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

Board of Trustees Room #Z-203
La-Z-Boy Center
7:30 p.m., September 26, 2011


Members absent: None

Also Present: David Nixon, Randy Daniels, Suzanne Wetzel, Grace Yackee, Barbara McNamee, Jim Blumberg, Bill Myers, Josh Myers, Paul Knollman, John Joy, Jean Ford, Mike Stasko, Karen Fraker - Fifth Third Bank, Beth Kohler, Vinnie Maltese, Kimberly Lindquist, Mark Hall, Cynthia Roman, Molly McCutchan, Joe Verkennes, Patrick Wise, Deborah Beagle, Peter Coomar, Brian Lay, Mark Hall, Melanie Commons, Amber Bialecki, Joseph DuBose, Kelsey Stein, Deputy Tim George, Victoria McIntyre (recording secretary)

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

2. Karen Fraker, Senior Vice President of Fifth-Third Bank, presented the college with a $100,000 grant from the Charles E. Schell Foundation. The grant will be paid in four installments over the next four years. Funds are to be used for student loans. Repayment from students will sustain funding of future student loans.

3. It was moved by Mr. Meyer and seconded by Mrs. Kreps that the minutes of the regular meeting of June 27, 2011 be approved as presented.

The motion carried.

4. It was moved by Mrs. Thayer and seconded by Mr. Meyer that the minutes of the special meeting of September 14, 2011 be approved as presented.

The motion carried.

5. Melody Commons, a student at University of Toledo, introduced herself and two classmates, Amber Bialecki and Joseph DuBose, all of whom are in the
They are studying the governance structure of the college.

B. 3. a. (1) 6. *It was moved by Mr. Bellino and seconded by Mr. Meyer that Policy 10.04, Weapons Policy, be adopted as presented.*

Vice President Daniels explained the weapons policy and procedures and parameters for use of weapons by the college security staff. All members of the security staff are retired police officers who have Concealed Pistol Licenses (CPL) and who are trained in firearm usage. Officers will own, use, and maintain their own personal weapons. Neither weapons nor ammunition will be housed on campus. The college’s security force is non-confrontational, and weapons will be used in life-threatening situations only.

The motion carried.

B. 3. a. (2) 7. *It was moved by Mrs. Thayer and seconded by Mrs. Kreps that Policy 2.01, Organizational Chart, be revised as presented.*

The motion carried.

B. 3. a. (3) 8. *It was moved by Mr. Braunlich and seconded by Mrs. Thayer that all policies and procedures be updated to reflect new title changes.*

The motion carried.

B. 3. a. (4) 9. *It was moved by Mr. Meyer and seconded by Mr. Bellino that the Board authorizes the President to execute contracts for the following administrators:*

- Deborah Beagle  
  Director of Financial Services  
  Effective August 22, 2011 to June 30, 2012

- Valerie Culler  
  Director of Financial Aid  
  Effective August 1, 2011 to June 30, 2012.

The motion carried.

B. 3. a. (5) 10. *It was moved by Mrs. Kreps and seconded by Mrs. Thayer that the Board authorizes the President to execute a contract for the following faculty member:*

- Kimberly Lindquist  
  First Year Probationary Contract  
  Effective Fall 2011 Academic Year.
The motion carried.

B. 3. a. (6) 11. It was moved by Mrs. Thayer and seconded by Mr. Braunlich that the following resolution be adopted:

BE IT RESOLVED that the Community College District of Monroe County, hereinafter called the College, grants unto the City of Monroe, hereinafter called the City, a license to enter upon the College premises in the Township of Monroe, Monroe County, Michigan for the purpose of maintaining existing water mains. License is specifically granted to enter upon the premises seven and one-half feet (7.5’) on either side of the existing water mains, as are shown upon the revised plans.

The College, in granting this license, acknowledges to the City that in the event any hard surface parking area is constructed over an existing water main, and it is necessary for the City to damage said surface in the maintenance of the water line, any costs for restoration of the hard surface is the College’s responsibility.

The College further acknowledges that it will not locate any “landscaping, berm, light pole, building or permanent structure over the existing water mains, and that it will prohibit any other utility from being located within seven and one-half feet (7.5’) on either side of the existing main, and where possible, prohibit any sewer installation from being located within ten feet (10’) of the existing water main.”

The motion carried.

