

MINUTES OF THE FIVE HUNDRED NINETIETH
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 27, 2020

Present: William T. Bruck, Florence M. Buchanan, Lynette M. Dowler, Steven Hill, Krista K. Lambrix, Aaron N. Mason, and Mary Kay Thayer

Also Present: Jack Burns Jr., Jane Clevenger, Parmeshwar Coomar, Kevin Cooper, Valerie Culler, Randy Daniels, A. Fischer, Kelly Heinzerling, Barry Kinsey, Paul Knollman, Brian Lay, Kim Lindquist, L. Manley, Joshua Myers, Tina Pillarelli, James, Ross, Kojo Quartey, Ryan Rafko, Denise Robinson, Jim Ross, Linda Torbet, Joe Verkennes, Tracy Vogt, Suzanne Wetzal, Quri Wygonik, Grace Yackee, and Penny Dorcey (recording secretary)

1. Chair Dowler called the meeting at 6:01 p.m.
2. There were no delegations present.

B. 2. a. (1) 3. *It was moved by Ms. Thayer and supported by Ms. Lambrix, that the following item on the consent agenda be approved:*

B. 2. a. (1) Approval of the minutes of the October 21, 2019 special meeting and the November 25, 2019 regular meeting of the Board of Trustees

The motion carried.

B. 4. a. (1) 4. *It was moved by Ms. Thayer and supported by Mr. Hill that the following resolution of commendation for Ms. Jane Clevenger be adopted:*

WHEREAS, Ms. Jane Clevenger has decided to retire from her position at Monroe County Community College, effective January 31, 2020, and

WHEREAS, Ms. Clevenger has diligently served as Administrative Assistant at the Whitman Center and the Learning Assistance Lab for the past 30 years, and

WHEREAS, Ms. Clevenger began her career at MCCC by serving as the part-time Administrative Assistant to the Director of Extension Centers for an additional five years, and

WHEREAS, Ms. Clevenger has become affectionately known as “the voice” of the MCCC Whitman Center, and

WHEREAS, Ms. Clevenger has actively served on several committees, participated in staff development activities, attended a variety of special events, and volunteered for a variety of events and ceremonies throughout her tenure, and

WHEREAS, Ms. Clevenger has assisted with testing accommodations, Perkins Grant audits, procedural and process modifications, and a variety of training sessions, and

WHEREAS, Ms. Clevenger is known for her warm smile, gentle demeanor, attention to detail, flexibility, positive attitude, and willingness to help, and

WHEREAS, Ms. Clevenger has positively impacted the lives of future students, current students, guests, community members, faculty, administrators, and fellow staff, and

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Ms. Jane Clevenger for her 30 years of dedicated service to Monroe County Community College, and

THEREFORE, BE IT RECORDED that the Board of Trustees expresses its very best wishes for her continued success, well-being, and happiness on this Monday, January 27, 2020.

Ms. Clevenger remarked “I can't believe it, time does go by so fast sometimes. I appreciate what the college has given me throughout all of these years. They took a chance with a stay at home mom with three kids, who was concerned at one point, that if something ever happened to their dad, how would she take care of them.” Ms. Clevenger knew she needed to work on her skills. She went on to say, “Way back in 1985, I took a chance on me and the rest is history. I really appreciate it.”

The motion carried.

- B. 4. a. (2) 5. *It was moved by Ms. Thayer and supported by Ms. Lambrix that Ms. Denise Robinson be granted a sabbatical for the Fall 2020 semester to complete a Ph.D. in Adult Education, Nursing.*
- B. 4. a. (3) 6. *It was moved by Ms. Thayer and supported by Ms. Buchanan that Policy 6.49, Chosen Name Policy, be adopted as presented.*

Tracy Vogt, Registrar, explained that a year and a half ago a group of faculty approached her about implementing a “chosen name” policy. Ms. Vogt and James Ross, Director of Data Processing, worked on this project over the last year and are finally at a point to implement this option on colleague. What this policy will do is allow students and staff to use their chosen name in lieu of their legal name, except for areas where a legal name is required (i.e. transcripts, etc.). Students may elect their chosen name on the college application, as well as manage it through WebPAL.

