BOARD OF TRUSTEES
CHARLES STEWART MOTT COMMUNITY COLLEGE
OFFICIAL MINUTES OF REGULAR MEETING, NOVEMBER 24, 2014
VOLUME 45

SCHEDULED MEETING:
7:30 p.m.

BOARD CONFERENCE ROOM:
Room 1301
Regional Technology Center

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

TRUSTEES ABSENT:
Albert J. Koegel

PRESIDING OFFICER:
Lenore Croudy, Chairperson
Regular Board Meeting: 7:30 p.m. to 8:33 p.m.

Certified As Correct:
Lenore Croudy, Chairperson
Sally Shaheen Joseph, Secretary
Chair Croudy called the Committee of the Whole Session to order at 6:30 p.m. She called on President Walker-Griffea, who introduced Amberly Brennan, Interim Chief Human Resources Officer, Ronda Brinch, Human Resources Supervisor, and Kirk Yaros, Director, Enterprise Services. Ms. Brennan and Ms. Brinch presented an update on the Affordable Care Act and steps the College has taken to be and remain in compliance and avoid exposure to penalties, which relates to the Human Resources Development portion of the College’s Strategic Plan. As part of this, Mr. Yaros demonstrated a program to monitor and report temporary employee hours to ensure compliance. Ms. Brennan also discussed new benchmarks in affirmative action guidelines, including the extension of covered groups to include veterans and individuals with disabilities.

Dr. Walker-Griffea then called on Scott Jenkins, Vice-President for Student & Administrative Services, who discussed the formulation and distribution to employees of the College’s Ebola response process.

Following a brief question and answer period, Chair Croudy closed the Committee of the Whole Session at 7:22 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

TRUSTEE TURNER MOVED THAT THE AGENDA BE ADOPTED. TRUSTEE NORWOOD 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 Walker-Griffea, who reiterated that this month, reports to the Board would serve as examples of how the College is meeting Strategic Goal 5-3 (Provide comprehensive professional development opportunities that improve teaching and learning, develop leadership, and strengthen employee skills), and as part of that, called on Dr. Amy Fugate, Vice-President of Academic Affairs, to discuss initiatives in the area of professional development. Dr. Fugate discussed how
professional development had evolved at the College, including the creation of the Center for Teaching & Learning (CTL). Dr. Fugate introduced Dale Weighill, Executive Dean, Professional & Experiential Development, who highlighted the CTL’s growth and variety of classes, programs, and activities made available to faculty and staff. Dean Weighill invited Faculty members Debra Gibes, Elysia Powell, Stephen Shubert, and Regina Broomfield, Supervisor, Admissions Operations, to provide first-hand accounts of their experiences with the CTL and how the College’s professional development opportunities have benefited them professionally and personally.

Dr. Walker-Griffea then called on Larry Gawthrop, Chief Financial Officer, who introduced Stacie Kwaiser of Rehmann Robson, who provided a brief report on the College’s audit, detailing basic financial statements, assets, revenues, and expenditures. Ms. Kwaiser stated that the College received a clean audit.

V. COMMUNICATIONS

There were no communications.

VI. COMMENTS FROM THE PUBLIC

There were no comments from the public.

VII. APPROVAL OF MINUTES

VICE-CHAIR SNELL MOVED THAT THE OCTOBER 24, 2014 REGULAR MEETING MINUTES BE APPROVED. SECRETARY JOSEPH SECONDED THE MOTION.

Chair Croudy called for a vote to approve the minutes of October 27, 2014.

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 November 19, 2014. Notes from that meeting appear as Attachment A.

2. Finance/Audit (Koegel, Freeman, Snell): Vice-Chair Snell reported that the Finance/Audit Committee met on November 19, 2014. Notes from that meeting appear as Attachment B.

IX. UNFINISHED BUSINESS

Chair Croudy called for a motion to approve Item 1.58, Amendment to Board Policy 3100 (Budget Adoption).

MOVED BY SECRETARY JOSEPH, SECONDED BY VICE-CHAIR SNELL THAT THE BOARD APPROVE ITEM 1.58.

Chair Croudy called for a vote on Item 1.58.
ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.59, Amendment to Board Policy 3431 (Audits).

MOVED BY VICE-CHAIR SNELL, SECONDED BY TRUSTEE TURNER THAT THE BOARD APPROVE ITEM 1.59.

Chair Croudy called for a vote on Item 1.59.

ALL PRESENT VOTED AYE. MOTION PASSED.

X. NEW BUSINESS

Consent Agenda:

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

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

Chair Croudy called for a vote on the Consent Agenda, Item 1.60 (Treasurer’s Report for October 2014) and Item 1.61 (Receiving of Audit for FY 2013-2014).

ALL PRESENT VOTED AYE. MOTION PASSED.

Individual Items:

Chair Croudy called for a motion to approve Item 1.62, Lapeer Data Center Renovation Project.

MOVED BY VICE-CHAIR SNELL, SECONDED BY TRUSTEE NORWOOD THAT THE BOARD APPROVE ITEM 1.61.

Chair Croudy called for a vote on Item 1.62.

ALL PRESENT VOTED AYE. MOTION PASSED.

XI. ADMINISTRATIVE ITEMS

Chair Croudy called on President Walker-Griffea, who expressed the need for the College to think about and plan for 2030, referring to the article she forwarded to Trustees, The Challenge of Transformational Change: Reimagining the Student, and citing the article’s call for thoughtful discussion amongst employees to help accomplish meaningful change. She added that, as part of this process, College Conversation sessions would be held on December 1-2 where employees would be encouraged and have the opportunity to share their thoughts and opinions about the College’s future, and discuss the Strategic Plan, the AQIP process, and the development of a budgetary Strategic Plan. Dr. Walker-Griffea added that at that point, nearly 400 employees from every department had registered to participate in one of the four sessions. She then asked Trustees for their feedback on the article.
President Walker-Griffea distributed the Executive Summary and highlighted upcoming dates including Board meeting dates for December. She called on Ms. Brennan, who introduced new employees Shawn Brown and Jennifer Walker.

