

MINUTES OF THE FIVE HUNDRED NINTY SECOND  
MEETING OF THE BOARD OF TRUSTEES  
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room Z-203  
La-Z-Boy Center  
And via Microsoft Teams Meeting  
6:00 p.m., March 23, 2020

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

Also Present: Ijaz Ahmed, Jack Burns, Kevin Cooper, Valerie Culler, Joshua Myers, Barry Kinsey, AJ Fischer, Kelly Heinzerling, Brian Lay (on-campus), Laura Manley, Kojo Quarthey (on-campus), Linda Torbet, Joe Verkennes, Suzanne Wetzel (on-campus), Quri Wygonik, Grace Yackee, and Penny Dorcey (recording secretary)

Per Governor Whitmer's Directive 2020-15, which is effective immediately and through April 15, 2020. This executive order provides temporary authorization for remote participation in public meetings and hearings and temporary relief from required monthly school board meetings. With the exception of President Quarthey, Ms. Suzanne Wetzel, Vice President of Administration/Treasurer, and Mr. Brian Lay, Director of Information Services, all participants attended this meeting remotely through the Microsoft Teams Meeting application.

1. Chair Dowler called the meeting at 6:00 p.m.
  2. There were no delegations present.
- B. 2. a. (1) 3. *It was moved by Mr. Hill and supported by Ms. Thayer, that the following items on the consent agenda be approved:*
- B. 2. a. (1) Approval of the minutes of the regular meeting of February 24, 2020
  - B. 2. a. (2) The Board adopted the following resolution of commendation for Justin Chamberlain:

WHEREAS, Dr. Justin Chamberlain earned his associate degree in nursing from Monroe County Community College in 2004, a bachelor of science in cell and molecular biology from the University of Michigan-Ann Arbor in 2007 and a medical doctorate in 2012 from the U-M Medical School, and

WHEREAS, he served as a registered nurse in the University of Michigan Hospital's critical care medicine unit from 2004-2008, and

WHEREAS, at U-M Medical School, he earned clinical honors in plastic surgery, emergency medicine, infectious diseases, anesthesiology, surgery, internal medicine, pediatrics, neurology and OB/GYN, and

WHEREAS, Dr. Chamberlain completed his anesthesiology internship at the University of Michigan Health System June in 2013 and general surgery residency at Henry Ford Health System in Detroit in 2017, and

WHEREAS, he served as administrative chief resident for Henry Ford Health System from 2017-2018 and became a general surgeon for ProMedica General Surgery in Monroe in 2018, a position he continues to serve in today, and

WHEREAS, Dr. Chamberlain serves as director of the surgery resident rotation at ProMedica Monroe Regional Hospital and co-director of its intensive care unit, and

WHEREAS, his research articles have been published in two peer-reviewed academic journals – Plastic and Reconstructive Surgery and Biomolecules, in 2012 and 2017, respectively, and

WHEREAS, in 2012, Dr. Chamberlain was selected to the Alpha Omega Alpha Honor Society and received the Dr. James O. Wooliscroft

Honorary Scholarship and the Michigan Association of Physicians from India Academic Scholarship, and

WHEREAS, he has made numerous oral and poster presentations in the U.S., Canada and Germany about a myriad of topics such as epidural analgesia, migraine surgery and extracorporeal support in donors after cardiac death, and

WHEREAS, Dr. Chamberlain has served on various committees at Henry Ford Hospital and ProMedica Monroe Regional Hospital, and currently serves on the Cost Value Analysis, Surgery Department Peer Review, and Pharmacy and Therapeutics committees at ProMedica Monroe, and

WHEREAS, he is a member of the American Medical Association and the American College of Surgeons and a past member the American Society of Anesthesiologists, Society of Critical Care Medicine and the Michigan Nurses Association, and

WHEREAS, he is a man of great character and integrity who exemplifies the best of Monroe County Community College.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes and congratulates Dr. Justin Chamberlain on his accomplishments and accolades, and

THAT IT FURTHER BE RESOLVED, that the Board of Trustees honor him with the 2020 Monroe County Community College Alumnus of the Year Award and expresses its sincere gratitude and appreciation on this Monday, March 23, 2020.

