

MINUTES OF THE FIVE HUNDRED SEVENTY-FOURTH  
MEETING OF THE BOARD OF TRUSTEES  
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room Z-203  
La-Z-Boy Center  
6:00 p.m., January 22, 2018

Present: William T. Bruck, James E. DeVries, Lynette M. Dowler, Steven Hill (arrived 6:02 p.m.), Marjorie A. Kreps, Aaron Mason, and Mary Kay Thayer

Also Present: Avonlea Bruck, Natalie Bruck, Jack Burns Jr., Kevin Cooper, Lori Jo Couch, Valerie Culler, Randy Daniels, Mark Hall, Paul Hedeem, Naheed Huq (SEMCOG), Barry Kinsey, Paul Knollman, Brian Lay, Laura Manley, Molly McCutchan, Josh Myers, Michele Paled (Monroe County Radio), Kojo Quartey, Vanessa Ray (The Agora staff), Jim Ross, Joe Verkennes, Suzanne Wetzel, Grace Yackee, and Penny Dorcey (recording secretary)

1. Chair Dowler opened meeting at 6:01 p.m.
- B. 1. a. (1) 2. There were no delegations present.
- B. 2. a. (1) 3. *It was moved by Mrs. Thayer and supported by Mr. Mason, that the items on the consent agenda items be approved:*
  - B. 2. a. (1) Approval of the minutes for the November 27, 2017, regular meeting of the Board of Trustees
  - B. 2. a. (3) Authorization for President to Execute a First-year Probationary Faculty Contract – Stephanie Wozniak
  - B. 2. a. (7) Authorization for President to Execute First-year Probationary Administrative Contract – Kelly Heinzerling
- C. 2. a. (1) 4. Naheed Huq of the Southeast Michigan Council of Government (SEMCOG) presented a new report about providing quality education for all students through education reform and trying to identify the critical issues in the education system, particularly K12. A successful K12 system leads to students who can be successful in higher education and the workforce as well.

Ms. Huq is the Manager of Talent and Economic Development for SEMCOG. She stated, “The education system is vital to the success of the state and national economy, well-being of citizens, and future innovation and economic competitiveness. Calls for education reform are the recognition that a well-educated population is an asset and we can do better to prepare the state and its citizens for the inevitable changes resulting from national and global demographic and economic trends. The SEMCOG/MAC Education Reform Task Force brought together leaders from business, labor, government, education, and workforce development to develop a policy framework for increasing investment, access, and equity in education; developing strategies for preparing students for the transition to post-secondary education and careers; and supporting regional growth.”

A complete copy of the report is filed with the Board minutes and can be obtained from the President’s office.
- C. 3. a. (1) 5. President Quartey reported the following transfer, staff appointment, probationary administrative contract, and probationary faculty contract:

Transfer:  
Rick Hubbert, Information Systems Technician, effective December 4, 2017  
(replacing Joan Mead)

Staff Appointment:  
Christopher Gossett, Computer Systems Analyst, effective November 29, 2017 – November 28, 2018 (replacing Dan Hamman)

1<sup>st</sup> Year Probationary Administrative Contract:  
Kelly Heinzerling, Director of Purchasing & Auxiliary Services, effective January 8, 2018 to January 7, 2019 (replacing Jean Ford)

1<sup>st</sup> Year Probationary Full-time Faculty Contract:

Stephanie Wozniak, Assistant Professor of Early Childhood Education,  
effective January 2, 2018 – January 1, 2019 (new position)

- C. 3. a. (2) 6. The Board received a Statement of General Fund Revenues and Expenses for the periods ending November 30, 2017 and December 31, 2017.

Suzanne Wetzel, Vice President of Administration/Treasurer, reported that revenues and expenses are running on course and typical when comparing year over year. The College is just three months into the eleven payments for State appropriations. As of December 31, property taxes were at \$495,266.55. As of today, the college has received \$2.6 million in property taxes. The increase in Other Revenue is based on a number of factors, such as Rent of Facilities, which is up about \$10,000 over the previous year. In addition, the College now charges a fee for credit card transactions, which has generated a little over \$11,000 to date. In the past, the College has spent about \$60,000 per year on credit card fees. Rent of Land is up about \$12,000 above where it was last year.

Credit tuition and fees for fall and winter were just under \$200,000, below budget. There is about 4.1 percent left to pay out to the contractor on the HVAC project. They are on the last step of project. The next payment on the loan is due March 30 (\$700,018). The money is already set aside to make the payment. The work on the Life Sciences building continues. The company has faced delays due to the extreme weather. The expected date of completion is the end of March. Jack Burns Jr. is working closely with the individuals who will need to vacate the East and West Technology buildings due to the upcoming renovations. All of those individuals are part of the planning process for the temporary relocation of classrooms, labs, offices.

Governor Snyder signed document 2017 PA 201 - Renovation of the East and West Technology Building project, just before Christmas. The College has just received construction authorization to move forward. Mrs. Wetzel is reviewing the agreement before forwarding for Dr. Quartey's signature. This document also certifies that the College has the money on hand to meet its share of the match (\$5,209,600). The architects are working on the preliminary design stage and will soon be meeting with all the user groups for further discussion.

Today, the College received the funds for the 3 percent Healthcare Contribution refunds from the State. The Office of Retirement Services (ORS) has informed all of the affected individuals to expect a 60-90 day window for institutions to disburse the money. The College received a total of \$743,924.39. Refunds range between 56 cents and \$8,071. Six-hundred-seventy-five individuals are scheduled to receive a reimbursement. One hundred of those people will receive less than \$20. The State has not given institutions much information regarding the tax ramifications of the refunds. The Administration's goal is get the refunds out within the next 30 days.

