The meeting took place in the Large Conference Room of the Goldberg Center, Harrison Campus.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Carol A. Churchill, President; Lillian K. Frick, Vice President of Finance and Administration; Michael W. Jankoviak, Vice President of Academic Affairs; Gwladys Austin, Vice President of Institutional Services and Technology; Gail Nunamaker, Executive Director of Human Resources; Matt Miller, Executive Director-College Advancement; Sherry L. Kyle, Exec. Asst. to the President/Trustees; Tena Diamond, ESPA Representative; Kelley Eltzroth, Faculty Senate President

Absent: Richard S. Allen, Jr., Secretary; L. Scott Govitz, Executive Director M-TEC Center; Kim Barnes, Executive Director of Enrollment

Guests: Shawn Troy, Director of Library/Media Services; Kirk Lehr, Director of Computer & Communication Services; Carol J. Santini, Dean of Student Success; Clare Sentinel Reporter

**Agenda Item I: CALL TO ORDER**

The Board Chair called the meeting to order at 7:07 p.m. and appointed Trustee Mussell Acting Secretary in Trustee Allen’s absence.

There were no public comments from guests.

**Agenda Item II: APPROVAL OF REVISED AGENDA**

The Board Chair informed board members that two agenda items have been requested to be added to the agenda this evening, VI-C “Buy-Out Incentive” and Item VI-D “Administrative Salaries Recommendation.” Item VI-B “Approval of Members to the MTEC Board of Directors” will be moved to a later meeting agenda.

A motion was brought forth by Trustee Kreckman to approve the revised agenda, with support by Trustee Metzger. All ayes, motion carried.

**Agenda Item III: APPROVAL OF CONSENT ITEMS**

A motion was presented by Trustee Mussell to approve the consent agenda as reflected in the packet. Support by Trustee Kreckman; motion carried.

**Agenda Item IV-A: RECOMMENDED PURCHASES**

1. A motion was made by Trustee Kreckman, supported by Trustee Bay, to approve the continuation of Internet/Email/Firewall management services from Casair for two years at a total cost of $45,408.00 per year from instructional technology funds. All ayes – motion carried.
2. A motion was presented by Trustee Mussell to approve the maintenance contract with Datatel for the administrative software at a total cost for the 2009/10 fiscal year of $122,725.00. The purchase is budgeted in the Computer Services software maintenance account. Support by Trustee Bay; all ayes – motion carried.

**Agenda Item V-A: DIVISIONAL REPORT**

Vice President Austin presented information on enrollment for the Spring, Summer and Fall 2009 semesters.

**Agenda Item V-B: UPDATE ON ITV ROOM UPGRADE PROJECT**

Library/Media Director, Shawn Troy provided an update on the ITV Room Upgrade Project approved by trustees in June 2008. Troy reported that there were some initial audio problems which have been corrected, with about 90% of the feedback from users being positive. Return on investment is expected during the fall 2010 semester. Course offerings are still being expanded through use of the ITV rooms, and a wide variety of meetings take place via ITV.

Dr. Austin commended Director Troy for his dedication to the project and determination to get the best equipment possible with the budget available.

**Agenda Item VI-A: CORRESPONDENCE AND ANNOUNCEMENTS**

President Churchill reviewed correspondence and announcements for the past month, noting that George Dunn, CEO of Middle Michigan Development Corporation has announced his retirement after 28 years of dedication to economic development in our region.

**Agenda Item VI-B: MTEC BOARD OF DIRECTOR APPOINTMENTS**

(This item moved to a future meeting)

**Agenda Item VI-C: BUY-OUT INCENTIVE**

Vice President Frick provided information on a proposed buy-out incentive for all three employee groups. Criteria to be used would include the employee’s age plus years of service, with a cut-off of 80. Implementing these criteria, 15 employees would be eligible to consider the offer. Frick also informed trustees that with the incentive, eligible members of the faculty senate would receive 60% of their 2008-09 base salary, and administrators and ESPA would receive 30%. Faculty senate follows contract percentage, administrative closely follows board policy, and ESPA membership does not have a retirement incentive, so the 30% provision for this one-time offering may be attractive to anyone considering retirement at this time. The incentive does not add to the retirement base, and employees need to commit by June 26th. There are 7 days to revoke the intent to retire. The Board Personnel committee has reviewed the incentive and supports it for all intent and purpose.

Nunamaker went on to inform trustees that the incentive is not mandatory, but does relax the window of opportunity requirements. If the board approves the buy-out incentive, the Human Resources department will share the information with college employees tomorrow, June 3, 2009. Any questions will be directed to Nunamaker’s office.
A motion was presented by Trustee Kreckman, with support by Trustee Mussell to approve offering the buy-out incentive to all three employee groups as described by Frick and Nunamaker. All ayes – motion carried.

**Agenda Item VI-D: ADMINISTRATIVE SALARIES**

Board Chair Jacobson stated that negotiations continue with the faculty senate and ESPA groups. The Board Personnel Committee is recommending that the 2008-09 pay scales for administrative staff continue to the 2009/10 fiscal year with a one percent increase to scales, effective July 1, 2009. An additional component of the administrative salary recommendation for the 2009/10 fiscal year is an equity adjustment based on the 2008/09 revenue numbers. If identified revenue benchmarks for the fiscal year are met or exceeded, an equity payment would be made payable to administrators effective June 30, 2010. The criteria would be based on audited 2008/09 revenue from state appropriations, tuition and fees, and property tax. The one-time payment would not contribute to base salaries.

A motion was made by Trustee Mussell to approve the administrative salary recommendation as outlined by Jacobson, with anticipated equity adjustments – if goals are met as specified. Any increase is not applied to base salary.

Trustee Kreckman requested that the provision on equity payment be stricken from the motion and can be addressed at a later date when actual figures are available. Mussell agreed. When asked by Chair Jacobson, President Churchill stated that she is in support of the revised motion.

Kreckman supported Mussell’s revised motion with no the equity provision included. All ayes – motion carried.

**Agenda Item VII-A: CALENDAR OF EVENTS**

The Board Chair reviewed the calendar of events for upcoming months, an informational item. The Board commended this year’s speaker at commencement, Rick Reynolds, CEO of MidMichigan Health for his inspirational message to graduates.

**Agenda Item VIII-B: OTHER BUSINESS**

Jacobson appointed Ms. Churchill to the MCCA Board of Directors as President Director, Mrs. Mussell as Trustee Director, and Jacobson will again serve as Alternate Trustee Director. Ms. Kyle will send the updated information to the MCCA office.

The meeting adjourned at 7:50 p.m.

Recording Secretary,
Sherry L. Kyle
Exec. Asst. to the President and Board of Trustees

Douglas A. Jacobson, Board Chair
Betty M. Mussell, Acting Secretary