

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

Rooms 257-260
La-Z-Boy Center
7:30 p.m., September 24, 2012

Members present: Joseph N. Bellino Jr., William H. Braunlich, Marjorie A. Kreps, Linda S. Lauer, Michael R. Meyer, Mary Kay Thayer

Members absent: William J. Bacarella Jr.

Also Present: David Nixon, Randy Daniels, Suzanne Wetzel, Grace Yackee, Barbara McNamee, Jim Blumberg, Josh Myers, Paul Knollman, John Joy, Jean Ford, Vinnie Maltese, Kimberly Lindquist, Molly McCutchan, Joe Verkennes, Deborah Beagle, Peter Coomar, Brian Lay, Valerie Culler, Jamie DeLeeuw, Paul Hedeon, Patrick Nedry, Jim Ross, Tracy Vogt, David Waggoner, Alex Babycz, Lori Biggs, Robert Leski, Jim DeVries, Sandy Kosmyna, Kellie Lajiness, Tim Lajiness, Tina Pillarelli, Bob Leonard, Craig Evans (Agora), members of the public, Pearl Albert-Green, Walt Wilburn, Judith Hamburg, Greg Stewart, Connie Velliquette, Sally Dunn, Paul Francis, Larry O'Dell, Victoria McIntyre (recording secretary)

1. Vice Chair Braunlich called the meeting to order at 7:30 p.m.
2. Vice Chair Braunlich welcomed members of the public including Bedford Township residents regarding the Whitman Center. He thanked them for their interest and emphasized that there were no plans to close the Whitman Center "permanently." This plan would include only the weeks Spring/Summer courses are offered at the college. Full operation of Whitman Center would resume for the Fall 2013 semester. Vice Chair Braunlich explained the format for the meeting. He asked that the administration and the president present findings on the Whitman Center which included reasons for cost cutting measures to balance the college budget. Board members were given an opportunity to ask questions following public comment by members of the public who attended the meeting. Minutes of the public comments and presentation are addressed on the Agenda as item C.3.b.(1) (see pages 6-7 of this document)
3. Robert Leski presented Kellie Lajiness with the 2012 Michigan Youth Arts Touchstone Award as Michigan Dance Teacher of the Year. Ms. Lajiness was one of twelve teachers across the state to receive the award. Ms. Lajiness expressed her appreciation of the award and in turn presented it to Monroe County Community College.

4. *It was moved by Mrs. Thayer and seconded by Mr. Meyer that the minutes of the regular meeting of June 25, 2012 be approved as presented.*

The motion carried.

- B. 3. a. (1) 5. *It was moved by Mrs. Kreps and seconded by Mr. Bellino that the following resolution of commendation for Ms. Bonnie Giles be adopted:*

WHEREAS, Ms. Bonnie Giles has decided to retire from her position as Associate Professor of Business with Monroe County Community College, effective July 31, 2012, and

WHEREAS, she has been an outstanding employee of the college for 22 years, and as a dedicated professor who has developed unique and cutting edge curriculum in the field of Administrative Office Professional Studies, Business Computer Applications, and Medical Office Coordinator, and helped thousands of students become happy and successful members of our society, and

WHEREAS, she was a talented leader of the business learning labs and coordinated the co-op programs for students pursuing assorted business degrees, and

WHEREAS, during those years she has demonstrated a high level of professional expertise and dedication through numerous memberships in professional organizations, participation in conferences, and other activities which advanced her abilities, and

WHEREAS, she has always been a vital and influential member of many college committees including HLC Self-Study teams, standing committees, special task forces, hiring committees, and has guided numerous program reviews at MCCC, and

WHEREAS, she organized and lead multiple active and important advisory boards in the business area, and

WHEREAS, she is an outstanding example of what a highly talented, “master” teacher represents as demonstrated through her classroom preparation and presentation, and

WHEREAS, she has always been a wonderful example of style and professionalism, always projecting an image to be emulated by her students, and

WHEREAS, she has been a wonderful friend, influential and valued member of the Business Division for the past 22 years,

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Ms. Bonnie Giles 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, Ms. Bonnie Giles 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 24, 2012.

