

MINUTES OF THE SIX HUNDRED TWELFTH
MEETING OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

The Board Room, Z-203/
via Microsoft Teams Meeting
5:30 p.m., November 28, 2022

This was a hybrid meeting.

Present: Florence M. Buchanan, Lynette Dowler, Steven Hill, Krista K. Lambrix, and Aaron N. Mason

Present Virtually: William T. Bruck

Not Present: Mary Kay Thayer

Also Present: Scott Behrens, Jenna Bazzell, Mark Bergmooser, Dana Blair, Jack Burns Jr., Kevin Cooper, Chris Gossett, Lori Jo Couch, Matt Hehl, Kelly Heinzerling, Ed Kokosky, Marilyn Kokosky, Molly Luempert- Coy, Edmund La Clair, Brian Lay, Leon Letter, Kimberly Lindquist, Gerald McCarty, Joshua Myers, Carrie Nartker, Ralph Nartker, Tina Pillarelli, Kojo Quartey, Tyra Roberts, Sarah Sabo, Michelle Toll, Linda Torbet, Joe Verkennes, Patrick Wise, Dan Wood, Quri Wygonik, Wendy Wysocki, Grace Yackee, and Penny Dorcey (recording secretary)

1. Chair, Lynette Dowler called the meeting at 5:36 p.m.

Chair Dowler reminded tonight's speakers that any delegations will have three minutes to present, and presenters will have five minutes or less.

Trustees present in the Board Room included Florence M. Buchanan, Lynette Dowler, Steven Hill, Krista K. Lambrix, and Aaron N. Mason.

Trustee William Bruck attended the meeting virtually from Fort Belvoir, VA. Chair Dowler instructed Mr. Bruck that he although he could participate in the meeting, he would not be able to vote because he was not physically present.

2. Chair Dowler polled the audience for delegations. She welcomed, Mark Bergmooser, Assistant Professor of Speech/Journalism/Tae Kwon Do, to address the Board.

Professor Bergmooser gave the board a shortened summary of faculty accomplishments over the last year. Among those accomplishments, the faculty helped secure a \$10,000 gift for the Dan Shaw Journalism Memorial fund that made it fully endowed. They recorded more than 300 lecture videos of the Mechanical Design Program. They designed a full face-to-face, honors Chemistry 151 program, which was the first in-person, honors program since the pandemic began. At that time, they solicited the administration and significantly contributed to the Health Mind Survey, a first-of-its-kind effort at MCCC to identify the mental health needs of MCCC students. They converted a home study room into a classroom for synchronous virtual classes. Faculty founded an external sports club, which included an Ultimate 3 on 3 basketball tournament. They made over 100 visits to area high schools, including virtual sessions, for all schools during the COVID restrictions. They wrote a Foundation grant to help fund a loan program for students to provide additional equipment support. Faculty volunteered as emergency support coordinators, pulling students to campus and community resources to address financial emergencies. They helped the campus food bank on campus, Oaks of Righteousness, and Head Start of Monroe County. They helped to provide the hospital with pediatric clinical rotations. They worked in conjunction with Michigan State Police to create the Police Academy, earning the community policing program \$350,000 to develop the escalation training simulator. They took students to conferences to increase their knowledge of writing and peer tutoring.

Several faculties gave presentations for the American Jewish Heritage Month, through the virtual format. Faculty and two former students, published three papers during the height of COVID. They provided more than 10 community educational sessions addressing issues of diversity, equity, and inclusion with non-profit and educational institutions, and health professionals in Monroe County. They received a Great Start Higher Education grant that led to two years of intensive instruction, which provided for greater student learning in regard to working with diverse children throughout

Monroe County. Faculty participated in scholarship reviews for the Commission on the Board of Nursing. The faculty also worked on the Political Science 151 objectives and outcomes, which resulted in the new class Liberal Science 153.

Mr. Bergmooser said that perhaps the faculty's most important accomplishment during this time was the successful completion of the HLC follow-up visit, led by faculty, Learning Assessment Coordinators. Professor also noted that the State of College depends on so much more than the state of its buildings, it depends on the state of its faculty.

Chair Dowler thanked Professor Bergmooser and stated that "On behalf of the board, the work that the faculty has done and continues to do, not over the course of days, but over the course of weeks, months, and years is greatly appreciated by the Board of trustees. We thank you."

- B. 2. a. (1) 3. *It was moved by Mr. Hill and supported by Ms. Lambrix that the following item on the Consent Agenda be approved as presented:*

B. 2. a. (1) Approval of the October 24, 2022, regular meeting minutes.

The motion carried unanimously.