The motion carried.

- B. 4. a. (4) 7. *It was moved by Mr. Mason and Supported by Mr. Hill that Policy 4.01, Calendar be approved as presented.*

Dr. Grace Yackee, Vice President of Instruction, explained that the administration is proposing that the summer semester be pushed ahead to start earlier to allow students who are enrolled in the standard eight-week semester to complete the semester before the Fourth of July holiday. Initially, the spring and summer semesters were combined and the start date was pushed back, but the college has been finding that many students and faculty are interested in ending the semester before July 4th.

The motion carried.

- B. 4. a. (5) 8. *It was moved by Ms. Lambrix and supported by Mr. Hill that the Board approved the revised 2019-2020 Budget as presented.*

Suzanne Wetzel, Vice President of Administration/Treasurer, explained that following the completion of the audit, her office brings forward to the Board a recommendation for additional transfers. Ms. Wetzel is recommending the transfer of an additional \$990,000. The plan is to move all of the money to the Designated Plant Fund to pay the HVAC loan payment.

In addition, in the Retirement Designated Fund (02 fund), there was a previous transfer of \$225,000 to pay into that fund cover some student assistant retirement monies and some penalties for the way that item was reported. Now that that is closed out, there is \$68,985 that remains. Ms. Wetzel is also recommending that that money be transferred into the Designated Plant Fund to grow that balance. With all of the transfers planned and with the additional transfers she and her team are recommending, that brings the balance of the Designated Plant Fund to \$1.8 million. In March, the College will make another \$718,000 payment on the HVC loan. By June 30th the balance of that fund will be just over \$1 million.

The motion carried.

- C. 3. a. (1) 9. President Quartey reported the following position upgrade, staff retirements and resignation:

Position Upgrade:

Laura Hamel, Accounting Associate, effective January 6, 2020

This was originally a part-time position that was combined with another part-time position and changed to full-time.

Retirement:

Randell Daniels, Vice President of Student and Information Services,
effective March 1, 2020

Jane Clevenger, Administrative Assistant, Whitman Center, effective
January 31, 2020

Resignation:

Christopher Perria, Science Lab Coordinator, effective December 13, 2019

Dr. Yackee explained that two adjunct faculty have agreed to fill this position. Dr. Kevin Cooper added that one adjunct faculty will help with biology and the other with chemistry.

- C. 3. a. (2) 10. The Board received a note of thanks from the John Wyrabkiewicz family for the kindness expressed and the flowers sent at the passing of John's father, Stan Wyrabkiewicz (enclosure)
- C. 3. a. (3) 11. The Board received a note of thanks from the Tom Scheer family for the memorial sent at the passing of Tom's mother, Kay Scheer (enclosure)
- C. 3. a. (4) 12. The Board received a note of appreciation from the Grace Yackee family for the memorial donation to the Angel Foundation sent at the passing of Tim Yackee's father, Tom Yackee
- C. 3. a. (5) 13. The Board received a Statement of General Funds Revenues, Expenses for the periods ending November 30, 2019 and December 31, 2019

Suzanne Wetzel, Vice President of Administration/Treasurer, reported that her handout shows revenues for the month of December, before the tax revenues began coming in. As of this morning, property tax revenues are a little over \$4.7 million because January is when the money starts coming in.

Currently, Ms. Wetzel and AJ Fischer, Director of Financial Services, are working on an analysis of the effects of enrollment for fall and winter. There is a shortfall, and Ms. Wetzel and Mr. Fischer will give their recommendations to President Quartey. Ms. Wetzel pointed out the "All Funds" report included in the Board packet is a half-year report in preparation for the final budget report in June.

The City is close to a settlement on the DTE on their proposed tax appeal. Ms. Wetzel is not at liberty to talk in detail about the issue because the two entities are still in negotiations. The hearing begins February 18th with the Tax Tribunal. French Town is a little behind the City in terms of their timeline, and they currently in discovery and negotiations. Their discovery is due by April. Should Frenchtown proceed to the Tax Tribunal, the hearing will be scheduled in July. Ms. Wetzel hopes to have more news soon and will report to the Board as the information comes in.