The motion carried.

- B. 3. a. (2) 6. *It was moved by Mrs. Thayer and seconded by Mr. Meyer that the Board authorizes the President to execute a contract for the following professional staff member:*

*Lori Biggs
Nursing Program Coordinator
Effective August 30, 2012.*

Dr. Yackee reported that the Nursing Program Coordinator will provide much needed assistance to the Director of Nursing and that the position is directly related to accreditation requirements.

The motion carried.

- B. 3. a. (3) 7. *It was moved by Mrs. Kreps and seconded by Mrs. Thayer that the following resolution be adopted:*

WHEREAS, the United Way of Monroe County is entering its 2012-2013 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 2012-2013 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 2012 ‘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 24, 2012.

The motion carried.

- B. 3. a. (4) 8. *It was moved by Mr. Bellino and seconded by Mr. Meyer that the attached addendum resolution approving a construction and completion assurance agreement, a conveyance of property, a lease, and an easement agreement, if necessary, for the Community College District of Monroe County Technology Center be adopted.*

Vice President Wetzel explained that this resolution is a matter of course and serves to continue the process of obtaining funding from the state.

A roll call vote was taken as follows:

Yes: Bellino, Meyer, Lauer, Thayer, Kreps, Braunlich
No: None

The motion carried.

- B. 3. a. (5) 9. *It was moved by Mr. Meyer and seconded by Mrs. Kreps that the attached addendum resolution authorizing issuance of 2012 Tax Anticipation Notes on behalf of Monroe County Community College be adopted.*

Vice President Wetzel reported that the college needs to position itself financially to meet all expenses and that short-term debt securities may be necessary. Uncertainty of the timing of state funding for the Career Technology Center and a three pay month in November were cited.

A roll call vote was taken as follows:

Yes: Bellino, Meyer, Lauer, Thayer, Kreps, Braunlich
No: None

The motion carried.

- C. 2. a. (1) 10. The Board received a note of thanks from Elizabeth Hoffman for receiving the Board of Trustees Scholarship.

- C. 2. a. (2) 11. The Board received a letter of thanks from Emily Masson for receiving the Board of Trustees Scholarship.
- C. 2. a. (3) 12. The Board received a letter of thanks from Miracle Mason for receiving the Board of Trustees Scholarship.
- C. 2. a. (4) 13. The Board received a letter of thanks from Kayla Glancy for receiving the Presidential Scholarship.
- C. 2. a. (5) 14. The Board received a letter of thanks from Laura Knisley for receiving the Presidential Scholarship.
- C. 2. a. (6) 15. The Board received a note of thanks from Molly Bowman for receiving the Presidential Scholarship.
- C. 3. a. (1) 16. President Nixon reported on the following staff appointments, retirements, and contract renewals:

Staff Appointments:

Rachel Riffle, Administrative Assistant to the Dean of Health Sciences, effective August 6, 2012 (transfer from p/t administrative assistant - Whitman Center)

Donna Novak, Coordinator of Annual Giving/Alumni Affairs, effective August 23, 2012 (transfer from p/t grant accountant)

Lori Biggs, Nursing Program Coordinator, effective August 30, 2012

Retirements:

Bonnie Giles, Associate Professor of Business, effective July 31, 2012

Contract Renewal

Anthony Quinn, Director of Upward Bound, non-continuing contract, effective September 4, 2012 to September 3, 2013 (enclosure)

Non-renewal Contract – Third Year Probationary

Clifton Brown, Alternative Renewable Energy Technology Instructor, effective December 22, 2012

Resignation:

Sandy Kosmyna, Director of the Whitman Center, effective July 20, 2012

Chris Bulin, Administrative Assistant to the Dean of Health Sciences, effective July 20, 2012.