- B. 2. a. (3) The Board authorized the President to execute the following continuing faculty contract per Policy 2.31, Administrative Faculty Status - Kevin Cooper
- B. 2. a. (4) The Board authorized the President to execute the following third-year probationary administrative contract – Ijaz Ahmed
- B. 2. a. (5) The Board authorized the President to execute the following third-year probationary administrative contract – Kelly Heinzerling
- B. 2. a. (6) The Board authorized the President to execute the following second-year probationary administrative contract – Linda Torbet
- B. 2. a. (7) The Board authorized the President to execute the following two-year continuing contracts for administrators, effective July 1, 2020 to June 30, 2022:

Jack Burns, Jr., Director of Campus Planning and Facilities  
 Parmeshwar (Peter) Coomar, Dean of Applied Science and Engineering Technology  
 Kevin Cooper, Dean of Science and Mathematics  
 Valerie Culler, Director of Financial Aid  
 Andrew Fischer, Director of Financial Services  
 Barry Kinsey, Director of Workforce Development  
 Paul Knollman, Dean of the Business Division  
 Brian Lay, Manager of Information Systems  
 Kimberly Lindquist, Dean of Health Sciences/Director of Nursing  
 Laura Manley, Director of the Library  
 Joshua Myers, Executive Director of The Foundation  
 Tina Pillarelli, Director of Lifelong Learning  
 James Ross, Director of Data Processing  
 Joseph Verkennes, Director of Marketing  
 Tracy Vogt, Registrar  
 Suzanne Wetzel, Vice President of Administration and Treasurer  
 Grace Yackee, Vice President of Instruction

- B. 2. a. (8) The Board adopted the following resolution to set the College millage levy for the 2020-21 fiscal year subject to Headlee rollback provisions:

Operating 2.1794 mills  
 Facilities/Infrastructure .85 mills

THEREFORE BE IT RESOLVED, that the clerks of the cities and townships of Monroe County be given written notice of this action. Each clerk shall be requested to forward such notice to the appropriate assessing officers of the cities and townships.

BE IT FURTHER RESOLVED, that taxes to be raised against property within any city, any portion of which lies within the community college district boundaries, may be levied and collected in the same manner and at the same time as the city taxes.

A roll call vote was taken as follows:

Yes (7) William H. Bruck, Florence M. Buchanan,  
Lynette M. Dowler, Steve Hill, Krista M. Lambrix,  
Aaron N. Mason, and Mary Kay Thayer

No (0) None

The motion carried.

- B. 4. a. (1) 4. *It was moved by Ms. Thayer and supported by Ms. Lambrix that Policy 3.05, Tuition and Fees, be revised as follows, effective Fall 2020:*

<u>Tuition</u>	<u>Beginning Fall 2019</u>	<u>Beginning Fall 2020</u>
<i>Resident (per billable contact hour)</i>	\$112.25	\$ 114.50
<i>Non-Resident (per billable contact hour)</i>	\$199.50	\$ 203.50
<i>Out of State/International (per billable contact hour)</i>	\$216.00	\$ 226.50
<i>Non-Resident Student Apprentices (per billable contact hour)</i>	<i>Resident Rate</i>	<i>Resident Rate</i>
<i>Non-Resident Student Veteran (per billable contact hour)</i>	<i>Resident Rate</i>	<i>Resident Rate</i>
<i>Non-Resident Veteran Dependent Student using GI Bill Programs (per billable contact hour)</i>	<i>Resident Rate</i>	<i>Resident Rate</i>
<i>Non-Resident Student Active Duty Service Person &amp; Spouse (per billable contact hour)</i>	<i>Resident Rate</i>	<i>Resident Rate</i>
<i>Non-Credit Instruction, including Continuing Education Units (CEU)</i>	<i>Resident Rate</i>	<i>Resident Rate</i>

