SCHEDULED MEETING:
7:30 p.m.

BOARD CONFERENCE ROOM:
Room 1301
Regional Technology Center

TRUSTEES PRESENT:
Lenore Croudy
Michael A. Freeman
Sally Shaheen Joseph
Albert J. Koegel
Matthew Norwood
John L. Snell, Jr.
Rafael C. Turner

TRUSTEES ABSENT:

PRESIDING OFFICER:
Lenore Croudy, Chairperson
Regular Board Meeting: 7:30 p.m. to 8:52 p.m.

Certified As Correct:

Lenore Croudy, Chairperson
Sally Shaheen Joseph, Secretary
COMMITTEE OF THE WHOLE SESSION:

Chair Croudy called the Committee of the Whole Session to order at 6:30 p.m. She called on President Shaink, who introduced Dr. Amy Fugate, Vice-President, Academic Affairs. Dr. Fugate explained the background and history leading to the creation of the Media Arts & Entertainment Technology program. She introduced Mary Cusack, Dean, Fine Arts and Social Sciences, and Dave Rembiesa, Program Coordinator. Dean Cusack talked about the program and its integration of service learning into many of its projects. Mr. Rembiesa introduced five student film projects for the Board to view. Several of the student filmmakers were in attendance.

Mr. Rembiesa encouraged the audience to see more student showcases in the near future.

Chair Croudy adjourned the session at 7:18 p.m.

I. CALL TO ORDER:

Chair Croudy 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

SECRETARY JOSEPH MOVED THAT THE AGENDA BE ADOPTED. VICE-CHAIR SNELL SECONDED THE MOTION.

Chair Croudy called for a vote to adopt the agenda.

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

Chair Croudy called on President Shaink, who recited Board Policy 1370 (Board Recognitions), and asked Secretary Joseph to read aloud Item 1.32, Conferring of Honorary Associate Degree and Certificate of Appreciation for Pamela Faris.

Secretary Joseph read the resolution.

Chair Croudy called for a motion to approve Item 1.32.

MOVED BY VICE-CHAIR SNELL, SECONDED BY TRUSTEE FREEMAN THAT ITEM 1.32 BE APPROVED.
Chair Croudy called for the vote on Item 1.32.

ALL PRESENT VOTED AYE. MOTION PASSED.

President Shaink presented former Trustee (and current State Representative) Faris with an Honorary Associate degree, as well as a copy of the resolution and photograph that will be displayed in the MCC Event Center’s Trustee Hall. A brief photo opportunity took place and Representative Faris provided comments thanking the Board for allowing her to serve.

President Shaink then called on Scott Jenkins, Vice-President, Student & Administrative Services, who introduced Special Agent in Charge Robert Riley, Associate Director of the Federal Investigative Services branch of the U.S. Office of Personnel Management, Michigan Field Office. Agent Riley presented a Certificate of Appreciation to the MCC Department of Public Safety, in commemoration for the Department’s support of the FIS’s mission. A brief photo opportunity was held.

Dr. Shaink called on Vice-President Jenkins again to give an update on several of the College’s sports teams, including those student-athletes over the course of the year who received All-Academic American honors.

President Shaink then called on Larry Gawthrop, Chief Financial Officer, to deliver a brief presentation on both the 2012-2013 Final Amended Budgets and the 2013-2014 Budgets for Proposal. Mr. Gawthrop provided an overview of both budgets, referencing 2012-2013 revenues and expenditures, including tuition and fee revenue, as well as decreases in property taxes and state appropriations. In discussing the proposed 2013-2014 budget, Mr. Gawthrop highlighted Board policies related to the budget, as well as bonds, capital funding, and asset management, among other issues. He also presented a seven-year forecast, along with key assumptions made from the forecast.

V. COMMUNICATIONS

There were no communications.

VI. COMMENTS FROM THE PUBLIC

Ms. Diane Breckenridge addressed the Board regarding an issue involving her son, who is a student at the College.

VII. APPROVAL OF MINUTES

VICE-CHAIR SNELL MOVED THAT THE REGULAR MEETING MINUTES OF MAY 20, 2013 BE APPROVED. TRUSTEE NORWOOD SECONDED THE MOTION.

Chair Croudy called for a vote to approve the minutes of May 20, 2013.

ALL PRESENT VOTED AYE. MOTION PASSED.

