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.

TRUSTEES ABSENT: Albert J. Koegel
Rafael C. Turner

PRESIDING OFFICER: Lenore Croudy, Chairperson
Regular Board Meeting: 7:30 p.m. to 8:26 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 Scott Jenkins, Vice-President for Student & Administrative Services. Vice-President Jenkins facilitated a presentation regarding college completion, highlighting national college completion goals, steps designed to increase degree attainment rates, and the work to create pathways to student success. He also showed how the College’s efforts toward completion adhere to the College’s mission.

Following a brief question and answer session, Chair Croudy closed 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

Vice-Chair Snell moved that Item 1.09, Kansas Avenue Property Acquisitions, be added to the agenda. There was no objection.

III. ADOPTION OF AGENDA

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

Chair Croudy called for a vote to adopt the agenda.

ALL PRESENT VOTED AYE. MOTION PASSED.

IV. SPECIAL PRESENTATIONS

President Shaink 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.

President Shaink then called on Dr. Amy Fugate, Vice-President of Academic Affairs, who introduced Mary Cusack, Academic Dean, Fine Arts & Social Sciences, and Bob Rentschler, Faculty Member, Fine Arts & Social Sciences, who announced that the College would be hosting a HELP Portrait Event for the third consecutive year, scheduled for December 7. A short video detailing last year’s HELP Portrait Event was shown. Dean Cusack and Mr. Rentschler explained how rewarding it is to participate in the event and encouraged everyone to come out to see the event, or volunteer.
V. COMMUNICATIONS

There were no communications.

VI. COMMENTS FROM THE PUBLIC

Mr. Craig Coney of Flint, President/CEO of Genesee/Shiawassee Michigan Works! addressed the Board to commend the College’s Department of Workforce and Career Development’s, and the Department’s Executive Dean Robert Matthews in particular, for their tremendous work in helping to reduce the unemployment rate in the region.

VII. APPROVAL OF MINUTES

SECRETARY JOSEPH MOVED THAT THE REGULAR MEETING MINUTES OF OCTOBER 28, 2013 BE APPROVED. TRUSTEE FREEMAN SECONDED THE MOTION.

Chair Croudy called for a vote to approve the minutes of October 28, 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 November 20, 2013. 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 20, 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 FREEMAN THAT THE BOARD APPROVE THE CONSENT AGENDA.

Chair Croudy called for a vote on the Consent Agenda, Item 1.05 (Treasurer’s Report for October 2013) and Item 1.06 (Receiving of Audit for FY 2012-2013).

ALL PRESENT VOTED AYE. MOTION PASSED.
Individual Items:

Chair Croudy called for a motion to approve Item 1.07 (Main Campus College Depositories).

MOVED BY SECRETARY JOSEPH, SECONDED BY VICE-CHAIR SNELL THAT THE BOARD APPROVE ITEM 1.07

Chair Croudy called for a vote on Item 1.07.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.08 (Morgan Stanley Signatory Authorization).

MOVED BY VICE-CHAIR SNELL, SECONDED BY TRUSTEE FREEMAN THAT THE BOARD APPROVE ITEM 1.08

Chair Croudy called for a vote on Item 1.08.

ALL PRESENT VOTED AYE. MOTION PASSED.

Chair Croudy called for a motion to approve Item 1.09 (Kansas Avenue Property Acquisitions).

MOVED BY TRUSTEE FREEMAN, SECONDED BY VICE-CHAIR SNELL THAT THE BOARD APPROVE ITEM 1.09

Prior to the vote, Larry Koehler, Executive Director, Physical Plant, displayed an artist rendition of the proposed property acquisition

Chair Croudy called for a vote on Item 1.09.

ALL PRESENT VOTED AYE. MOTION PASSED.

XI. ADMINISTRATIVE ITEMS

President’s Report: President Shaink distributed the Executive Summary and announced important upcoming dates including Board meeting dates for December. He thanked Vice-President Jenkins for his presentation, and Dean Cusack, Mr. Rentschler, and all the student and staff volunteers for their work in making the annual HELP Portrait Event such a success.