B. 3. a. (7) 12. It was moved by Mr. Bellino and seconded by Ms. Lauer that the following resolution be adopted:

WHEREAS, the United Way of Monroe County is entering its 2011-2012 campaign and will set another milestone goal that will see campaign pledges of over one million three hundred thousand dollars, and

WHEREAS, the United Way is the largest single voluntary organization in Monroe County through which volunteers can channel their concern for people in need, and

WHEREAS, the United Way, largely because of the continued generosity and caring of employees of Monroe County Community College, can continue to grow and support a wider range of health and human care needs that directly benefit residents of our school district.

THEREFORE, BE IT RESOLVED by the Monroe County Community College Board of Trustees that the College employees be encouraged to participate in
the 2011-2012 United Way Campaign of Monroe County and receive the highest commendations and vote of thanks for their generous gifts to this vitally important cause, and

THAT IT BE FURTHER RESOLVED that the Monroe County Community College Board of Trustees proclaims the month of October 2011 ‘United Way Month’ throughout the College district to emphasize the value and positive contribution United Way of Monroe County offers to our community and its residents on this Monday, September 26, 2011.

The motion carried.

B. 3. a. (8) 13. It was moved by Mr. Bellino and seconded by Mr. Meyer that the following individuals be appointed Group Three Directors on The Foundation at Monroe County Community College Board of Directors for a three-year term expiring as indicated:

Three-Year Term Expiring December 31, 2014
Dr. Ronald Campbell
Joyce Fleuelling
Jean Guyor
Barbara Harrington
Winston “Len” Lingar
Joseph McIntyre
Chad Nyitray
Richard Sieb
Gerald Welch

The motion carried.

Mr. Meyer added that he was thrilled and honored to have these directors on The Foundation Board, many of whom are original members of the board.

B. 3. a. (9) 14. It was moved by Mr. Braunlich and seconded by Mr. Bellino that the following resolution of commendation be adopted:

WHEREAS, Mrs. Gail Odneal, M.S.N., R.N., has decided to retire from her position as associate professor of nursing with Monroe County Community College, effective July 1, 2011.

WHEREAS, for 22 years, she has long been considered an outstanding professor and served as Dean of Health Sciences/Director of Nursing, who has developed and delivered excellent curriculum in the Nursing Program, and

WHEREAS, she was an early innovator in the planning of distance learning and charter member of a consortium of three colleges to develop an online
L.P.N to R.N. completion program. This involved a two-year process of attaining program approval through the Michigan Board of Nursing, and

WHEREAS, she taught about twenty percent of the R.N. program in the areas of advanced medical surgical nursing and leadership, and

WHEREAS, she has been involved with special projects within the College, admissions requirement studies for nursing and respiratory care, curricular review, and

WHEREAS, she has served as an active member for many years on a variety of college committees including, but not limited to, the Curriculum committee and Distance Learning committee, Nursing Workgroup, Nursing Advisory committee, Health Sciences division committee, and

WHEREAS, she has taught and inspired over 1,000 nursing graduates, many of whom continue to provide excellent patient care to citizens in the surrounding area hospitals, and

WHEREAS, she has demonstrated a high level of professionalism and dedication both on and off campus within the healthcare community, and

WHEREAS, she has been a role model and mentor for nursing educators who share her passion for the highest degree of excellence in patient care.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mrs. Gail Odneal, M.S.N., R.N., for her dedicated service and contributions to the college, our students, and the community, and

THAT IT BE FURTHER RESOLVED, that by the president’s recommendation, Mrs. Gail Odneal, shall hereby be granted faculty emeritus status, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for her continued success, well being and happiness on this Monday, September 26, 2011.

The motion carried.

C. 2. a. (1) 15. The Board received a note of thanks from Caleb Saltsman for receiving the Mechanical Design Scholarship.

C. 2. a. (2) 16. The Board received a letter of thanks from Alyssa Powers for receiving the Instructional Art Scholarship.

C. 2. a. (3) 17. The Board received a letter of thanks from Molly Gaynier for receiving the Presidential Scholarship.
C. 2. a. (4) 18. The Board received a letter of thanks from Dana Wagar for receiving the Presidential Scholarship.

C. 2. a. (5) 19. The Board received a letter of thanks from Holly Herrera for receiving the Board of Trustees Scholarship.

C. 2. a. (6) 20. The Board received a note of thanks from Natasha Wickenheiser for receiving the Board of Trustees Scholarship.