Ms. Wetzel gave the Board a brief overview of College Policy 6.44, Statement on Economic Development Proposals within the Community College District, which gives the Board the authority to choose to participate or not participate in economic development taxer proposals that come throughout the county. This policy dates back to 1966, and the Board has authority to review those proposals and opt in or opt out. Ms. Wetzel explained that the City of Monroe adopted a resolution at their January 6, 2020 meeting to establish the Telegraph Road Corridor Improvement Authority to do major improvements to the Telegraph Corridor. This area starts from just above the old La-Z-Boy Headquarters property and goes all the way down to 7th Street on both sides of Telegraph Road. The City's board annexed and adopted the resolution, and in the near future will be seating the Telegraph Road Corridor Improvement Board. That board can, by law, develop a tax incremental financing plan. What those plans allow them to do is to capture taxes; the College millage would be subject to "capture" to help finance the changes that the Authority plans to do. As part of the law, the college has to be included in that dialog. The City will be required to provide the College with specific information such as for what period of time, for what purpose, and for how the City plans to use the money, etc. The MCCC Board then has the opportunity to make a decision on whether to opt in or opt out. P. Dorsey will send a copy of Policy 6.44 to the Trustees so they can familiarize themselves with it. The policy has specific information on what the Trustees will use to make a determination on whether or not to participate.

Ms. Wetzel gave an update on the East and West Technology building, adding that it is a phenomenal space. Currently, the carpet is being installed, the walls are painted, and the casework is going in. Barton Mallow should be turning the building over to the College sometime in March or April. The renovations are right on schedule and on budget, and the project could not be going better.

Ms. Wetzel announced that all of the tax forms are going out this week (1098Ts, 1099s, W2s, etc.). The forms should be out and delivered by this Thursday.

Ms. Wetzel gave an update on the 2020 Budget. Divisions and departments are working on their budgets right now, which are due to the Administration Office by March 9th. Last year, the Board requested to see a tuition recommendation earlier in the year for planning purposes, so Ms. Wetzel and her team will bring forward a preliminary recommendation in February, and plan some time to really dig into the details and projections. By March, the Board should be ready to make a decision on tuition.

Ms. Wetzel also reported on other project updates. The Little Theater renovation is completed and the theater is open for use. Two new the single use restrooms are completed and located in the Life Sciences Building. A third single use restroom should open soon in the Campbell Learning Resource building. Ms. Wetzel has an Request for Quotation (RFQ) out right now to solicit an architect for the renovations to Campbell Resource Center.

Ms. Wetzel gave an update on the College's new micro market, Market Twenty 4 Seven. Kelly Heinzerling, Director of Auxiliary Services and Purchasing, reported that Kosch Catering had been the College's food provider since 2012. They notified the College in September 2019 that they no longer wanted to contract with MCCC, and they ended their contract on December 20th. Ms. Heinzerling headed a task force that researched other food service options and they made the decision to go with a micro market. Remodeling of the café area began right after the Christmas holiday. The brand new micro market has two unmanned kiosks. The first day went very well and all student comments have been positive. Ms. Wetzel added that Ms. Heinzerling handled the crisis management beautifully and skillfully. So far, there have been no complaints after one week. A completely outsourced vendor runs the market. Ms. Heinzerling and her team are committed to making sure the new system works for everybody. The College now has a new way to do catering. There are two categories of catering, cold service catering, and then three local preferred caterers. Ms. Heinzerling has all of the caterers' information on file and it is also posted on the College website. For smaller groups, she has local food service providers set up such as Panera and Tiffany's. Ms. Heinzerling is adding new vendors to the preferred catering list all the time. Employees can have these services charged directly to the College now, so there is no financial burden to them. This gives more options to people from both inside and outside the campus community.

- C. 3. a. (6) 14. The Board received a 2020 Winter Enrollment report from Ryan Rafko, Director of Admissions and Counseling.