- C. 3. a. (2) 17. The Board received the Statement of General Fund Revenues and Expenditures for the period ending August 31, 2012.

Director of Financial Services, Deb Beagle, reported that the tuition budget is at 44 percent which is aligned with last year's figures. The college will expect its first state aid payment in October and property tax payments after the December 1 levy. Expenses for 2012 are in line with expenses of 2011.

- C. 3. b. (1) 18.

Vice Chair Braunlich welcomed members of the public including Bedford Township residents regarding the Whitman Center. He thanked them for their interest and emphasized that there were no plans to close the Whitman Center "permanently." This plan would only affect the weeks Spring/Summer courses are offered at the college. Full operation of Whitman Center would resume for the Fall 2013 semester. Vice Chair Braunlich explained the format for the meeting. He asked that the administration and the president present findings on the Whitman Center which included reasons for cost cutting measures to balance the college budget. Board members were given an opportunity to ask questions following public comment by members of the public who attended the meeting.

Monroe County Community College president and administrators presented information regarding the status of the Whitman Center. (Dr. Nixon's report is an opinion of the college as printed in an article in the Monroe Evening News on September 7, 2012 page 4A.)

Dr. Nixon stated there may have been some confusion about the decision made in May to close the Whitman Center for the spring/summer sessions in 2013. A letter to the Monroe Evening News was written to clarify that the college is not closing the Whitman Center. It is simply not offering spring and summer sessions in 2013 due to low enrollment and budgetary concerns.

Whitman Center spring credit enrollment dropped from 133 in 2010 to 81 in 2012. Summer credit enrollment dropped from 162 in 2010 to 53 in 2012. First day enrollment for fall 2012 was 674, which is down from 815 students last year. Non credit enrollment shows a similar pattern with 86 enrollment in 2010 and 40 in 2011. With such low numbers, the MCCC administration needed to make a fiscally responsible decision. However, the college is committed to enriching the lives of the residents of Bedford Township through higher education, and the Whitman Center is critical in that effort.

Vice President Wetzel reported that the decision to close the Whitman Center for two months and not offer courses during the spring and summer was considered within the context of the entire 2012-2013 budget. After all budget requests were submitted from divisions and departments, steps and off schedules were added, and a modest capital outlay allocation was made, a \$780,000 shortfall needed to be addressed. Difficult decisions were made which included cuts to extra contractual and adjunct faculty, faculty changes

in the nursing program, changes to the child care center, a retirement incentive, major reductions to supply and materials accounts, a reduction in student assistant hours, as well as deferring items such as new marketing initiatives, updating the campus Master Plan, new program development and much more. The Whitman Center recommendation represented 4.82 percent of the \$580,000 in cuts that were made in balancing the 2012-2013 budget.

Vice President Daniels presented enrollment trends for spring/summer. The five-year averages were reported. The five-year average for spring was 1,476 and summer was 628. The enrollment for spring 2012 was 1,290. This represents a 13.7 percent decrease. The enrollment for summer 2012 was 551. This represents a 12 percent decrease.

Vice President Yackee explained the college's strategy for efficiency in class offerings is based on capacity analysis which is based on the percentage of seats filled of possible seats available across all course sections. Increased efficiency in operations without impact on quality was part of the budget strategy for presenting a balanced 2012-13 budget to the Board. Elimination of duplicate offerings and services (Main Campus and Whitman Center) would allow the college to operate more efficiently while preserving quality. Based on past enrollment figures, which have declined at the Whitman Center by 28 percent between Fall 2007 and Fall 2011, closing the Whitman Center for two months could save between \$25,000 and \$58,000.