4. New Business

4. Chair Dowler moved Item B. 4. a. (5) up in the agenda.

- B. 4. a. (5) 5. *It was moved by Trustee Hill and supported by Trustee Mason that the following resolution of commendation for Mr. Ed Kokosky be adopted:*

WHEREAS, Mr. Ed Kokosky has decided to retire from his position as director, nuclear oversight, after more than 35 years at the Fermi 2 Nuclear Power Plant, effective November 30, 2022; and

WHEREAS, he has been an outstanding business partner with Monroe County Community College and a leader for the college's Nuclear Engineering Technology program for 15 years, serving as an advocate, champion and evaluator since 2007; and

WHEREAS, as a graduate of a similar nuclear tech program at Terra Community College in Fremont, Ohio, he brought his knowledge to Monroe in 2007 when the MCCC program began in conjunction with Lakeland Community College near Cleveland via distance learning before becoming accredited to run as a stand-alone program at MCCC in 2012; and

WHEREAS, he championed the Nuclear Engineering Technology program at MCCC for 15 years and provided expertise in accreditation and evaluation – as well as resources – from his department and created a liaison position from Fermi 2 Power Plant; and

WHEREAS, he was instrumental in securing grant funding support from the DTE Energy Foundation to launch the program, helping to purchase equipment and provide a variety of internships each year in various departments at Fermi 2 Power Plant; and

WHEREAS, he has provided exemplary leadership for the program at MCCC, which just last year celebrated its 10th anniversary as a stand-alone accredited program, during which time 57 students have found full-time employment throughout DTE Energy and in the nuclear industry; and

WHEREAS, he served the greater community as an advisory board member for the Nuclear Engineering Technology program, helping to celebrate its 10-year anniversary last year and working on the establishment of a DTE Energy Foundation Excellence in S.T.E.M. Endowed Program Fund via The Foundation at MCCC; and

WHEREAS, he has positively impacted the lives of hundreds of students in Monroe County for 15 years while serving as champion for the program.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Mr. Ed Kokosky for his dedicated service and contributions to Monroe County Community College, and the students of the Nuclear Energy Technology Program.

BE IT RECORDED, that the Board of Trustees expresses its very best wishes for his continued success, good health and happiness on this November 28, 2022.

Ms. Dowler thanked Mr. Kokosky for his leadership and dedication to the MCCC Nuclear Engineering Technology program from 2007 to 2022.

- B. 4. a. (1) 6. *It was moved by Mr. Mason and supported by Ms. Buchanan that the Board authorizes the President to execute the following one-year professional staff contract:*

*Christopher Male
Systems and Security Administrator
11/22/2022 –11/21/2023*

The motion carried unanimously.

- B. 4. a. (2) 7. *It was moved by Ms. Mason and supported by Mr. Hill that the following resolution of commendation for Dr. Joyce Haver be adopted:*

WHEREAS, Dr. Joyce Haver retired from her position as professor of counseling at Monroe County Community College, effective December, 2022, and

WHEREAS, she diligently served students and the community for 45 years, and

WHEREAS, she began serving students in Monroe at the Monroe Public High School as an English teacher in 1971 and took a position as the director of alternative education in 1975, and

WHEREAS, she took a part-time evening counselor position at MCCC in 1977, and

WHEREAS, she accepted a full-time position in 1978, and

WHEREAS, in 1979, she took over responsibility for areas of the Career Center, including the college's babysitting service, the pool tournament in the Cellar and noon concerts in the cafeteria, and

WHEREAS, she provided leadership, motivation and coordination of the North Central Report of 1999, yielding a 10-year accreditation of the college, and

WHEREAS, she served as the director of admissions and guidance services in the 1980s, and

WHEREAS, she organized the Payback for Education Conference programs, showing students the relationship between education and future employment, and

WHEREAS, in 1982, she took on leading the college's Guidance and Counseling program under the Department of Education, which funded the career and vocational center, and

WHEREAS, in 1984, she wrote a U.A.W. grant to the Ford National and Development Training Center to seek financial assistance to provide career counseling for 20 unemployed auto workers from the Monroe and Woodhaven plants, and

WHEREAS, she served as the college liaison to the Business Division, the Monroe County Employment and Training Department, the Learning Bank and the Monroe County Substance Abuse Coalition, and

WHEREAS, she has overseen College Night since 1991, ensuring that students throughout Monroe County have access to college and universities throughout the country, and

WHEREAS, she has received numerous awards, including Monroe County Chamber of Commerce Athena Award, Outstanding Faculty Award, Soroptimist Woman of the Year Award, and State of Michigan Student Personnel Services Award, and

WHEREAS, she served as an MCCC Commencement Speaker and was named the ceremony's Honorary Grand Marshal, and

WHEREAS, she was known for the phrase she always used to help people keep things in perspective – “Today a peacock, tomorrow a feather duster” – which reminds us that fame, and even life itself, is fleeting, and your status could change at any moment, and

WHEREAS, she is a true testament to the student and community focus of Monroe County Community College, and her dedication to serving students, employees and the community for so many years has made her a true ambassador for MCCC's mission of enriching lives in Monroe County through student-focused higher education.

THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Dr. Joyce Haver for her many years of dedicated service to Monroe County Community College.

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, November 28, 2022

Chair Dowler asked that it be noted on the record that “It's been a great honor to have Doctor Haver here at the college for a very, very long time and her impact is going to be felt for many years to come. In 45 years, serving our students in this community is a treasure.”

The motion carried unanimously.

- B. 4. a. (3) 8. It was moved by Ms. Lambrix and supported by Mr. Mason *the following resolution of commendation for Mr. William Bruck be adopted:*

WHEREAS, Mr. William T. Bruck served as an elected trustee of Monroe County Community College from 2017-2022; and

WHEREAS, he was a strong advocate of the college who devoted countless hours to promoting it as an affordable, quality and student-centered higher educational option for Monroe County residents; and

WHEREAS, he served on numerous board committees over the years, such as the Board Bylaws Review Committee, College Supporter of the Year Selection Committee, Campus Facility Naming Recommendation Committee; and

WHEREAS, he provided valuable input from a trustee perspective on MCCC's updated mission, vision and core values; and

WHEREAS, he represented the college and the Board of Trustees on multiple occasions at the Michigan Community College Association Summer Conference; and

WHEREAS, he currently serves as Group Three Director for The Foundation at MCCC; and

WHEREAS, he exhibited an exceptional record of leadership, service and accomplishment during his tenure on the board, serving during critical points in the college's history, such as the conversion of most of MCCC's campus to a geothermal HVAC system, renewal of the 5-year Maintenance and Improvement Millage, the navigation of the college through the global pandemic and the renovations of the Life Sciences Building, Founders Hall, Campbell Academic Center and portions of the Warrick Student Center; and

WHEREAS, he is a local and regional business owner and a decorated veteran who has served in the U.S. Army for 30 years, holds the rank of Chief Warrant Officer 4 and has served four yearlong combat tours to Iraq, Afghanistan and Syria;

WHEREAS, he displayed an unwavering commitment to keeping higher education accessible for the citizens of Monroe County, and

WHEREAS, he represented the college with dignity and professionalism, promoting the ideals of higher education and the mission of Monroe County Community College, and

WHEREAS, Monroe County Community College has benefited greatly from his devoted service.

THEREFORE, BE IT RESOLVED, that the citizens of the Community College District of Monroe County, Michigan, and the students, faculty, staff and administration of the college commend Mr. William T. Bruck for services he has rendered to the district from 2017-2022, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, wellbeing, and happiness on this Monday, November 28, 2022.

- B. 4. a. (4) 9. *It was moved by Ms. Lambrix and supported by Mr. Mason that the following resolution of commendation for Mr. Steven Hill be adopted:*

WHEREAS, Mr. Steven Hill served as an elected trustee of Monroe County Community College from 2017-2022;

WHEREAS, he has been a staunch advocate of the college, devoting hundreds of volunteer hours to its advancement as a college of first choice for Monroe County residents, and he departs the Board of Trustees with an exceptional record of leadership, service and accomplishment, and

WHEREAS, he provided valuable strategic insight to the Board through his service on the Audit Committee, Disposition of Land Committee, Board Bylaws Review Committee and Board Officer Nomination Committee; and

WHEREAS, he also served for multiple years on both the Alumnus of the Year Selection Committee and the College Supporter of the Year Selection Committee; and

WHEREAS, he provided valuable input as a Board of Trustees member during critical points in the college's history, such as the conversion of most of MCCC's campus to a geothermal HVAC system, renewal of the 5-year Maintenance and Improvement Millage, the navigation of the college through the global pandemic and the renovations of the Life Sciences Building, Founders Hall, Campbell Academic Center and portions of the Warrick Student Center; and

WHEREAS, he displayed an unwavering commitment to keeping higher education accessible for the citizens of Monroe County, and

WHEREAS, he represented the college with dignity and professionalism, promoting the ideals of higher education and the mission of Monroe County Community College, and

WHEREAS, Monroe County Community College has benefited greatly from his devoted service.

THEREFORE, BE IT RESOLVED, that the citizens of the Community College District of Monroe County, Michigan, and the students, faculty, staff and administration of the college commend Mr. Steven Hill for services he has rendered to the district from 2017-2022; and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, wellbeing, and happiness on this Monday, November 28, 2022.

The motion carried unanimously.

B. 4. a. (5) 10. This item was addressed earlier in the agenda.

C. 2. b. (1) 11. This item was addressed earlier in the agenda.

C. 3. a. (1) 12. Dr. Quartey announced the following staff appointments, professional staff probationary contract, position transfer, resignations, termination, etc.