Mr. Rafko presented a 20-year comparison of enrollment statistics. Headcount, credit hours and billable contact hours are all down. That is a trend that continues, which is also reflected in the Fall 2019 enrollment. In higher education, it is typical to have winter numbers decrease after the fall semester. Dr. Quartey added that when looking at a winter to winter comparison, MCCC's direct college enrollment had a loss of 22 percent from Winter 2019 to Winter 2020. MCCC lost two institutions due to the cross-border legislation, which allowed Lourdes College to come into Michigan and offer direct college at two of the county's border high schools. Mr. Rafko went on to say that the mean age of students continues to go down as MCCC does still have a large dual enrolled and direct college population. Part-time compared to full-time enrollment has increased. This may also be partially attributed to the College's dual enrollment population, as those students are enrolling part-time. The other piece to that is that more people are working, which drives full-time enrollment down. Also, across the state there is more competition for less students as the high school graduate pool continues to decrease, so all of the higher education institutions are fighting for the same students.

Mr. Rafko reported that, amongst the 28 community colleges in the state this

semester, enrollment was down for 14 of them and up for five. Out of those five, three of those schools had a headcount of 1,000 or less. Enrollment stayed flat for nine of the community colleges. The trend is that enrollment tends to be flat or decreasing. Dr. Quartey mentioned that only one institution was adversely affected by the cross-border legislation and that was MCCC. Ms. Buchanan noted that this legislation was supported by the ISD, which is one reason why MCCC needs to improve its communication with them. Ms. Lambrix added that we need to focus on what we do have control of. Mr. Rafko remarked that enrollment is predicted to decrease through 2028. He also stated that the Fall 2019 semester was also down, and when comparing Fall 2018 to 2019, the drop percent was about the same as the winter-to-winter percentage. There was a slight decrease from fall to winter. Mr. Rafko remarked that when it comes to dual enrollment and direct college, building relationships with the area high schools is a top priority for him.

Ms. Dowler remarked that dual enrolling is the first experience many high school students have with MCCC. The College must continue to change its curriculum and add courses that align with what businesses need. There are things the College has done, is doing, but it cannot do it fast enough. The College must continue to build strong relationships with business owners and explore how we can offer courses at those businesses. People who get off work at 5:00 p.m. might be more inclined to take a course if they can access it right in their own work place, rather than having to drive someplace else to access that class. Above all, MCCC must stay student focused and maintain its quality.

Ms. Wetzel added that when you look at dollars, the greatest decrease in dollars is in-district from fall to winter. While it is important to recruit students, the College needs to find a way to keep them.

Dr. Daniels Randy added that Dr. Valerie Culler, Director of Financial Aid, and Mr. Rafko are planning to dig into the numbers, as a big part of that group that did not continue from fall to winter are students who have lost their student aid because of poor academic performance. That is a retention issue. Another part of the problem is that the part-time student population is growing. If you get students who are capable, and then advise them to take an extra class, you increase the billable contact hours without recruiting new people. If the pool is shrinking that is fine and MCCC can only get so many, , but we need to work on keeping them here. The College has a strategic enrollment management plan that is in place and it is due to be updated as soon as the new Strategic plan is in place. The College has two new grants that pay for student coaches, and it plans to add more. This has helped increase student success. MCCC also just joined the Higher Learning Commissions (HLC) Student Success Academy. MCCC has a team that has already been to one academy and they will be another session in March. Their role is to dive into the data and look at the process from start to finish. There will be some easy fixes that the College can implement quickly, and then some things that will take a little more time. It will probably take a couple of years to turn this trend around. The Strategic Enrollment Plan is a sub plan of the Strategic Plan. Dr. Daniels announced that there are two success coach pilots going on right now and the data is coming in from them. He will arrange to have one or all of the coaches come in and update the Board on their experiences.