Miscellaneous Fees

<i>Technology Fee (per billable contact hour)</i> .....	\$25.00
<i>Registration (per student for each semester registering)</i> .....	\$40.00
<i>Laboratory Fees</i> .....	<i>Fees vary according to the class</i>
<i>Special Fees (Required costs for specific materials, rentals, testing, etc.)</i> .....	<i>Fees vary according to the class/program</i>
<i>Transcript, per copy</i> .....	\$ 5.00
<i>Credit by Exam Fee (Non-refundable) – 1 contact hour</i> .....	\$35.00
<i>2 or more contact hours</i> .....	\$70.00

Susanne Wetzel, Vice President of Administration /Treasurer presented a proposed tuition increase to the Board.

Ms. Wetzel pointed out that the proposal recommends the following tuition for the Fall 2020/2021 semester: \$114.40 for in-county tuition, \$203.15 for out-of -county, and \$226.50 for out-of-state. This represents an increase of 2 percent (\$2.25) for in-county residents, a 2.005 percent (\$4.00) increase for out-of-county residents, and a 2.027 increase (\$4.50) for out-of-state residents. Ms. Wetzel added that the Governor’s tuition restraint includes a limit of 4.5 percent, which means if MCCC went to the full amount the Governor is allowing, it could go as high as \$117.02 for its in-district tuition rate.

Ms. Wetzel also noted that the proposal includes a five-dollar increase to the billable contact hour technology (from \$20 to \$25). The increase would bring approximately \$245,632 of additional revenue to the College, which has not raised its technology fee since fall of 2015.

Ms. Wetzel explained that at a March 2020 Michigan College Business Officers Association (MCBOA) workshop on March 5<sup>th</sup> and 6<sup>th</sup>, a survey was taken to get a sense of what the other state community colleges are doing with their tuition. The results show the following increases:

- Alpena Community College, 3.5 – 4.25 percent
- Glen Oaks Community College, 3 percent
- Grand Rapids Community College, 1.7 percent
- Henry Ford College, 0 percent
- Jackson Community College, 2.5 – 3.5 percent
- Kalamazoo Community College, 2 - 3 percent
- Kellogg Community College 3 percent (already approved)
- Lansing Community College, 2.8 percent
- Macomb Community College, 0 percent
- Monroe County Community College, 2 percent
- Mid-Michigan Community College 2.5 – 3.5 percent
- Montcalm Community College 2 percent
- Mott Community College, 0 percent
- Muskegon Community College, 3 percent
- Northwestern Michigan Community College 2.5 – 3.5 percent
- Oakland Community College 2.6 – 2.7 percent
- Southwestern Community College 2.3 percent

Ms. Wetzel presented a chart of the history of MCCC tuition rates from Fall 2004 through 2019 to the Board. This document was emailed to the Board earlier in the day. This document from the MCCC Budget Book shows the MCCC tuition increases over the last several years. In 2017, MCCC did not increase its tuition rates. This was right after passing the millage. In 2018 tuition was increased by 2.34 percent, and in 2019, it was increased by 2.51 percent. Ms. Wetzel noted that these increases are tied to the inflation rate.

Ms. Wetzel briefly reviewed the revenues and expenses analysis, that was presented at the February 23, 2020 Board meeting. This document shows early estimates of next year's revenues and expenses. Her slide shows a projected 1 percent decrease in state appropriations and a 3 percent increase in property taxes, year over year (2019 to 2020). There is also a 2 percent increase projected in the "Other" category, which is due to investing. These estimates will need adjusting over the next couple of months due to changes in the economy, the state budget, and the current pandemic situation. The next two slides regarding billable contact hours, are also from the February meeting for the Trustee's' review. They show that billable contact hours are down 4 percent and credit tuition is up 2 percent. This is how the business office calculated the \$6.8 million dollars in tuition revenue.

