

BOARD OF TRUSTEES
MONROE COUNTY COMMUNITY COLLEGE
MONROE, MICHIGAN 48161
(734) 242-7300, Ext. 4311

Monroe County Community College
Warrick Student Center, Dining Room
1555 S. Raisinville Rd
Monroe, MI 48161
5:30 p.m., June 20, 2023

BUSINESS MEETING AGENDA ITEM

A. Call to Order

Call to Order by Chair of the Board

Public Hearing – Suspend the regular order of business to conduct the public hearing on the 2023-24 budget. The Chair will entertain questions from the audience with regard to the 2023-24 budget material. The millage rate to be levied for operating purposes for 2023-24 fiscal year will be reaffirmed as 2.1794 mills of ad valorem property taxes and that the millage rate to be levied for facilities/infrastructure improvements for the 2023-24 fiscal year be reaffirmed as .85 mills of ad valorem property tax. If there are no further questions, the Chair will declare the public hearing adjourned.

B. Recommended Actions

1. Routine Matters

a. Polling of audience for delegation recognition

2. Consent Agenda

(All items on the Consent Agenda are considered routine by the Board of Trustees and will be approved by one motion unless a Trustee requests that an item be removed and acted upon as a separate agenda item.)

B. 2. a. (1) Approval of the May 22, 2023 minutes of the regular meeting and the June 5, 2023 minutes of the study meeting of the Board of Trustees (enclosures)

B. 2. a. (2) Authorization for the President to Execute an Administrative Contract (enclosures)

Recommended motion: *“that the Board authorizes the President to execute a one year non-continuing contract for the following administrator:*

*Anthony Quinn, Director of Upward Bound
Non-continuing contract renewal
Effective August 31, 2023, through September 1, 2024.”*

- B. 2. a. (3) Authorization for the President to Execute an Administrative Contract (enclosure)

Recommended motion: “that the Board authorizes the President to execute a probationary administrative contract for the following administrator:

*Dana Blair, Director of Financial Services
Second-year Probationary contract
Effective July 1, 2023, through June 30, 2024*

- B. 2. a. (4) Authorization for the President to Execute a one-year Professional Staff Contract (enclosures – delivered under separate cover)

Recommended motion: “that the Board authorizes the President to execute a one year probationary professional staff contract to the following individual:

*Linda Roberts, Assistant Registrar
One-Year Probationary Contract
Effective May 1, 2023 through April 30, 2024*

- B. 2. a. (5) Authorization for the President to Execute a one-year Professional Staff Contract (enclosures – delivered under separate cover)

Recommended motion: “that the Board authorizes the President to execute a one year probationary professional staff contract to the following individual:

*Kristen Iacopelli, Grant Manager
One-Year Probationary Contract
Effective June 1 through May 31, 2024*

- B. 2. a. (6) Board Authorization for President to Execute an Administrative Contract (enclosure)

Recommended motion: “that the Board authorizes the President to execute the following continuing probationary administrative contract:

*Beverly Tomek, Dean of Humanities and Social Sciences
First-Year Probationary Contract
Effective July 10, 2023 through June 30, 2024.”*

- B. 2. a. (7) Proposed Policy Revision – Policy 2.19, Management Salary Schedule (enclosure)

Recommended motion: “that Policy 2.19, Management Salary Schedule, be revised as presented.”

- B. 2. a. (8) Proposed Policy Revision – Policy 11.00, Adjunct Faculty Salary Schedule (enclosure)

Recommended motion: “that Policy 11.00, Adjunct Faculty Salary Schedule, be revised as presented.”

- B. 2. a. (9) Proposed Policy Revision – Policy 12.05, Professional Staff Salary Schedule (enclosure)

Recommended motion: *“that Policy 12.05, Professional Staff Salary Schedule, be revised as presented.”*

- B. 2. a. (10) Approval of Group Three Director Appointments

Recommended motion: *“that the following individuals being recommended by The Foundation at MCCC Board of Directors be approved by the MCCC Board of Trustees for appointment as Group Three Directors (Directors at Large), pursuant to Section 5.4 of the Bylaws of The Foundation at Monroe County Community College:*

Three-Year Terms Expiring December 31, 2025

Dr. Andrew Assenmacher

Ms. Ann DeCarlo

Dr. Scott Johnson.”

- 3. Old Business

None

- 4. New Business

- B. 4. a. (1) Resolution of Commendation – Annette Kiebler

Recommended motion: *“that the Board adopt the following resolution of commendation for Mrs. Annette Kiebler:*

WHEREAS, Annette Kiebler has decided to retire from the position of Assistant to the Vice President of Instruction at Monroe County Community College, effective July 1, 2023, and

WHEREAS, she has been providing outstanding service to students, staff, and faculty at Monroe County Community College for nearly fifteen years in her current position and previously in the position of Administrative Assistant to the Dean of Corporate and Community Services, and

WHEREAS, she has shared her expertise and technical, administrative, and social skills to mentor division administrative assistants and coordinators, and

WHEREAS, she has taken leadership roles in the implementation of large Instructional Area and College projects such as the faculty handbook, semester schedules, and the recent Acalog and Curriculog electronic catalog project, and

WHEREAS, she has interacted with the Monroe County community and other external stakeholders in a way that consistently represented the College in a positive light, and