C. 3. a. (7) 15. Joe Verkennes, Director of Marketing and Communications, presented the Quarterly Update to the Board: Summer 2019 through Early October 2019. Mr. Verkennes explained that this report comes from the President's office and is being reinstated. The information covers July 1, 2019 through September 30, 2019. The update is intended to give the Board high points on big changes at the College. The next report in February, will cover the fourth quarter (October 2019 through December 2019).

C. 3. b. (1) 16. Dr. Grace Yackee, Vice President of Instruction, delivered a non-credit enrollment report to the Board.

Dr. Yackee noted that in 2005- 2010 non-credit enrollment was parallel to the credit enrollment, with the highest point being in 2008. Enrollment dipped from 2011-2015. Unlike the credit courses, non-credit courses are coming out of that trend. Other than that, credit and non-credit enrollment are fairly parallel. Dr. Yackee commended Tina Pillarelli, Director of Lifelong Learning, and Barry Kinsey, Director of Workforce Development for providing enrollment numbers dating back to 1992. There has been a trend shift over the last four years. In 2014-2015, the head

count was 2,645 students and 57,427 contact hours, and in 2018 -2019, there were 3,219 students and 71,739 contact hours. It is too early to calculate the numbers for 2019-2020, as the academic year is only half finished, but enrollment is up comparable to last year.

Barry Kinsey, Director of Workforce Development, explained that his area has been trying to implement some new programs to help students to get into careers. With the help of Dr. Kimberly Lindquist, Dean of Health Sciences, and in partnership with ProMedica Hospital, his area is starting a second cohort for one of the programs: Certified Nursing Assistant (CNA). The first cohort ran this past fall, although there were some minor issues that had to be worked out. The second cohort is going very well and training begins on February 25th. Currently, there are eight students in the program. Of those, ProMedica has already hired six as part-time employees. These students are learning how to work a real job, and at the same time, ProMedica is monitoring their work as part of an interview process. When the students finish the CNA program, ProMedica will hire them as full-time CNAs. Many students look at the CNA program, but do not want to necessarily work at a nursing home. This program gives them the opportunity to work for a hospital system. After the students have been employed full-time for six months, they receive educational and health benefits. This is a new market for the Workforce Development Office. Mr. Kinsey remarked that they are going to try to grow this concept with some other careers areas such as the sterile processing technicians program. This is another area for the hospital. This program might appeal to individuals who do not necessarily want to work in healthcare, as sterile processing is a quality control within the health care system in which the technicians re-sterilize the equipment used during surgery. The program has been a success and ProMedica is eager for the College to provide other training as well. Another benefit to students in this program is that their tuition is completely paid for by Michigan Works, who is also partnered with MCCC.

Mr. Kinsey announced that he is going to meet again with Stacey Goans from Michigan Works this week to discuss a potential program for incarcerated individuals. These students would earn a certificate while they are in jail (not prison), and then come out with marketable skills. The Workforce Development office worked Dr. Lindquist and her staff to pare the curriculum down to a four-week program, which was approved by the state. Dr. Lindquist added that students in the non-credit option are also articulating five credit hours of general health credit, which would be noted on their transcripts and can be used for application to the nursing program.

Tina Pillarelli, Director of Lifelong Learning, reported that her area is currently enjoying the wave of a great economy, with high enrollment in classes such as wellness, fitness and cooking, to name a few. One of the newest certificate programs her area has implemented is the Certified Behavior Technician (working with autistic children). This is an entry-level program. She is working with a vendor who will provide that training for MCCC; there is no cost to students. There are currently two sections being offered, with one almost full and one getting close. When asked, Ms. Pillarelli noted that the Drone classes are not flying well, but the course is still being offered at this time.

Chair Dowler added that there is an autism conference coming up soon to discuss the different roles in the care and treatment of autistic children. She will send the information to Ms. Dorsey to forward to Ms. Pillarelli.

- C. 3. b. (2) 17. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey reported that as Ms. Wetzel mentioned that the negotiations between the City and DTE are ongoing. Both sides have made proposals and counter proposals. The DTE Foundation grant the College received has funded two student success coaches. Jennifer Schyllander is the coach in the STEM area and she reports that 100 percent of the students in the program were retained from fall to winter. Dr. Quartey is looking to increase that number by reconfiguring the DTE funds to help hire additional coaches in other areas. The President thanked Randy Daniels and his team, as well as Kevin Cooper and Jennifer Schyllander for their work in this area.