Staff Appointment:

Alia Pilcher, Student Services Assistant, effective October 24, 2022, (replacing Sherry Bussell who transferred to Administrative Assistant to the Director of Workforce Development)

Derek Jacobs, General Maintenance Worker, effective November 23, 2022 (replacing Gregg Giannetti who transferred to Power Systems Trainee)

Professional Staff Probationary Contract 11/22/2022 –11/21/2023:

Christopher Male, Systems and Security Administrator (replacing Jason Young)

Position Transfer:

Allison Gallardo, High School Liaison and Student Groups Coordinator, effective October 24, 2022 (replacing Pam Geiger; transfer from Financial Aid Specialist)

Resignations:

Valerie Culler, Director of Financial Aid, effective November 29, 2022

Andrew Munguia, Assistant Director of Financial Aid, effective November 11, 2022

James LeDuc, Dean of Humanities and Social Sciences, effective December 12, 2022

Beth Waldvogel, Coordinator of Web Services, effective April 14, 2023

Termination:

Laura Manley, Technical Services References Librarian, effective November 21, 2022

C. 3. a. (2) 13. Dana Blair, Director of Financial Services and Interim Vice President of Administration/Treasurer, gave the Board an update on the General Fund Revenues and Expenses for the period ending October 31, 2022.

Ms. Blair reported where the College accounts stood to date and that in terms of revenues and expenses, this year is trending similar to last year percentage-wise. Ms. Blair did notice some big changes under expenses, in areas such as rentals, utilities, and insurance, which are showing higher percentages this year than they did last year. This has to do with the way the College records these funds and the College budget is still on track. Another piece is capital outlay in a couple of areas. The College planned and budgeted to spend the money and then bought the assets early. In all, the budget is right on track.

C. 3. a. (3) 14. College auditor, Matt Hehl, from Hehl Calkins Rafko, CPAs, PLLC, gave the Board a condensed report on the college audit. He thanked the Board for allowing the firm to serve as the auditor for the college, which they have done since 1964. He explained that they go into every audit with open minds. The letter is the firm's opinion on the College's financials. The audit packet is broken into two pieces; one is the required communication, and the second is the financial statements as a whole. In addition, there is the A133, which is the audit of the federal awards. That is will come under separate cover at a later date once it is completed.

Mr. Hehl explained that the required communications and the financial statements have been reviewed in great detail with the Board Audit Committee prior to this Board meeting. Additionally, The Foundation's financial statements are a discretely presented component unit.

The auditors have met with the Foundations Finance Committee and have gone over those financial statements as well. The statements will be presented in a couple of weeks.

Mr. Hehl moved on to the Independent auditor's report. This is their opinion of the audit as a whole. It is a clean opinion. Page 4 contains the management's discussion and analysis, which is everything in the financial statements condensed down into big line items without details, and it has more explanatory information about the changes.

Mr. Hehl explained that page 5 is the statement shows the Statement of Net Position includes all assets and liabilities of the College. Assets and liabilities are generally measured using current values, except capital assets, which are stated at historical cost less allowance for depreciation. It is basically the College's balance sheet over three years and gives the big picture and year-over-year comparisons. It shows that the capital assets or the total assets, increase dramatically. Then we get to the deferred outflows. The Pension and OPEB are one of the big changes because of the way that the market has changed. There is actually a big swing going in the opposite direction and it is the College's share of the overall pension obligation that the state is holding. As of June 30th, these actuaries are actually two years behind and we have to wait for the state's audit to come out. The actuarial is in the current year so it will always be slightly behind. The market was completely different from where it is now. There will be a small change next year but in time, it will flip back to where it is at, so this swing is about a \$10 million to \$20 million swing going from one way to the other. Mr. Hehl reported that in large part, the biggest changes are in capital assets, due to the additions of the buildings. Page 7 shows the Statement of Revenues, Expenses, and Changes in that position. This is the income statement. Operating revenues are up slightly and Tuition and Fees had a nice jump, which increases Operating Expenses. Expenses are right in line with where they were last year. There is roughly about \$2,000,000 worth of money that was paid directly to the students. That is showing up as revenue and also showed up as part of the operating expenses.

Mr. Hehl informed the Board that the non-operating revenues are the things we have little control over as they are from the outside coming in. Property taxes have always been the leader in this category. There continues to be a slight increase in property taxes across the board, which is beneficial. Then there are State Appropriations, followed by the HERRF Grant revenue of \$5.3 million compared to \$3.2 million last year. Again, that jump and that \$2,000,000 was offset by the increase in expenses. For the most part, the HERRF revenue was pretty similar to where it was last year; however, that is COVID money which will be going away. When doing a little comparison at different colleges, such as Schoolcraft and Macomb, we see the same trends in terms of COVID money coming in; net assets go up.

Mr. Hehl said that, unlike other colleges, MCCC is in a good state because of the lack of high debt. It has not had to use anticipation loans for the last three years, so that is another positive impact. Page 8, gives a breakdown as to whether items come from operating revenues, non-operating revenues, etc. This is management's format and they provided bar graphs and pie charts to help show the data and make it easier on the eye.