Dr. Walker-Griffea called on Lennetta Coney, President, Foundation for Mott Community College, who announced upcoming Mott Community College Day alumni outreach sessions at Genesys and Hurley Medical Centers, an alumni reception following the College Holiday Concert, and the next Pistons Night at the Palace of Auburn Hills.

Finally, President Walker-Griffea thanked the evening’s presenters, and thanked Ms. Kwaiser for Rehmann Robson’s work with the audit. She also recognized Nichole Woods, Interim Director of Accounting, for her hard work during the audit process.

Lastly, Dr. Walker-Griffea wished everyone a Happy Thanksgiving!

XII. MISCELLANEOUS BUSINESS

Comments from Board Members:

Trustee Freeman discussed the AQIP Strategy Conference he recently attended, saying it helped him learn things about the College that he did not know prior, and thanked Dr. Fugate and Dr. Steve Robinson, Executive Dean, Planning, Research, & Quality, for allowing him to participate.

Secretary Joseph had no comments.

Trustee Norwood had no comments.

Trustee Turner had no comments.

Vice-Chair Snell had no comments.

Chair Croudy reminded Trustees to direct any information requests to the President so she may disseminate the inquiry results to all Board members. She thanked those who attended the last men’s and women’s basketball games, saying how exciting it was. She also commented on how much she appreciated the President and her administration, those who attend Board members, and her fellow Trustees.

She asked Jim Delaney, Board Attorney, for any comments; Mr. Delaney commended Ms. Brennan’s presentation earlier and commented that the audit was the cleanest that he had ever seen. He also praised the professional development presentation, linking professional development to student learning and success.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Chair Croudy declared the meeting adjourned at 8:33 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, November 19, 2014, 4:00 p.m., CM1019
Present: Joseph, Norwood, Turner

The meeting was called to order at 4:02 p.m. by Trustee Joseph.

FY 2013 - 2014 Audit Report: Trustee Joseph called on Stacie Kwaiser of Rehmann Robson, who provided an overview of Rehmann’s audit of the College. Ms. Kwaiser reviewed documents containing the College’s financial statements, balance sheet, and federal awards, and also highlighted Rehmann’s formal audit letter, which indicated a positive result for the audit.

Unfinished Business:
Amendment to Board Policy 3100 (Budget Adoption)
Amendment to Board Policy 3431 (Audits): Copies of both resolutions, along with the text of both policies and proposed amendments, were included for review. Mr. Gawthrop provided background and rationale for the amendments. The resolutions will be presented for approval by the Board at the November 24 meeting.

Consent Agenda:
Treasurer’s Report for October 2014: Larry Gawthrop, Chief Financial Officer, reported that total revenues for the period ended October 31 were approximately $25.4 million, representing 33.7% of the annual budget, which is the same as last year at this time. Expenditures year-to-date were at $23.9 million, representing 31.6% of the annual budget. Tuition and fee revenues were $15.6 million, and property taxes were approximately $6.9 million.

Individual Items:
Lapeer Data Center Renovation Project: A copy of the resolution was included for review. Cheryl Bassett, Chief Technology Officer, provided background and rationale on the resolution, which will be presented to the Board for approval at Monday’s meeting.

Other

President Walker-Griffea distributed an article entitled The Challenge of Transformational Change: Reimagining the Student, asking Trustees to review in preparation to provide feedback during her President’s Report during Monday’s Board meeting.

Scott Jenkins, Vice-President, Student & Administrative Services, announced that he would be providing the Board information regarding the College’s Ebola response protocols.

Trustee Joseph adjourned the meeting at 4:47 p.m.
The meeting was called to order at 12:01 p.m. by Trustee Koegel.

**FY 2013 - 2014 Audit Report:** Trustee Koegel called on Stacie Kwaiser of Rehmann Robson, who provided an overview of Rehmann’s audit of the College. Ms. Kwaiser reviewed documents containing the College’s financial statements, balance sheet, and federal awards, and also highlighted Rehmann’s formal audit letter, which indicated a positive result for the audit.

**Unfinished Business:**
- Amendment to Board Policy 3100 (Budget Adoption)
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**Consent Agenda:**
- Treasurer’s Report for October 2014: Larry Gawthrop, Chief Financial Officer, reported that total revenues for the period ended October 31 were approximately $25.4 million, representing 33.7% of the annual budget, which is the same as last year at this time. Expenditures year-to-date were at $23.9 million, representing 31.6% of the annual budget. Tuition and fee revenues were $15.6 million, and property taxes were approximately $6.9 million.

**Individual Items:**
- Lapeer Data Center Renovation Project: A copy of the resolution was included for review. Cheryl Bassett, Chief Technology Officer, provided background and rationale on the resolution, which will be presented to the Board for approval at Monday’s meeting.

**Other**

President Walker-Griffea distributed an article entitled *The Challenge of Transformational Change: Reimagining the Student*, asking Trustees to review in preparation to provide feedback during her President’s Report during Monday’s Board meeting.

Scott Jenkins, Vice-President, Student & Administrative Services, announced that he would be providing the Board information regarding the College’s Ebola response protocols.

Trustee Koegel adjourned the meeting at 12:51 p.m.