The departments and divisions have begun work on the 2018/2019 budget. The DTE Taxable Value meetings will start back up on January 30<sup>th</sup> to continue discussions. President Quartey will appoint an individual to represent the College (taxing unit) for future discussions. The appointee will report out at the February Board meeting.

- C. 3. a. (3) 7. The Board received a note of thanks from Linda and Tom Hawley and family, for the memorial sent at the death of Linda's father-in-law, Robert Hawley
- C. 3. b. (1) 8. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey noted there is a Higher Learning Commission (HLC) visit set for the fall of 2019. Dr. Grace Yackee, Vice President of Instruction, announced the HLC visit is scheduled for November 4-5, 2019. The visit is a full comprehensive evaluation. The Commission will act on the College's 10-year accreditation. The team was last on campus in 2015 for a check-in visit under the Standard Pathways System. The visit went very well, although the team did make some recommendations for the next team to look at when they come for the 2019 visit. The College will once again submit the report through the Assurance System in electronic format. Kojo will keep the Board informed as information comes in.

There is an attempt to pass millage legislation that restricts local taxing units - including community colleges - to submitting proposals on a question of imposing a

new millage or increasing or renewing an existing millage at a general November election. This would be a significant limitation on community colleges as they attempt to maintain and manage property tax revenue. Additionally, all millages would compete with one another on the same ballot.

Dr. Quartey and Mrs. Thayer will be in Washington DC, February 11-14, for the 2018 Annual Association of Community College Trustees (ACCT) Legislative Summit. This Friday Dr. Quartey and Mrs. Thayer will be at SEMCOG in Detroit.

- C. 3. b. (2) 9. Joshua Myers, Executive Director of the Foundation at MCCC, reported on the December 11, 2017 board meeting. Mr. Myers reported on the Annual Fund. The Annual Fund mailing goes out to about 13,000 people. The Agriculture campaign is going very well. To date The Foundation has received \$23,000 in pledges and gifts for the program. The Agriculture campaign is part of the annual campaign, and will be ongoing. The Foundation board is embarking on a yearlong strategic planning effort. The final plan will go to the board to ratify, before going to the Trustees for review. Suzanne Wetzel gave an informative presentation to the board on the Academic Success Center (East and West Technology buildings). Cooley, Hehl, Sabo and Calkins reported to The Foundation a total revenue and gain of about \$1.4 million. Expenses were slightly over \$200,000. The Foundation's net position is now about \$6 million. The Foundation meeting concluded the evening with a VIP party sponsored by its board members. The tax overhaul recently passed by Congress could negatively affect The Foundation, as it is predicted that only 10 percent of people will not choose the standard deduction. This could cause a significant decline in charitable contributions. A bill was introduced to Congress to allow for an extra charitable deduction on taxes, but the bill failed.

- C. 3. b. (3) 10. The Board received an enrollment report for the winter 2018 semester.

Mr. Mark Hall, Director of Admissions, reported that headcount is down 3.3 percent, credit hours are down 5.1, and billable contact hours are down 4.8 percent. The average age (22.9 years) continues to drop. Part-time student numbers continue to grow (76 percent), and the College continues to lose out-of-state students (down 1 percent from last year). Part of that might be due to recent tuition increases for out-of-state students. The College has its highest number of dual enrolled students ever with 793 students, an increase of 150 students over last winter. The College delivers Direct College in six high schools (Gibraltar/Carlson, Monroe, Erie, Jefferson, Whiteford, and Britton-Deerfield). The under 21 population is up 67 students and the 21-40 year-old population is down 169 students. The number of students over 40 years of age has remained flat. The number of returning fall FITIACs is at 77 percent, the highest percentage since 2008. Continuing dual enrolled students are at 80 percent. The College is doing well with the retention of dual enrolled and Direct College students; however, it is struggling with the working population. The higher rate of retention for certain populations may be attributed to the recent scholarships changes, and the work of the Retention Committee and faculty on the Early Alert Program. Dr. Yackee added that the dual enrolled students tend to be the high schools' highest performing students.

President Quartey reported that HB 4735, Cross Border Dual Enrollment for High School Students, is still under consideration. The State Senate and the Governor have not yet voted on the bill.

- C. 4. b. (1) 11. Chair Dowler appointed the following Trustees to the Alumnus of the Year Selection Committee and the College Supporter of the Year Selection Committee:

Alumnus of the Year Selection Committee

Dr. James E. DeVries  
Mrs. Mary Kay Thayer  
Mr. Steven Hill

Supporter of the Year Selection Committee

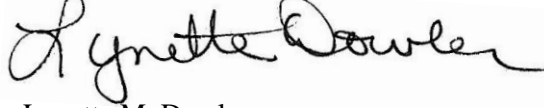
Mrs. Marjorie A. Kreps  
Mr. William T. Bruck  
Mr. Aaron N. Mason

Alumnus of the Year nominations close on January 26, and College Supporter of the Year nominations close on March 15.

- C. 4. b. (2) 12. Chair Dowler noted the upcoming events.
13. *It was moved by Mrs. Thayer and supported by Mr. Hill that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:18 p.m.

Respectfully submitted,



Lynette M. Dowler  
Chair



Aaron N. Mason  
Secretary

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The Board of Trustees approved these minutes at the February 26, 2018 regular meeting.