Mr. Hehl moved on to page 9, Tuition and Fees Revenue, which has increased by 6 percent. The biggest drop was in the Auxiliary funds, which is due to the way that the bookstore now operates its book sales online versus the traditional methods. Page 8, shows Revenue by Source is still almost 50 percent. This revenue is coming from Property Taxes and Tuition and Fees (at 14 percent," so the College is still heavily weighted from the outside. When Tuition and Fees go up, it is typically a combination of increased enrollment and an increase in tuition cost. Page 10 shows there is a slight increase in operating expenses, a slight decrease in wages and salaries, and an increase in fringe benefits. It is not uncommon for fringes and benefits to continue to go up. Under Non-operating Revenues, we saw that State Appropriations, HERRF Grants, and Property Taxes have increased. Property taxes are up \$536,000, about 3 percent year-over-year.

Mr. Hehl directed the Board to page 12, the Statement of Cash Flows. This is just taking everything from a pool to a cash basis and shows how those pluses and minuses affect the cash. The physical cash went down by \$500,000. In the large scope of things, the institution's cash state is actually fairly level with all the increases and decreases across the board. The biggest change on page 13 is in Capital Assets, where you see about an \$8 million net increase comprised of additions and deletions to most of the asset groups that are shown in the detailed statement. Though significantly smaller, another change to note involves leases. The change reflects how the College handles them. Typically, the College handled operating leases as an expense, much the same as you handle a leased vehicle, making the payments and then giving the vehicle back at the end of the year. It's not recorded as an asset because you do not really own it, or the asset has changed. The College is now recording leases as an asset, so while

you are only leasing it, you are still going to record it as an asset and start to write that down over the course of the lease payments. At the end of the lease term, it ends up equaling 0. Overall, from a material standpoint, it is a minor amount compared to the number of assets that are really there. Mr. Hehl demonstrated to the Board how that looks on paper by directing them to the Property Node on page 31, where it is broken down. The \$71 million of net capital assets is after depreciation and gives an idea of exactly where those assets reside. MCCC has \$1.5 million in land, \$9,000,000 of construction in progress, \$87 million in building and improvements, and \$10 million in furniture and fixtures. These items depreciate and the College has an intangible right to use assets. That is your lease obligation, so that is the piece that we changed. In total that is about \$280,000; in all, that is not a large amount of money.

Mr. Hehl noted that The Foundation statements are presented on pages 20 and 21. These statements are presented within the financial statements of their audit. The unrestricted net position is \$206, so currently, the College has \$0 unrestricted and undesignated funds, as everything has a specific designation, either capital assets or everything else. Everything else has a designation that the Board has applied for or to an outside party, which leaves very little. In this case, zero in the unrestricted funds. Again, when compared to other colleges, the unrestricted net position is within the same realm. Different colleges have different fund levels, but the unrestricted funds seem to be very minor across the board. MCCCs are largely in the maintenance and working capital, which is in line with some of the other colleges at which the auditors have looked.

Mr. Hehl noted that MCCC had to pay its fair share of the underfunded pension plan, but today, it would have a negative net position with the state and could borrow \$17 million in unrestricted funds from the stock market. If things are the same next year, that number might stay relatively the same, if not get better, and then it will be back, probably close to \$30 negative just because of the market swing. Again, it is only behind because of the actuarial the auditors have to use, which is described in note E. Page 33 note 6, takes that pension and the OPEB obligations and gives a lot of the details from the state audit and the numbers that the auditors are pulling from, it shows the actuals.

Mr. Hehl once again thanked Ms. Blair and all the staff. He articulated that it has truly been his privilege to serve the college in the capacity of auditor since the day that he graduated from school.

Mr. Hehl further explained that, within the required communications, there are a few pieces included in terms of controls, and whether we consider either one, significant deficiencies, or two, material weaknesses. This is one of the first years that the auditor did find a material weakness likely due to staff changes and some of the funding mechanisms that came about. In essence, there were two pieces. One was in regard to the HERRF funds and the other was in regard to Upward Bound. Basically, they were adjustments that needed to be made to the financial statements that were initiated by us and then implemented going forward. That means that an outside source found something that was not reported initially that was a material amount. Therefore, the administration made the audit committee aware of this. The College will now have to decide on a course of action that will need to be presented to remediate the situation to prevent this from happening moving forward. There has been a significant deficiency in the past. Each point is listed in the document. All of the information is predominantly in the letter toward the back of the document, correct audit adjustments in the HERRF, and Upward Bound discussion.