WHEREAS, she diligently served on Support Staff Council and numerous College committees, employee search teams, task forces, and work groups dedicated to the improvement of services, processes, procedures, and the overall well-being of the college, and

WHEREAS, she has graciously volunteered countless hours in support of activities such as the Auto Show, Antiques in April, Family Fun Night, Commencement, Monroe County Fair, YMCA Corporate Cup, and several others, and

WHEREAS, she is a person of great character displaying competency and an extremely positive attitude while consistently contributing wholeheartedly to the mission of the college, and

WHEREAS, she is among the first to receive the MCCC Enriching Lives Performance Award in recognition of her commitment and examples of how she incorporates the MCCC Mission, Vision, and Values in her daily work, and

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Mrs. Annette Kiebler for her dedicated service and contributions to the college, its students, and the community, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for her continued success, well-being and happiness on this Tuesday, June 20, 2023."

B. 4. a. (2) Board of Trustees Schedule of Meetings for the Fiscal Year 2023-24

Recommended motion: "that the schedule of meetings of the Board of Trustees for the fiscal year 2023-24 be adopted as follows: Time: 5:30 p.m. Place: Board of Trustees Room, Z-203 La-Z-Boy Center*

**The April 22, 2024, meeting will be held at the MCCC Whitman Center, 7777 Lewis Avenue, Temperance, Michigan.*

Monday, September 25, 2023
Monday, October 23, 2023
Monday, November 27, 2023
Monday, January 22, 2024
Monday, February 26, 2024

Monday, March 25, 2024
*Monday, April 22, 2024 (Whitman)
Monday, May 20, 2024
Monday, June 24, 2024.”

B. 4. a. (3) MCCA Representation for 2023-2024

Recommended motion: *“that the following individuals be designated to represent the Board before the Michigan Community College Association Board of Directors for the 2023-24*

Trustee Director _____
Alternate Trustee Director _____
President Director *Dr. Kojo A. Quartey.”*

B. 4. a. (4) Resolution to Adopt the 2023-24 Budget and Reaffirm Millage Rate (to be delivered under separate cover – Board members only)

Recommended motion: *“that the 2023-24 MCCC budget be approved as presented and that the millage to be levied for operating purposes for the 2023-24 fiscal year be reaffirmed as 2.1794 mills of ad valorem property tax and that the millage rate to be levied for facilities/infrastructure improvements for the 2023-24 fiscal year be reaffirmed as .85 mills of ad valorem property tax.”*

C. Information and Proposals

- 1. Delegation
NONE
- 2. Non-staff Communications and Reports
NONE
- 3. President and Staff

C. 3. a. (1) Probationary Administrative Contract, Non-continuing Contract Renewal, etc.

Staff Appointment:

Martin Humphreys, Institutional Research Analyst, effective June 26, 2023 (replacing Brianna Pio)

Alia Pilcher, Division Coordinator, effective June 26, 2023 (replacing Rachel Eagle)

Promotion/Position Upgrade:

Linda Roberts, Assistant Registrar, effective May 1, 2023 (new position; moved from Coordinator of Records and Registration-Support Staff, to Professional

Staff, salaried)

One-Year Probationary Professional Staff Contract:

Kristin Iacopelli, Grant Manager, effective June 1, 2023 through May 31, 2023
(new position)

2nd Year Probationary Administrative Contract:

Dana Blair, Director of Financial Services, effective July 1, 2023 through June 30, 2024

1st Year Probationary Administrative Contract:

Beverly Tomek, Dean of Humanities and Social Sciences, effective July 10, 2023
(Replacing James La Duc)

Non-continuing Contract Renewal:

Anthony Quinn, Director of Upward Bound, effective August 31, 2023 through September 1, 2024 (Title III Grant position)

Retirement

Ann Gerweck, Administrative Assistant to the Vice President of Enrollment Management and Student Success, effective August 31, 2023

C. 3. a. (2) Statement of General Fund Revenues and Expenses for the Period Ending May 31, 2023 (enclosure – delivered under separate cover)

C. 3. b. (1) President’s Report (enclosure – delivered under separate cover)

4. Board Member and Committee Reports

C. 4. b. (1) Update: Michigan Community College Association (MCCA) Board of Directors Meeting, May 18-19, 2023 (Quartey, Thayer)

C. 4. b. (2) Upcoming Events

July 26-28 – MCCA Summer Conference, Traverse City

July 30, 1:00 p.m. – Monroe County Fair Parade, Downtown Monroe

July 30-August 5 – Monroe County Fair, Monroe County Fairgrounds

August 22, 7:45 a.m. – Employee Recognition Breakfast

August 22, 6:00 p.m. – The Foundation Scholarship Dinner, HEB Multipurpose Room

September 8, 8:30 a.m. – MCCC Alumni Golf Outing, Carrington Golf Club
September 11-17 – Monroe Family YMCA Corporate Cup Challenge (various locations)
October 16-17 – Higher Learning Commission Visit
October 21-22, 10:00 a.m. – 7th Annual Native American Pow Wow

D. Adjournment

If you have a disability and need special accommodations, please contact the Office of Human Resources at least five business days before the scheduled meeting by calling (734) 384-4245, or by writing to this office at Monroe County Community College, 1555 South Raisinville Road, Monroe, MI.