C. 2. a. (7) 21. The Board received a letter of appreciation from Ventower.

C. 3. a. (1) 22. President Nixon reported on the following staff appointments, retirements, and contract renewals:

**Staff Appointments:**
- Terri Lukshaitis, Payroll Clerk, effective July 26, 2011 (replacing Tammy Foster)
- Valerie Culler, Director of Financial Aid, effective August 1, 2011 (replacing Tracy Vogt, Registrar)
- Deborah Beagle, Director of Financial Services, effective August 22, 2011 (replacing Daniel Schwab, retired)
- Kimberly Lindquist, Nursing Faculty, first year probationary faculty, effective Fall 2011 academic year (replacing Gail Odneal, retired)

**Retirement:**
- Gail Odneal, Assistant Professor of Nursing, effective July 1, 2011

**Contract Renewal:**
- Anthony Quinn, Director of Upward Bound, non-continuing contract, effective September 4, 2011 to September 3, 2012

C. 3. a. (2) 23. The statement of General Fund Revenues and Expenditures for the Period Ending August 31, 2011 was presented. (A copy is filed with the Board Minutes.)

Deborah Beagle, Director of Financial Services, gave a brief overview of the report and noted that the college has not yet started receiving state appropriations.

C. 3. a. (3) 24. Board members received a note of thanks from Bill and Mandi Pickard and The Robert Willetts family at the death of Robert Willetts, father-in-law of Bill Pickard.
C. 3. a. (4) 25. Board members received a note of thanks from Roger Spalding and family for a memorial gift sent at the death of his mother, Mary Louise Spalding.

C. 3. a. (5) 26. Board members received a note of thanks from Jeff and Heather Peters for the flowers sent at the birth of their son.

C. 3. b. (1) 27. Suzanne Wetzel, Vice President of Administration and Executive Director of The Foundation at MCCC, provided the Foundation Quarterly Update. Group Three Directors were recommended. A request for $1,000 to be used for the College of Business Ethos Week at Eastern Michigan University was granted. To date, 80 private donor scholarships have been awarded totaling over $87,000. Over $42,000 of a $50,000 goal for the Annual Giving Program was raised. A report on the charitable gift annuity program was presented. An update on the Career Technology Center was also given.

C. 3. b. (2) 28. The Fall 2011 Enrollment Report was given by Mark Hall, Director of Admissions and Guidance Services. The college has experienced a 6 percent decrease in head count and a 7 percent decrease in credit hours. Community colleges across the state are experiencing similar decreases. Some reasons include cessation of funded programs, change in health care requirements for students, and a decrease in population in the state of Michigan.

C. 3. b. (3) 29. Jim Blumberg, Director of Physical Plant, and Mike Stasko, Housekeeping Foreman, presented information on MCCCs Recycling Program. Acceptable materials include: 1) paper; 2) plastic, clear glass, and metal; and 3) cardboard and paper bags. Bins for recyclable materials are strategically placed around campus. Tracking of recycling and trash has begun. With this program, up to 43 percent of waste generated by the college per year could be recycled and diverted from landfills.

C. 3. b. (4) 30. Jim Blumberg presented an update on the Career Technology Center. The Phase 400 Preliminary Design Development Submittal was approved by the state. Work has begun on the final design and construction documents. The submittal is expected to be completed in January, 2012. Site preparation work bids will begin in October with a construction fence surrounding the entire construction site and closure of the existing road near the site. The flow of traffic will be changed for approximately the next two years. Building construction is expected to begin Spring 2012.

C. 4. b. (1) 31. Trustee Thayer, incoming Chair of the Michigan Community College Association (MCCA), gave an update on the MCCA Summer Workshop held in Traverse City. Issues affecting community colleges such as short-cycle degrees, distance learning, remedial education, four-year baccalaureate programs, and 80/20 legislation were addressed at the workshop. The MCCA would like input from community college employees on a variety of topics.
Trustees congratulated Ms. Thayer on her appointment as Chair of the MCCA.

C. 4. b. (2) 32. Upcoming events were noted including the October 17 Grand Opening of the Hurd Road Welding Center of Expertise. The Great Pumpkin Pursuit, a cross-country race to benefit the Marilyn Schroeder scholarship, will be held on October 22.

Trustee Thayer will be attending the ACCT Annual Leadership Congress in Dallas on October 12-15.

33. *It was moved by Mr. Bellino and seconded by Mr. Meyer that the meeting be adjourned.*

The motion carried, and the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

William J. Bacarella Jr.
Chair

Mary Kay Thayer
Secretary

/vdm

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