- C. 3. a. (4) 15. Joe Verkennes, Director of Marketing and Communication, and Quri Wygonik, Director of Institutional Research, Planning, and Accreditation gave the Board an update on the activities of the Strategic Planning Committee. Dr. Wygonik explained that the plan, which the Board approved, is comprised of three goals, which are all centered around being student-focused, and each goal has its respective objectives.

Dr. Wygonik explained that the committee gave its last update to the Board in May. Tonight, she is presenting an update of the progress made since the update. She reported that almost half of the tactics in the strategic plan have been partially implemented, due to the great work of several in this room, several that are not in this room, as well as everybody collectively at the institution. Dr. Wygonik reminded the Board of their approval to extend the plan from a three-year to a five-year plan. The College is about at the halfway

point as the year closes out, and the campus can now begin implementing the work that is still in the planning phase of the original drafting of the plan, most importantly the mental health services for students. The work that faculty participated in has been a really great accomplishment. Dr. Wygonik stated that the team is excited to move on to more implementation and then head into the last two years of the plan where the evaluation of the current plan and writing of the next plan begins.

Dr. Wygonik gave a list of accomplishments to date. Highlights include significant progress toward improving academic advising; creating academic pathways; and ongoing work on developing a first-year experience curriculum. Doctor Scott Behrens is overseeing the work in the academic advising space from the perspective of accreditation. But he's working closely with Dr. Yackee in Instruction. Some of that work is tied to recent funding the College has received. The improvement of academic advising is a major area of focus in the upcoming HLC visit that takes place in October of 2023.

Other accomplishments include the work with the IT committee in the shared governance system to work on some standardization of minimum elements in Brightspace courses, our learning management system. Penny Dorsey has been integral in identifying the need to conduct a comprehensive training among all staff and faculty on how to submit items through the shared governance model. There is a mandatory Town Hall by Dr. Quartey this winter semester to conduct that training. In that training, we will present new electronic process that the Institutional Research Office has developed which is still under review by the Governance Evaluation Committee (GEC). That process allows for streamlined submission and review of items through shared governance. The GEC hopes the new process will help increase participation in shared governance.

Dr. Wygonik moved on to curriculum, reporting that the Instructional Area, the Registrar, and Admissions have conducted a comprehensive assessment of courses and curricula that support coordinated partnerships along the lines of the K through 12 partnerships. They are identifying opportunities to expand programming. The Registrar and Admissions Office has identified current and potential partnerships for the spaces of Articulation, Direct College, and Dual Enrollment. I think we had some turnover in a position that's going to oversee some of that. The deans have made significant progress in comprehensively reviewing all of the applicational programming at the institution. Part of that review will include their recommendations for adding new programs, and changing some of the program offerings based on an extensive review of labor market data.

Mr. Verkennes explained that goal #3 of the strategic plan is “to create a student-focused environment.” So back in the fall of 2021, there were a couple of tactics within that needed to be accomplished. The first was 3.1 of the strategic plan, “comprehensively assess the campus from a student-focused perspective, and the second 3.1B, to “process map to student experience to identify key services processes and the physical environments to ensure they are student-focused. The committee decided to hire an impartial consultant and submitted a Request for Proposal. The decision was made to go with SEM Works out of South Carolina. They came on campus that fall and went all the way through Winter of 2022. Some of the things that came directly out of that meeting was the creation of a number of focus groups and the administration of several surveys. SEM Works then returned to campus and met with employee groups in various different areas across campus. They conducted three or four dozen meetings with faculty and staff followed by debriefing sessions as well. SEM Works gave the College a large report of recommendations and an executive summary at a Town Hall. One of the recommendations was eternal wayfinding signage across campus. The signage is scheduled to be installed early next week to help direct people to the right places.

Mr. Verkennes said that next, they purchase constituent relationship management software so the campus could begin making full use of its Customer Relationship Management software (CRM) and started to implement the software by capturing and qualifying inquiries through the CRM. Over the previous years the College had not been collecting inquiries and prospects. It was all about applicants. Dr. Scott Behrens lead that project, and eventually developed automated communications flows through the CRM as well as implemented a new electronic submission process for the admissions application. Students and guests are now preregistering for a number of recruitment events and the College can now use the CRM to figure out if these events were successful, and then go back and recruit these students. Emails to students have

been reduced to about one email per month students appear to be pleased with that. Mr. Verkennes added that the team has also integrated a compelling value proposition into our communications and collateral that is happening through our new “Every Passion has a Pathway” branding enrollment campaign.