The College's new food service, Market Twenty 4 Seven opened for business on January 21st. The market offers new dining solutions for the College. MCCC's Nursing Program was ranked number one in the state of Michigan. A study by

George Stein University ranked MCCC number two in Michigan for its return on investment for credentials earned over a 10-20 year period. St. Clair Community ranked number one for a 10-year period, and Schoolcraft was ranked number one for a four-year period.

President Quartey had Barry Kinsey and Stacy Goans from Michigan Works as guests on *Education Matters* this past Thursday to talk about the CNA program. Michigan Works has been a great partner.

Dr. Quartey received word for Joshua Myers, Executive Director of The Foundation, that the College received \$135,000 in three checks from the Knabusch Charitable Trust. Enrollment is settling after the cross-border legislation. Just before the holidays, Mr. Gary Vacjner donated \$1.1 million to the College in honor of his late wife, Patricia Vacjner. A video of the ceremony is posted on the College's YouTube page. This is the single largest charitable gift from a donor in the 55 year history of the college. Part of the \$135,000 received this morning is to name Innovation Center, which is located in what is currently the East and West Technology building.

- C. 4. a. (1) 18. Campus Facility Naming Committee Chair, Krista Lambrix, reported that the committee recommends that the road that goes around the campus be named Braunlich Boulevard in honor of William J. and William H. Braunlich for their service to the College.

It was moved by Ms. Lambrix and supported by Ms. Thayer that the main road around the campus be named Braunlich Boulevard.

The motion carried.

President Quartey will soon be bringing forward a recommendation to the Board for naming the newly renovated East and West Technology Building, Founders Hall.

- C. 4. b. (2) 19. Chair Dowler reminded the Alumnus of the Year Committee that nominations are due to the President's office by February 7th, and the recommendation to the Board is due at the February 24th Board of Trustees meeting.

The members of the committee are:

*Steve Hill
Krista Lambrix
Mary Kay Thayer

- C. 4. b. (3) 20. Chair Dowler reminded the College Supporter of the Year Committee that nominations are due to the President's office by March 15th, and the recommendation to the Board is due at the March 23rd Board of Trustees meeting.

The members of the committee are:

Florence Buchanan
*Aaron Mason
William Bruck

- C. 4. b. (4) 21. Chair Dowler reminded the Board that Board Self-evaluations are due to the President's office by March 9th. P Dorsey, Executive Assistant to the President and Secretary to the Board of Trustees, will compile the results and have them ready for discussion at the March 23rd Board of Trustees meeting. There is a hard copy of the evaluation in the Board packet and Ms. Dorsey will send an electronic version to the Board tomorrow morning. Both hard copies and electronic copies are acceptable.

- C. 4. b. (5) 22. Chair Dowler charged the Presidential Compensation Review Committee

This committee was appointed last year for a two-year term. The members of the committee are:

~~Steve Hill~~
Florence Buchanan
*Aaron Mason
Mary Kay Thayer

Chair Dowler reminded the Board that they had a lot of discussion of presidential compensation last year on February 4, 2019. Ms. Dowler stated that Board members provided good insight and she encouraged the committee to refer back to their last conversation in October 2019. The recommendation is due at the regular Board meeting in May. Trustee Buchanan asked if the presidential compensation would be tied directly to the President's goals, and requested that there be more transparency than last time.

- C. 4. b. (6) 23. Chair Dowler noted the upcoming events. The correct date for the 33rd Annual Black history Month Blues Series Concert is February 29, 2020 at 7:00 in the Meyer Theater.

It was moved by Ms. Lambrix and supported by Mr. Mason that the meeting be adjourned.

The motion carried and the meeting adjourned at 7:23 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

/prd

These minutes were approved at the February 24, 2020 regular meeting of the Board of Trustees.