VIII. INFORMATIONAL REPORTS

Acceptance of Standing Board Committee Reports:

1. Personnel (Joseph, Norwood, Turner): Secretary Joseph reported that the Personnel Committee met on June 19, 2013. Notes from that meeting appear as Attachment A.
2. Finance/Audit (Koegel, Freeman, Snell): Treasurer Koegel reported that the Finance/Audit Committee met on June 19, 2013. Notes from that meeting appear as Attachment B.

 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.


ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Chair Croudy called for a motion to approve Item 1.37 (2012-2013 Final Amended Budgets).

MOVED BY TRUSTEE NORWOOD, SECONDED BY SECRETARY JOSEPH THAT ITEM 1.37 BE APPROVED.

Chair Croudy called for the vote on Item 1.37.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.38 (2014 Tuition and Fees).

MOVED BY VICE-CHAIR SNELL, SECONDED BY TRUSTEE NORWOOD THAT ITEM 1.38 BE APPROVED.

Chair Croudy called for the vote on Item 1.38.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.39 (Student Administrative Fee).

MOVED BY TRUSTEE FREEMAN, SECONDED BY TREASURER KOEGEL THAT ITEM 1.39 BE APPROVED.

Chair Croudy called for the vote on Item 1.39.

ALL PRESENT VOTED AYE. MOTION PASSED.
Chair Croudy called for a motion to approve Item 1.40 (2013-2014 Budgets for Adoption).

MOVED BY SECRETARY JOSEPH, SECONDED BY VICE-CHAIR SNELL THAT ITEM 1.40 BE APPROVED.

Chair Croudy called for the vote on Item 1.40.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.41 (Resolution Calling For November 5, 2013 Bond Millage Renewal Election).

MOVED BY TRUSTEE FREEMAN, SECONDED BY TRUSTEE TURNER THAT ITEM 1.41 BE APPROVED.

Chair Croudy called for the vote on Item 1.41.

ALL PRESENT VOTED AYE. MOTION PASSED.

XI. ADMINISTRATIVE ITEMS

President’s Report: President Shaink distributed the Executive Summary and announced important upcoming dates. He thanked all the evening’s presenters, including Special Agent Riley, and congratulated the Department of Public Safety and all the student-athletes for their successes and accolades. Dr. Shaink commended Vice-President Jenkins, Mr. Gawthrop, and their respective staffs for all their hard work, and then called on Lennetta Coney, President, Foundation for Mott Community College, who announced a July 18 fundraiser at Cork on Saginaw, with proceeds benefiting the Women in Education program.

MISCELLANEOUS BUSINESS

COMMENTS FROM BOARD MEMBERS (Item 4.11):

Trustee Norwood commented how the student movies shown in the workshop showed him the level of pride in the College shown by the students and staff, and by him as well.

Trustee Turner echoed Trustee Norwood’s comments regarding the workshop, and commended the student-athletes for their success. He also commented on the balanced approach taken by the College in regard to the budget process.

Vice-Chair Snell stressed the importance of the creation and management of the budget, praising all the work that goes into doing so, including the seven-year forecast process.

Secretary Joseph spoke about the budget being a major concern now and in the future, adding that the educational quality of the College needs to be maintained in spite of any budget concerns.

Treasurer Koegel had no comments.

Trustee Freeman had no comments.

Chair Croudy thanked all the evening’s presenters, and thanked everyone for attending Board meetings. She expressed her appreciation to those who address the Board and share their concerns.
She then announced her appointments for Trustee representative and alternate for the American Association of Community Colleges (AACC), Association of Community College Trustees (ACCT), and Michigan Community College Association (MCCA), respectively.

Chair Croudy allowed for Jim Delaney, Board Attorney, to offer comments; Mr. Delaney commented on the workshop presentations.

Finally, she discussed a possible meeting between the Board and the Flint School Board.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:52 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.
The meeting was called to order at 4:03 p.m. by Trustee Joseph.

**Chief Financial Officer/Accounting**  
**Pre-Audit Communication – Rehmann Robson**  
Larry Gawthrop, Chief Financial Officer, introduced Stacie Kwaiser of Rehmann Robson, who made her firm’s annual pre-audit communication to the Board. Ms. Kwaiser explained that, as per auditing standards, Rehmann Robson must communicate to the Board their responsibilities as auditors, and provide an overview of the timing and scope of the audit. She further explained their focus on specific material accounts of the College, a review of College federal awards, and the testing of internal controls.

**Resolution Calling For November 5, 2013 Bond Millage Renewal Election:** A copy of the resolution was included for review. Mr. Gawthrop provided background, rationale, and the process for placing the issue before the voters.