Dr. Shaink called on Tony Alexander, President, Bruin Club of Genesee County, who made a presentation honoring Dr. Avon Burns, Criminal Justice Faculty and former Bruin Club President, for her years of service to the College and the Bruin Club. Dr. Burns made brief remarks, followed by a photo opportunity.

President Shaink then called on Lennetta Coney, President, Foundation for Mott Community College, acknowledging her being awarded the Community Leader of the Year Award from the Arab American Heritage Council last month. Ms. Coney then announced upcoming activities sponsored by the FMCC, including the MCC Night at the Palace (of Auburn Hills) on December 13, and the 35th annual Martin Luther King, Jr. Tribute Dinner on January 16.
Finally Dr. Shaink called on Mr. Gawthrop, who introduced Yvonne Carr of Chase Bank, who would be assisting with the transition of the College’s depositories from First Merit.

**XII. MISCELLANEOUS BUSINESS**

**Comments from Board Members:**

**Secretary Joseph** had no comments.

**Trustee Freeman** commended Dean Matthews for his hard work, citing Workforce Development’s critical need in the community.

**Trustee Norwood** commented on the success of the HELP Portrait program and praised Dr. Burns for all her work.

**Vice-Chair Snell** applauded the work the College is doing in regard to increasing completion rates, as well as the work that went into the property acquisitions.

**Chair Croudy** asked for a moment of silence in memoriam for Sgt. Dunnel Chaney’s brother who recently died. There was no objection.

She thanked her fellow Board members for all they do for the College, and also thanked the College’s faculty and staff for all they do, pointing out that it contributes to the College’s positive reputation in the community.

Chair Croudy granted Jim Delaney, Board Attorney, an opportunity to speak; Mr. Delaney said he was impressed with Vice-President Jenkins's presentation, citing how the College charges ahead to produce greater outcomes with limited resources.

She encouraged everyone to attend the MLK Tribute Dinner and MCC basketball games, and thanked the Bruin Club for their continued support.

**XIII. EXECUTIVE SESSION**

There was no Executive Session.

**XIV. ADJOURNMENT**

Chair Croudy declared the meeting adjourned at 8:26 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 20, 2013, 4:00 p.m., CM1019
Present: Norwood
Absent: Joseph, Turner

The meeting was called to order at 4:06 p.m. by Trustee Norwood.

FY 2012 - 2013 Audit Report: Larry Gawthrop, Chief Financial Officer, introduced Stacie Kwaiser of Rehmann Robson, who provided an overview of Rehmann’s audit of the College. She 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.

Mr. Gawthrop formally introduced Nichole Woods, Interim Director of Accounting.

Larry Koehler, Executive Director, Physical Plant, provided information on possible real property acquisitions.

Consent Agenda:
Treasurer’s Report for October 2013: Mr. Gawthrop detailed the Treasurer’s Report for October 2013, reporting that total revenues for the period ended October 31 were approximately $25.3 million, representing 33.6% of the annual budget, which is 0.1% lower than last year at this time. Expenditures year-to-date were at $20.2 million, representing 26.7% of the annual budget. Tuition and fee revenues were $15.5 million, and property taxes were $7.1 million.

Individual Items:
Main Campus College Depositories: A copy of the resolution was included for review. Mr. Gawthrop provided background and rationale for the resolution, which will be presented to the Board for approval at Monday’s meeting.

Morgan Stanley Signatory Authorization: A copy of the resolution was included for review. Mr. Gawthrop provided background and rationale for the resolution, which will be presented to the Board for approval at Monday’s meeting.

Other

Trustee Norwood adjourned the meeting at 4:43 p.m.
FINANCE/AUDIT COMMITTEE
Wednesday, November 20, 2013, 12:00 p.m., CM1019
Present: Koegel, Snell
Absent: Freeman

The meeting was called to order at 12:01 p.m. by Trustee Koegel.

**FY 2012 - 2013 Audit Report:** Larry Gawthrop, Chief Financial Officer, introduced Stacie Kwaiser of Rehmann Robson, who provided an overview of Rehmann’s audit of the College. She 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.

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**Other**

Trustee Koegel adjourned the meeting at 1:04 p.m.