Dr. Wygonik announced that the campus has a session with the Higher Learning Commission (HLC) where we put together an “assurance argument.” The assurance argument is the College’s documentation and evidence of compliance. This is in core component 5C. this specifically addresses the required embedded monitoring report from the 2019 HLC visit. Dr. Wygonik, Mr. Verkennes, and a team created a pre-draft of this assurance argument to submit to an HLC reviewer that was assigned to MCCC through a workshop. The HLC reviewer gave us extremely good feedback and likes the progress MCCC has made. They were also pleased with our work with strategic planning. The reviewer read the entire plan, read our report, and went through the website. She commented that she was very familiar with everything and said College is about 95% there with this KPI Performance Indicator Dashboard that proves that what we are doing is having a positive impact. She is also impressed with the faculty involvement in safety planning and an individual faculty’s involvement on the executive level of oversight of that committee. Dr. Wygonik plans to speak at more Town Hall and increase her report-outs to the Board to keep the campus community informed of what they are accomplishing.

Dr. Wygonik acknowledged Brianna Pio, her Analyst, for her diligent work on the dashboards, calling her a “Super Wiz Mastermind.”

- C. 3. a. (5) 16. Joe Verkennes, Director of Marketing and Communication summarized the 2021-22 Annual Report for the Board. The theme this year is student focus which is also reiterated in the letter from the president in the forward section of the report. MCCC defines that as, every time MCCC makes a decision, it does so with the best interest of students in mind. Last year the positive impact of these many decisions became evident through the changes seen on campus in the form of major renovations, programming, technological updates, changes in recruitment and retainment strategies, and new services such as the food pantry, mental health services, and much more. The annual report shares these stories with the community and provides a record recognition. The report is distributed to the Board first, and every employee gets one as well. Finally, it is mailed to every donor. In the past, it has been mailed across the county, but due to inflation we have had to prioritize which mailings are more important to the county, such as the mailing of Lifelong Learning schedules; however, the annual report is shared through social media and email. The pictures within the document are all MCCC students rather than stock pictures.

- C. 3. b. (1) 17. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey noted that faculty negotiations are ongoing with little progress. Support staff negotiations are also ongoing. Conversations also continue with various trade unions, and progress is being made in reference to responsible contracting.

The search for a Vice President of Administration is down to three finalists, with one more interview scheduled for this week. A decision will be made by the end of the week. HLC preparations continue with the reviewing and development of KPIs and the ongoing work of various HLC sub-c committees. The CTE Hub electrical class now has 13 students from four high schools enrolled. The class meets from 7:30-9:00 a.m. five days a week. Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, and President Quartey were invited to present to the Ralph Wilson Foundation Board two weeks ago. MCCC was the only college out of seven to present to their board. Additionally, President Quartey and Dr. Behrens were informally informed that MCCC’s grant had been approved. In other campus news, Dr. Valerie Culler has resigned from her position as Director of Financial Aid. Gerald McCarty, Director of Student Success, is filling in until the position is filled.

The MCCA president’s meeting was held three weeks ago. Among the issues discussed was the shifting of the “political winds” due to the election results. It appears some issues, including capital outlays, will have to be reviewed. Dr. Quartey continues to submit articles to the Monroe News. The articles appear to be well-received.

18. Chair Dowler moved item C. 3. b. 2. To the end of the agenda.

C. 4. b. (1) 19. Ms. Dowler and Mr. Mason gave an update on the work of the Board Presidential Compensation Review Committee. She noted that they had conducted a large amount of committee work over the last several months. They provided a summary of their research. Ms. Dowler stated that the committee attempted to gather as much comparative information as they could from within the state of Michigan, knowing that this is a national position from a recruiting perspective, and from a presidential perspective. They tried to synthesize this information as close to the state comparatives as possible just to give the board a sense of how our college president compares to others.

Ms. Dowler gave the following highlights of their review. The President has not received a salary increase in three years. The last major change was a longevity bonus three years ago, which equated to just over \$4500. The President's housing, phone, and expense allowances have not increased in over four years. His salary is below the median average among community college presidents, and 8.6 percent below the mean average. Nationally, it is more than 12 percent below the average. He currently receives no auto allowance, while the average in the state is nearly \$9,000. The President's housing allowance is near the bottom when compared to other Michigan community colleges. Some colleges provide total housing for their college presidents. That is an executive summary of MCCC's Presidents comparative compensation notes.

Ms. Dowler explained that the PowerPoint presentation shows where MCCC's college president ranks from a general perspective across the state. In terms of the student population, the average is 5,530 students, the lowest population is 357 students, and the highest is 16,760. MCCC's student population is between 2,000 and 4,000 students. The base salary across the state is over \$200,000, with the lowest base salary at \$150,000. MCCC is 14th in pay from a base salary perspective. In terms of the auto allowance across the industry, 10 colleges provide a vehicle for the president, and the average allowance is about \$8,700, with the highest being about \$12,000 and the lowest being about \$4,000. Again, there is no auto allowance provided to the President at MCCC.

Ms. Dowler went on to compare housing allowance. There are 14 colleges that provide total housing and MCCC provides a stipend of \$10,000 comparatively. Ms. Dowler remarked that one item that was really out of the standard was the life insurance package provided to MCCC's president. The average life insurance package is provided to college presidents is almost \$300,000, the highest is \$675,000, and the lowest is \$50,000. MCCC's insurance package to the president is in the bottom 10 percent in the state.

