

PERSONNEL COMMITTEE

Wednesday, August 19, 2020, 4:00 p.m., Zoom Teleconference

Present: Joseph, Reyes

Absent: Norwood

Trustee Joseph called the meeting to order at 4:01 p.m. She asked that the other members of the committee identify themselves, as well as President Walker-Griffea, who in turn introduced the members of the Executive Cabinet and the Chief of Staff. Trustee Joseph also acknowledged the attendance of the Board Attorney.

Pre-Audit Communication

Larry Gawthrop, Chief Financial and Administrative Officer, introduced Dana Coomes and Ken Mero of Plante Moran, who made the firm's annual pre-audit communication to the Board. Ms. Coomes and Mr. Mero explained that, as per auditing standards, Plante Moran must communicate to the Board their responsibilities as auditors, and provide an overview of the timing and scope of the audit. They further explained their focus on specific material accounts of the College, a review of College federal awards, and the testing of internal controls. They added that testing would need to be performed on funds received as a result of the CARES Act, but they are still waiting on the government to release further information. Finally, Ms. Coomes and Mr. Mero explained that auditors have been working on the audit remotely and will continue to do so.

Consent Agenda

Treasurer's Report for July 2020: Mr. Gawthrop reported that total revenues for the period ended July 31 were approximately \$10.9 million, representing 14% of the annual budget, compared to 18.7% last year at this time. Expenditures for the 11 months were approximately \$6.6 million, representing 8.4% of the annual budget. Tuition and fee revenues were \$7.5 million, and property taxes were \$183 thousand. Mr. Gawthrop also announced that the Administration is actively meeting and working to address revenue and budget challenges.

Gender Neutral Bathrooms/Hip Sink Replacements – Purchase Award: A copy of the resolution was provided for review. Mr. Gawthrop provided background and rationale for the resolution, which will be presented to the Board for approval at Monday's meeting.

Amendments to Board Policies Related to Schedule of Board Authorized Positions – First Reading: A copy of the resolution was provided for review. Philip Espinosa, Associate Vice President, Human Resources, provided background and rationale for the resolution, which will be presented to the Board on Monday for a first reading.

Amendments to Board Policy 5200 (Equal Educational/Employment Opportunity (EEO)/Non-Discrimination – First Reading

Amendments to Board Policy 5814 (Diversity, Equity, and Inclusion) – First Reading: Copies of both resolutions were provided for review. President Walker-Griffea provided background and rationale for the resolution, both of which will be presented to the Board on Monday for a first reading.

Other

Human Resources Report: Philip Espinosa, Associate Vice President, Human Resources, presented the Human Resources report for July and August. He added that recruiting activity information had previously been reported a month behind, and, beginning next month, he would be reporting this information in real time as possible.

President's Remarks: Dr. Walker-Griffea called on Mr. Gawthrop to provide an update on CARES Act funding and the status of the Bear Bistro and food service on campus.

Dale Weighill, Associate Vice President, Institutional Advancement, reported on the Student Emergency Fund, Mott Eats food pantry and the Helping our Heroes campaigns. He also announced that the College received a grant from the Consumers Energy Foundation, which will be used to support Mott Eats and the Student Emergency Fund.

Michael Simon, Board Relations Coordinator, gave information on Monday's Board meeting and the preceding Trustee Scholar Reception, scheduled to begin at 5. He also announced that training would be provided on the new board portal platform, OnBoard, and that Trustees would be receiving an email and link to complete MCC Reopening Training for when they will be coming back to campus.

DeAndra Larkin, Chief of Staff, announced the launch of a survey to garner input and feedback on the College's Master Plan.

Jason Wilson, Vice President, Student Academic Success, provided information on Welcome Week activities for faculty including professional development sessions and new faculty orientation.

President Walker-Griffea gave a brief update on enrollment, adding that a more detailed report would be provided on Monday during Special Presentations, focusing on the steps the College is taking to increase recruitment and enrollment.

Trustee Joseph adjourned the meeting at 5:24 p.m.