Ms. Wetzel responded to a question about the \$1.2 million dollars in revenue for billable contacts hours mention earlier in her presentation. These revenues are in reference to the technology fees that students pay. The College charges a \$20 technology fee per billable contact hour. In the proposed Tuition Fees Schedule, the new technology fee is increased to \$25 per billable contact hour. The Instructional Technology Committee has reviewed what the College charges for online courses. There is an additional \$75 fee for all online courses. After analyzing the fees, the committee recommended eliminating the \$75 fee and increasing the technology fee because all students (not just the online students) have access to and are utilizing the College's technology services. The President is currently considering the recommendation. That course fee brings in over \$200,00 per year.

President Quartey responded to a question regarding the cost for direct college. There is not a recommendation in the proposed tuition schedule regarding cost structure of direct college classes. At this time, there is no revised cost structure proposed for direct college classes; however, this topic will be discussed at a future meeting. The school districts do not enroll high school students for direct college until the fall, so there is still time for consideration. Ms. Wetzel added that the high schools do not pay their direct college tuition at the same time that other students do. Those school districts are billed in the fall, so there is still time to make changes and make adjustments for specific cases. Ms. Wetzel will contact other colleges to see see how they are handling their direct college tuition.

A roll call vote was taken as follows:

Yes (7) William H. Bruck, Florence M. Buchanan, Lynette M. Dowler,  
Steve Hill, Krista M. Lambrix, Aaron N. Mason, and  
Mary Kay Thayer

No (0) None

The motion carried.

- B. 4. a. (2) 5. *It was moved by Mr. Mason and supported by Ms. Buchanan that the Monroe County Community College Board of Trustees hereby authorizes Mary Kay Thayer to serve in a voluntary role as Michigan's Coordinator to the Association of Community College Trustees.*

Chair Dowler mentioned that Trustee Thayer has filled this position for a number of years and is willing to continue her role. She has done an amazing job over the years.

A roll call vote was taken as follows:

Yes (7) William H. Bruck, Florence M. Buchanan, Lynette M. Dowler,  
Steve Hill, Krista M. Lambrix, Aaron N. Mason, and  
Mary Kay Thayer

No (0) None

The motion carried.

- C. 3. a. (1) 15. President Quartey reported the following administrative contract renewals, continuing faculty contracts for administrators, probationary contracts for administrators, etc.

Administrative Contract Renewals: (effective 7/1/2020-6/30/2021)

Jack Burns, Jr., Director of Campus Planning and Facilities  
Parmeshwar (Peter) Coomar, Dean of Applied Science and Engineering  
Technology  
Kevin Cooper, Dean of Science and Mathematics  
Valerie Culler, Director of Financial Aid  
Andrew Fischer, Director of Financial Services  
Barry Kinsey, Director of Workforce Development  
Paul Knollman, Dean of the Business Division  
Brian Lay, Manager of Information Systems  
Kimberly Lindquist, Dean of Health Sciences/Director of Nursing  
Laura Manley, Director of the Library  
Joshua Myers, Executive Director of The Foundation  
Tina Pillarelli, Director of Lifelong Learning  
James Ross, Director of Data Processing  
Joseph Verkennes, Director of Marketing  
Tracy Vogt, Registrar  
Suzanne Wetzel, Vice President of Administration and Treasurer  
Grace Yackee, Vice President of Instruction

Continuing Faculty Contract for Administrators: (effective 7/1/2020)

Kevin Cooper, Dean of Science and Mathematics

3<sup>rd</sup> Year Probationary Contracts for Administrators: (effective 7/1/2020-6/30/2021)

Dr. Ijaz Ahmed, Director of Respiratory Therapy  
Kelly Heinzerling, Director of Purchasing and Auxiliary Services

2<sup>nd</sup> Year Probationary Contracts for Administrators: (effective 7/1/2020-6/30/2021)

Linda Torbet, Director of Human Resources

President Quartey commended all the administrators for their work during the transitions brought about by the pandemic.

- C. 3. a. (3) 17. The Board received a Statement of General Fund Revenues and Expenses for the period ending February 29, 2020.