**Treasurer’s Report for May 2013:** Mr. Gawthrop detailed the Treasurer’s Report for May 2013, reporting that total revenues for the period ended April 30 were approximately $66.1 million, representing 90.3% of the annual budget, which is 1.4% lower than last year at this time. Expenditures year-to-date were at $65.6 million, representing 89.3 of the annual budget. Tuition and fee revenues were $35.7 million, and property taxes were $16.7 million.

**2012-2013 Final Amended Budgets:** A copy of the resolution was included for review. Mr. Gawthrop provided a narrative, and will give a more detailed report on during Monday’s Committee of the Whole as well as a truncated version during Special Presentations.

**2014 Tuition and Fees:** Mr. Gawthrop provided background and rationale on the resolution, to be voted for approval by the Board on Monday.

**Student Administrative Fee:** Mr. Gawthrop provided background and rationale on the resolution, to be voted for approval by the Board on Monday.

**2013-2014 Budgets for Adoption:** A copy of the resolution was included for review. Mr. Gawthrop provided a narrative, and will give a more detailed report on during Monday’s Committee of the Whole as well as a truncated version during Special Presentations.

**Adoption of Property Tax Millage Rates for 2013-2014:** Mr. Gawthrop provided background and rationale on the resolution, to be voted for approval by the Board on Monday.

**Academic Affairs**  
**New Certificate Program – Web Development for Graphic Designers – Post Degree Certificate:** A copy of the resolutions was included for review. Dr. Amy Fugate, Vice-President of Academic Affairs, provided background and rationale for the resolution, which will be brought to the Board for a vote at Monday’s meeting.

**Other**  
**Staffing Transaction Report:** Ronda Brinch, Human Resources Supervisor, presented the Staffing Transaction Report for June 2013.

Kristi Dawley, Human Resources Supervisor, provided an update on specific personnel issues.

Trustee Joseph adjourned the meeting at 5:33 p.m.
FINANCE/AUDIT COMMITTEE
Wednesday, June 19, 2013, 12:00 p.m., CM1019
Present: Koegel, Freeman, Snell

The meeting was called to order at 12:00 p.m. by Trustee Koegel.

Chief Financial Officer/Accounting
Resolution Calling For November 5, 2013 Bond Millage Renewal Election: A copy of the resolution was included for review. Larry Gawthrop, Chief Financial Officer, introduced Attorney Paul Wygostki of Dickinson Wright, who provided background, rationale, and the process for placing the issue before the voters.

Pre-Audit Communication – Rehmann Robson
Mr. Gawthrop introduced Stacie Kwaiser of Rehmann Robson, who made her firm’s annual pre-audit communication to the Board. Ms. Kwaiser explained that, as per auditing standards, Rehmann Robson must communicate to the Board their responsibilities as auditors, and provide an overview of the timing and scope of the audit. She further explained their focus on specific material accounts of the College, a review of College federal awards, and the testing of internal controls.

Treasurer’s Report for May 2013: Mr. Gawthrop detailed the Treasurer’s Report for May 2013, reporting that total revenues for the period ended April 30 were approximately $66.1 million, representing 90.3% of the annual budget, which is 1.4% lower than last year at this time. Expenditures year-to-date were at $65.6 million, representing 89.3 of the annual budget. Tuition and fee revenues were $35.7 million, and property taxes were $16.7 million.

2012-2013 Final Amended Budgets: A copy of the resolution was included for review. Mr. Gawthrop provided a narrative, and will give a more detailed report on during Monday’s Committee of the Whole as well as a truncated version during Special Presentations.

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Student Administrative Fee: Mr. Gawthrop provided background and rationale on the resolution, to be voted for approval by the Board on Monday.

2013-2014 Budgets for Adoption: A copy of the resolution was included for review. Mr. Gawthrop provided a narrative, and will give a more detailed report on during Monday’s Committee of the Whole as well as a truncated version during Special Presentations.

Adoption of Property Tax Millage Rates for 2013-2014: Mr. Gawthrop provided background and rationale on the resolution, to be voted for approval by the Board on Monday.

Academic Affairs
New Certificate Program – Web Development for Graphic Designers – Post Degree Certificate: A copy of the resolutions was included for review. Dr. Amy Fugate, Vice-President of Academic Affairs, provided background and rationale for the resolution, which will be brought to the Board for a vote at Monday’s meeting.

Other

Kristi Dawley, Human Resources Supervisor, provided an update on specific personnel issues.

Trustee Koegel adjourned the meeting at 1:10 p.m.