.08, Sale of Haw Property.

MOVED BY TRUSTEE EVERMAN, SECONDED BY TRUSTEE TURNER THAT ITEM 1.08 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.08.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.09, Longway Boulevard Property Purchase.

MOVED BY TRUSTEE EVERMAN, SECONDED BY TRUSTEE TURNER THAT ITEM 1.09 BE APPROVED.

There was no discussion.

Chair Croudy called for the vote on Item 1.09.

ALL PRESENT VOTED AYE. MOTION PASSED.

#### XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:54 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, August 20, 2008, 4:00 p.m., CM 1019

Present: Turner, Bettendorf, Shaheen Joseph

The meeting was called to order at 4:08 p.m. by Trustee Turner.

Trustee Turner allowed for Item 4, Required Communications with Client Under New Auditing Standards, to be moved up to the beginning of the agenda.

Required Communications with Client Under New Auditing Standards: Larry Gawthrop, Interim Chief Financial Officer, introduced Michael Schrage and Dana Coombes of Plante Moran, who explained that a new auditing standard (SAS 114) requires communication with the Board of Trustees throughout the audit process instead of only at its conclusion. They reviewed areas of risks inherent to the College and the planned tests and procedures to mitigate these risks and the importance of assessing the College's internal controls. In addition, the auditors emphasized the importance of open and direct communication with the Board and encouraged any Board member having a concern related to the audit to contact the auditors directly through the Finance Committee Chair. Discussion ensued regarding the rotation of audit partners under the best practices area of Sarbanes-Oxley. Attorney Delaney cited five years under Sarbanes-Oxley and seven years as possibilities under the recommendation from the National Association of College & University Business Officials (NACUBO). Plante Moran further explained that as in the past, they would meet with the Board again to submit a report detailing the audit's results.

**Consent Agenda**

Treasurer's Report: Larry Gawthrop reviewed the treasurer's report for the month of July 2008. He noted that total revenues were \$6.1 million, which was slightly ahead of last year at this time. He cited that the July general fund expenditures are the lowest of any month in the fiscal year. He added that the property taxes are on pace with the budgeted amounts and that the state is proposing a 2% increase in appropriations, down from the 2.9% initially budgeted.

**Individual Items**

Resolution Honoring the 2007-2008 MCC Men's Golf Team: A copy of the resolution was included for review. The resolution will be presented for approval at Monday's Board meeting.

Resolution to Amend Optional Retirement Plan (ORP) Plan Document Concerning Sabbaticals: 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.

**Other**

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report for July 2008.

Trustee Turner adjourned the meeting at 5:20 p.m.

## ATTACHMENT B

**FINANCE COMMITTEE**

Wednesday, September 17, 2008, 12:00 p.m., CM 1019

Present: Koegel, Everman, Snell

The meeting was called to order at 12:07 p.m. by Trustee Koegel.

Larry Gawthrop, Interim CFO, introduced Greg Viener of Citizens Republic Bancorp. Mr. Viener delivered a presentation on Citizens, current financial conditions and industry challenges, and actions that the company has undertaken to secure its safety and security in the current economic market.

Trustee Koegel allowed for Item 6, Marketing Update, to be moved up on the agenda.

Michael Kelly, Executive Director, Marketing, provided a fall marketing update, submitting a summary of the various media outlets (direct mail, television, radio, newspaper, billboards, and internet) used to recruit potential new students. He explained his process and cost-effective strategies for maximizing the College's exposure. He also provided copies of television, radio, and print ads.

**Consent Agenda**

Treasurer's Report: Larry Gawthrop reviewed the treasurer's report for the month of August 2008. He noted that total revenues were \$14.6 million, which was slightly ahead of last year at this time. He cited that the expenditures year-to-date were at \$7.5 million, which was 0.2% lower in spending than this time last year.

**Individual Items**

Recognition of Hispanic Heritage Month September 15 – October 15, 2008: A copy of the resolution was included for review. The resolution will be presented for approval at Monday's meeting.

Confirmation of Chief Financial Officer: A copy of the resolution was included for review. Mark Kennedy, Chief Human Resource Officer, provided history and background on the rationale for the resolution. The resolution will be presented for approval at Monday's meeting.

Gilkey Creek Culvert Repair Project: A copy of the resolution was included for review. Scott Jenkins, Vice President for Student & Administrative Services, provided history and background on the rationale for the resolution. The resolution will be presented for approval at Monday's meeting.

**Other**

Telephone System: Dr. Amy Fugate, Vice President of Academic Affairs, delivered a presentation on the need to replace the College's current telephone system and the options currently under consideration.

Staffing Transactions Report: Mark Kennedy reviewed the staffing transactions report for August 2008.

October Board Meeting – Proposed Meeting Change: On Chair Croudy's behalf, Dr. Shaink asked that the Board consider moving the October meeting from October 27 to October 20, 2008, as a result of the ACCT Conference commencing that week. All Board committee meetings would be shifted accordingly.

Trustee Koegel adjourned the meeting at 1:40 p.m.

## ATTACHMENT C

**POLICY COMMITTEE**

Monday, September 15, 2008, 12:00 p.m., CM 1019

Present: Snell, Turner

Absent: Shaheen Joseph (please see below)

The meeting was called to order at 12:30 p.m. by Trustee Snell. Trustee Shaheen Joseph was absent due to a death in her family.

The committee reviewed Section 1000 along with President Shaink, Board Attorney Jim Delaney, and Dr. David Spathelf, who offered recommendations for possible amendments. Discussion ensued on these changes, and there was a consensus to review them again in more detail next month, when the entire committee is present.

Trustee Snell adjourned the meeting at approximately 2:00 p.m.

Dr. Shaink, Mr. Delaney, and Dr. Spathelf (via telephone) met with Trustee Shaheen Joseph Wednesday, September 17, 2008, at 2:00 p.m. to discuss the committee meeting, and to review the proposed changes submitted by Dr. Spathelf, as well as Trustee Joseph's proposed changes. Trustee Shaheen Joseph agreed that there would be further review of Section 1000 during the October committee meeting.

The meeting concluded at approximately 2:55 p.m.