Suzanne Wetzel, VP Administration/Treasurer, stated that she sent the Statement of General Fund Revenues and Expenses to the Board today, via email. She explained that there was an oversight and the statement was not included in the Board packet.

Ms. Wetzel announced that the HVAC payment (718,059.20) was made on March 19<sup>th</sup>. The payment was sent a little early because of the uncertainty right now due to the public health crisis. Cabinet and the administrators continue to work on the budget. The management of business operations is taking place remotely. Dr. Quartey is keeping the Board updated as decisions are made.

Due to the latest executive order from the Governor, there are very few employees that will be on campus. The Governor has directed that only essential personnel will be on campus to take care of the critical processes that need to happen. People have done an unbelievable job, as directives change from minute to minute. She encouraged the Board to feel confident that the College remains up and running in line with the current restrictions. Ms. Wetzel will be on campus every day, and the power systems operators will report for their regular shifts to keep the facilities up and operating. Various other individuals will report to campus to perform some of those essential functions and help the College to meet all of the requirements necessary. That includes some of the faculty and much of business office. Student Services has moved almost everything online. This has been an unbelievable period of time and people have really stepped up to do their part.

As of today, Jack Burns, Jr., Director of Facilities and Planning, Ms. Wetzel have halted all construction on campus until April 13<sup>th</sup>, per the Governor's directive. All of the construction projects are going to move back on their timelines and Ms. Wetzel will keep the Board updated on that. Payroll processing will continue as usual during the transition period, the administration does not want people to worry.

Ms. Wetzel reported that in terms of revenue, property tax revenues were at \$10.5 million in February. As of today, that revenue is just under \$12.7 million. The budget is \$13.7, so it is right where it is supposed to be and the Finance team is confident the other \$1 million will still come in. Tuition and fees the summer revenues are close to where they should be. State appropriations are in good shape as long as the State of Michigan continues to disburse, the Finance team anticipates they will, which is important to look at as we consider how we are going to meet our expenses through the end of the fiscal year. We will be seeing a reduction in expenses as there are so many people working offsite and the College changes the delivery format of classes.

Chair Dowler asked that as Ms. Wetzel and AJ Fischer, Director of Finance, work through the coming weeks, to let the Board know if anything significant happens.

- C. 3. a. (3) 18. Discussion of the President's goals and measurable objectives was postponed until the April 27, 2020 regular meeting of the Board of Trustees by unanimous consent.
- C. 3. b. (1) 21. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey reminded the Board that he sent them a report a week ago. What is taking place at the College now is all about the response to COVID-19 and the changes being made on campus. He has been keeping the Board updated via emails as these changes are implemented. We try to stay positive as we all work through this together.

President Quartey reported that the State has still not made a decision on the capital outlay funds. The state budget is still not finalized. The Michigan Community College Association Board of Directors (presidents and trustees) met via Zoom this past Friday. The main topic was how best to proceed and determine exactly what is happening as a result of the coronavirus pandemic. MCCC is in the same situation as the other state colleges. At this point, the group is still in discussions. All MCCC events have been canceled. The College has established an emergency fund for students. These funds are available to assist students if they have any needs.

Today at 12:30 p.m. President Quartey participated in a conference call with Congressman Walberg and a few private citizens regarding COVID-19 and the Federal Government's plans for colleges. There is \$6 billion dollars in additional

grant funding that will be made available for educational institutions in the form of financial aid for students. The colleges await more direction on how these funds are to be distributed. At least there is movement on the part of the Federal Government to send funds to colleges.

Chair Dowler thanked Dr. Quarthey for the report and for his leadership. Navigating through this time is difficult. It is hard to make decisions when you do not have all the information. Dr. Quarthey thanked his administrative team and for all those who helped to get us to this point for their work in this time of crisis.

