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

Board of Trustees Room, Z203
La-Z-Boy Center
7:30 p.m., November 15, 2010


Members absent: Marjorie A. Kreps

Also present: David Nixon, Randell Daniels, Sue Wetzel, Grace Yackee, Molly McCutchan, Peter Coomar, Brian Lay, Barbara McNamee, Paul Knollman, Dan Schwab, Jean Ford, John Joy, Mark Hall, Mark Naber, Rick Hubbert, Cynthia Roman, Jim Blumberg, Jim Ross, Joe Verkennes, Tracy Vogt, Matt Hehl, Crystal Caldwell, Kevin Greer, Patrick Burtch, members of the public, Victoria McIntyre (recording secretary)

1. Chair Bacarella called the meeting to order at 7:30 p.m.

2. It was moved by Mrs. Thayer and seconded by Mr. Meyer that the minutes of the special meeting of October 20, 2010 and the regular meeting of October 25, 2010, be approved as presented.

   The motion carried.

3. There were three delegations present: Crystal Caldwell, Kevin Greer, Patrick Burtch.

   Ms. Caldwell reported on the activities of the volleyball team.
   Mr. Greer reported on the activities of the bowling team.
   Mr. Burtch expressed concerns at the policy for academic dishonesty regarding his daughter’s class project and told Trustees she had dropped out of the class. Burtch was asked if he used the college appeals process and he replied he had not. Chair Bacarella will direct administration to look into Mr. Burtch’s concerns.

4. Trustee Lauer reviewed the outcomes of the CCSSE Survey as it relates to sports.

B. 3. a. (1) 5. It was moved by Mr. Meyer and seconded by Mr. Bellino that the Board of Trustees sincerely appreciates the employees who have taken pay freezes during the national and local economic crisis and approves the following one-
time compensation adjustments for current employees who have been
employed at the college as of January 1, 2010 and are still employed as of
December 1, 2010: $500 for each full-time support staff, employee, and
administrator; $250 for each part-time support staff employee who averaged
11 hours or more per week during this time period; and $125 for each part-
time support staff employee who averaged 1-10 hours per week during this
time period.

In addition, the Board of Trustees recognizes the commitment of our adjunct
faculty who also have taken a pay freeze and approves a one-time
compensation adjustment of $125 for adjunct faculty employed during the
Winter 2010 and Fall 2010 Semesters. Support staff and administrators who
are also adjunct faculty will receive their compensation adjustment as full-
time and part-time employees. This disbursement shall be made in December
2010.

B. 3. a. (2) 6. It was moved by Mr. Meyer and seconded by Mrs. Thayer that the Board of
Trustees authorizes a memorandum of understanding between the Community
College District of Monroe County, Michigan and the Monroe County
Community College Maintenance Association, MEA/NEA for the purpose of
approving a one-time compensation adjustment of $500 for current full-time
maintenance employees who have been employed at the college as of January
1, 2010 and are still employed as of December 1, 2010. This disbursement
shall be made in December 2010.

The motion carried.

C. 3. a. (1) 7. There were no staff appointments, retirements, or resignations to report.

C. 3. a. (2) 8. The statement of General Fund Revenues and Expenditures for the Period
Ending October 31, 2010 was presented by Dan Schwab, Business Manager.
There were no specific areas to address.

Suzanne Wetzel, Vice President of Administration, distributed a draft of the
Critical Needs Budget with preliminary expense items generated by the
administrators. Discussion was had as to how this document might best serve
the college. By producing a clear, comprehensive statement, the college and
the board will have the ability to see total critical needs expenses. It may also
assist in fund raising and in receiving state aid as it gives an overview of all
areas of need.

C. 3. a. (3) 9. Mr. Bacarella, Chair of the Board Audit Committee, reported that he and other
Audit committee members met with representatives from the auditing firm to
discuss the institution’s annual financial report for the year ending June 30,
2010. Matt Hehl, of Cooley Hehl Wohlgamuth & Carlton PLLC, reviewed
the audit report with the entire Board and provided additional information on
several notes. A separate audit of The Foundation was included in the report. During the course of the audit, one written comment was made regarding the change in personnel which “resulted in a weaker segregation of duties between the controller and treasurer positions.” Auditors noted that safeguards are currently in place but recommends “additional safeguards be instituted.” Mr. Hehl, as an item of interested, reported that Pell Grants had doubled.

Dr. Nixon commended Dan Schwab, Business Manager, on his contribution to the audit after Tim Bennett, Vice President of Business Affairs and Treasurer, retired.

C. 3. a. (4) 10. Board members received a mock up of the MCCC Annual Report for 2009-10. Joe Verkennes, Director of Marketing, said the “Transformational Learning” theme reflects a core value to enrich lives of residents of Monroe County. This year’s report focuses on some of the top stories of the college rather than trying to touch on all of them.

Vice Chair Braunlich complimented Mr. Verkennes and his team on the high energy and positive attitude the report exudes.

C. 3. a. (5) 11. John Joy, Dean of Corporate and Community Services, reported on the changes to procedures 6.18(a) Procedures for Use of College Facilities, 6.18(d) Procedures for Use of La-Z-Boy Center, and 6.21(a) Monroe County Community College Alcohol Procedures. These changes will bring the college in line with other facilities in the area. He also presented an overview of past facilities usage.

C. 3. b. (1) 12. The Career Technology Center/Capital Outlay Process was presented by Suzanne Wetzel. She presented the board with hand outs which explains a specific process that governs and controls the development of a project from inception to completion outlined either in law, boilerplate, or JCOS (Joint Capital Outlay Subcommittee) policy. There are 21 steps in the process. We are at step 3.

There will be a JCOS review on November 30, 2010. If the review is approved, it will move to the House then to the Governor. Vice Chair Braunlich suggested a contingent from the college including Dr. Nixon, other Trustees, and he attend the review on November 30. He also suggested a letter be written to express the Board’s commitment to the project.

13. It was moved by Braunlich and seconded by Bellino that Dr. Nixon, President of Monroe County Community College write a letter to the Joint Capital Outlay Subcommittee (JCOS) to express the Board’s commitment to the project and understanding of its need.

The motion carried.
C. 3. b. (2) 14. Vice President Daniels distributed a list of student clubs and organizations and their activities at the college. He gave a brief overview of some of them. This listing may be found on the college website.

C. 4. b. (1) 15. Chair Bacarella appointed Trustees Lauer, Meyer, and Bellino to serve on a nominating committee for Board Officers.

16. Upcoming events were noted including December 13 Symphony Band Concert and December 14 Agora Chorale Concert.

17. Dr. Nixon asked the Trustees to consider a ½ day work day in January or February, 2011.

18. Dr. Nixon congratulated Mr. Bacarella and Mr. Bellino on their re-election to the Board of Trustees.

19. Trustee Lauer thanked all those who worked on the Great Pumpkin Pursuit, a 5k Run and Walk on October 23. The event was held in memory of Marilyn Schroeder to raise funds for a scholarship in her name. About $6,000 was raised.

20. *It was moved by Mrs. Thayer and seconded by Mr. Bellino that the meeting be adjourned.*

   The motion carried, and the meeting was adjourned at 9:06 p.m.

Respectfully submitted,

William J. Bacarella Jr.
Chair

Mary Kay Thayer
Secretary

vdm

These minutes were approved at the January 24, 2011 Board of Trustees meeting.