Ms. Dowler noted that recruiting a president is a national search. The committee did a state search and not a national search when comparing salaries. National salaries are upwards of \$300,000 She reminded that Board that some examples of changes in the college's net position from a longevity perspective include a \$9 million increase in grants awarded with the current president's tenure, which is significantly higher than previous years. MCCC has over \$53 million dollars in its millage budget as was articulated from the College's total assets that was presented earlier this evening by our auditor. MCCC also has almost \$10 million dollars in its HERRF funding, and The Foundation nearly doubled during the current President's tenure. After a decade of annual inflation, the economy passed over an eight percent inflation rate in early 2022, which everyone in the room is experiencing in one way or another. Lastly, a consideration is that MCCC's President is extremely active in the Michigan Community College Association and with that activity and influence, comes the support of the work that is done there, which leans on his personal contribution from a compensation perspective is worthy of noting relative to the voice the President has among the rest of the colleges in the state.

In closing, Ms. Dowler noted that all of the committee's reference information is included in the presentation document. He added that Penny Dorsey, Executive Assistant to the President and Secretary to the Board of Trustees has been an absolute godsend in terms of answering the committee's questions as they kept mining for any other data they felt would be useful to them in providing a synopsis of thinking through the presidential compensation. Mr. Mason added that there are certain expectations when looking at expense allowance that one would contribute to certain things, which is a taxable component of the President's income to be considered. He also added that the longevity bonus is a recognition of stability for the College.

Ms. Dowler explained that housing that was provided is when the college either owns the home that they provide to the president or they provide a house for their president. Again, there are 14 colleges out of the 28 in the state that provide a house for their president in some manner.

The Board will revisit the topic of presidential compensation after the first of the year after the two new trustees join the Board and can offer their input. Although the existing Board has six years' worth of knowledge of the past and present situation to their advantage when making a decision. Also, the Board has been very delayed in addressing this topic. It was suggested that it is important to compare like communities as every college profiles differently. It would be helpful to see more comparison data, focusing on only the six colleges that compare more closely to MCCC in demographics before deciding. It was also suggested that the campus climate and the timing of this discussion be considered.

Ms. Dorcey will provide the comparative data requested to Dr. Wygonik for discussion at the next Board meeting.

19. Chair Dowler took a moment to welcome new Board members Nicole Goodman and Julie Edwards.

- C. 4. b. (2) 20. Trustees Steve Hill and William Bruck gave an update on the Board By-laws Review Committee. Mr. Hill reported that the committee had made some minor Language changes to make it more gender-neutral. One section, speaks to the standard rules of responsibilities for a *Policy Board*, such as the Board “not interfering with the operations of the college.” The committee clarified the section on the *Open Meetings Act* section. There were also questions regarding the *Code of Ethics* and how often it has to be signed by the Board members; annually or each election cycle. This is a question that should be posed to the College attorney. Also included were minor changes to the language for committees. It was suggested that the annual Presidential evaluation event take place before last meeting in June. They also included a section on Board self-assessment.

21. Chair Dowler appointed a transition committee to complete the work of the Board By-laws Review Committee as Trustees Hill and Bruck have reached the end of their terms.

Board By-laws Review Transition Committee

Krista K. Lambrix
Florence M. Buchanan

- C. 4. b. (3) 22. Chair Dowler appointed the following Trustees to the Board Officer Nomination Committee for the upcoming January Elections:

Board Officer Nomination Committee

Krista K. Lambrix
Florence M. Buchanan
Aaron N. Mason

The committee will bring recommendations back for the positions of Board Chair, Vice Chair, and Secretary. The new Chairperson will begin presiding over the meeting as soon as the Board finishes voting.

- C. 4. b. (4) 23. Chair Dowler noted the upcoming events.

Joshua Myers, Executive Director of the Foundation, added that Giving Tuesday begins tomorrow and he encouraged those present to consider donating.

- C. 3. b. (2) 24. *It was moved by Ms. Lambrix and Supported by Mr. Mason that the Board go into closed session in accordance with Sections 8 (c) and 8 (h) of the Michigan Open Meetings Act to discuss issues related to the negotiation of a collective bargaining agreement, and also with section 8 (a) of the Michigan Open Meetings Act to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.*

A roll call vote was taken as follows:

Yes [4]: Ms. Buchanan, Mr. Hill, Mr. Mason, Ms. Dowler

No [0]: None

The motion carried unanimously and the Board went into closed session at 7:30 p.m.

25. The Board resumed open session at 8:16 p.m.

26. *It was moved by Ms. Lambrix and supported by Mr. Hill that the meeting be adjourned.*

The motion carried and the meeting adjourned at 8:18 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Krista K. Lambrix
Secretary

pd/