#### 4. Board Member and Committee Reports

- C. 4. a. (1) 24. Trustee May Kay Thayer gave an update on the Association of Community College Trustees (ACCT) 2020 Legislative Summit held on February 9<sup>th</sup> – 12<sup>th</sup> in Washington D.C.,

Ms. Thayer sent emailed copies of her report to President Quarthey and the other Trustees. She stated that being a coordinator involves more than attending ACCT functions and bringing information back to the College, she is also responsible to report to the ACCT what is happening on the MCCC campus and the educational front in Michigan. Ms. Thayer went on to relay what she learned at the conference that could benefit MCCC the most. MCCC needs to aggressively seek out revenue from Washington. Ms. Thayer stated that she and President Quarthey would like to build more relationships in Washington to help further this process. While at the conference, Ms. Thayer had the opportunity to talk at length with Casey Sacks, Deputy Assistant Secretary for Community Colleges to the Department of Education, about the financial resources available to community colleges. She would like to see the College more actively seek out those resources.

Ms. Thayer also mentioned that during the Zoom meeting that she and President Quarthey attended for the MCCA Board of Directors meeting, she learned that all of the community colleges have the same questions regarding how best to proceed during the pandemic.

- C. 4. b. (2) 25. The review of the Board self-evaluation compiled results was moved to the April 27, 2020 regular meeting of the Board of Trustees.
- C. 4. b. (3) 26. Suzanne Wetzel, Vice President of Administration/Treasurer, led a brief discussion regarding the date of the annual budget study meeting. This meeting is typically held in May. Chair Dowler is comfortable waiting for a few more weeks. Penny Dorsey, Executive Assistant to the President and Secretary to the Board of Trustees, will send the Board a few dates that will work for the meeting. Ms. Wetzel suggested a date toward the end of May or the beginning of June. Dr. Quarthey will discuss possible dates with the Trustees and get their preferences. The Board agreed to wait until the April 27<sup>th</sup> regular meeting of the Board of Trustees to set a date.
- C. 4. b. (4) 27. Chair Dowler noted the upcoming events.

The only thing on the calendar is the April 27<sup>th</sup> Board meeting. Dr. Quarthey alerted the Board He announced that he will be in and out of the office during the mandatory “Stay at Home” period, but he can be reached any time via email or cell phone.

Dr. Grace Yackee, Vice President of Instruction, commented on the transitioning of classes from face-to-face to an online format. She gave a shout out to the faculty and part-time faculty who have moved all of their classes online. As of this date they have moved 500 courses, with the exception of about 18 courses, which may need a little more coordination to set up. The faculty was not prepared for this transition; however, they all stepped up and did a great job making the adjustment for the students. This was a huge endeavor.

President Quarthey gave a special thank you to Dr. Valerie Culler, Director of Financial Aid, who has taken on the duties of Interim Vice President of Enrollment and Student Success, following the retirement of Dr. Randy Daniels. Ms. Culler is doing a tremendous job.

Dr. Yackee also commended Jeff Peters, Coordinator of e-Learning and Instructional Support, as he is the person behind scenes supporting faculty during the transition to online courses. There were a number of key faculty who stepped up to help, but Mr.

Peters took lead and has done a phenomenal job. Chair Dowler remarked that it would be great to look back and see how students responded to this change. This dynamic will teach us many things about our society. Dr. Ijaz Ahmed, Director of Respiratory Therapy, announced that classes in his area are going well and the students report that they like the new format and are getting what they need, and that student are able to complete their courses without any hardship.

- C. 4. b. (5) 28. *It was moved by Ms. Ms. Thayer and supported by Mr. Bruck that the meeting be adjourned.*

A roll call vote was taken as follows:

Yes (7) William H. Bruck, Florence M. Buchanan, Lynette M. Dowler,  
Steve Hill, Krista M. Lambrix, Aaron N. Mason, and  
Mary Kay Thayer

No (0) None

The motion carried and the meeting adjourned at 6:47 p.m.

Respectfully submitted,

Lynette M. Dowler  
Chair

Aaron N. Mason  
Secretary

/prd

These minutes were approved at the April 27, 2020 regular meeting of the Board of Trustees.