Joe Verkennes, Director of Marketing, presented a PowerPoint outlining the college's marketing campaigns and tactics from 2005-2014 and how the Whitman Center is integrated into the overall marketing campaign. "Spillover" advertising increases MCCC's visibility in areas outside Monroe County within a 25 mile radius such as western Lenawee County, Downriver, and north Toledo. Radio, television, digital, print, and outdoor mass media campaigns include the Whitman Center and are often specific to the Whitman Center. Additional regular marketing tactics specifically promoting Whitman Center were also presented which include Lifelong Learning Catalog, Monroe County Fair, Bedford Trade Fair, links on the college website, the annual report, social media, business directories, and individual Whitman Center event fliers to name a few. Results of the 2009 Brand Image and Awareness Study conducted among Monroe County residents when compared with 2004 revealed that residents who were aware of "classes offered at the Whitman Center" increased from 73.5 percent to 77.6 percent.

Vice Chair Braunlich called for questions from each of the trustees. Trustee Bellino questioned why Bedford Public Schools would not supply MCCC with student contact information. Trustee Lauer stated that she wanted to approve the budget but not necessarily every line item. Trustee Kreps reiterated our mission to keep the college open and running for all students, not individuals. Vice Chair Braunlich validated the passion of Bedford area

residents and that the college board is committed to working with them on the Whitman Center. Trustee Meyer said that this was a great time to establish joint committees between the college board and members of south county. He also invited someone from the Bedford area to become a member of the college's foundation. Trustee Thayer thanked the administration for their help in gathering information regarding the Whitman Center. She is concerned that there is no full time director at the Center at this time, that there are no chemistry classes, and that the long drive to main campus has an impact on students.

Members of the public James DeVries, Sally Dunn, Paul Francis, Pearl Albert-Green, Judith Hamburg, Sandy Kosmyna, Larry O'Dell, Greg Stewart, Connie Velliquette, and Walt Wilburn addressed the board in support of the Whitman Center.

The trustees thanked Pearl-Albert Green and the Whitman family for their generous donations of time and money to make the Whitman Center part of MCCC's campus. A joint Whitman Center Committee will be established and coordinated between the MCCC Board of Trustees and The Foundation at MCCC to develop a strategic plan for the Whitman Center which encourages citizen and volunteer involvement, promotes new partnerships, brings new resources both human and financial to the table, and addresses citizen concerns. The Chair of the MCCC Board of Trustees and The Foundation at MCCC will meet, organize the committee, develop a mission statement for the committee, develop and application process for citizen involvement, and put this information on the MCCC website.

A recess was called from 9:35 p.m. to 9:50 p.m. The meeting resumed at 9:50 p.m. at which time the remainder of agenda items were addressed.

- C. 3. b. (2) 19. In the interest of time, the Fall 2012 Enrollment Report will be presented at the October 2012 Board of Trustees meeting.
- C. 3. b. (3) 20. Dr. Grace Yackee reported that the College has successfully completed the HLC Academy for the Assessment of Student Learning. The project was the review and implementation of general education. The Academy Team included, Dean Paul Knollman, Dr. William McCloskey, Dr. Terri Kovach, and Bonnie Giles. G. Yackee served as ex-officio. Three of the five team members attended the Academy's culminating event, the Results Forum, in June 2012, where they presented the College's project. The College is currently in the process of implementing the new general education. The College received both a certificate and an award from the HLC recognizing their successful participation in the Academy.
- C. 3. b. (4) 21. In the interest of time, the Shared Governance report will be presented at the October 2012 Board of Trustees meeting.

- C. 3. b. (5) 22. Suzanne Wetzel, Vice President of Administration and Executive Director of The Foundation at MCCC, provided the Foundation Quarterly Update. Two new scholarships have been established. The 18th Annual Alumni Golf Outing raised about \$12,000. Total revenue of the Foundation to date for fiscal year 2011-12 is approximately \$1,005,000. Officers were re-elected. Group Three Directors were recommended. Monroe Bank & Trust will handle the investments for the Cultural Enrichment Endowment. The Foundation supports a grant application to the Community Foundation of Southeast Michigan of \$7,500 for One Book, One Community. A resolution honoring Joyce Fleuelling, founding member of the Foundation, was approved. Over 140 scholarship recipients and donors were present at the Scholarship Recognition Diner. Annual Giving Program exceeded its goal of \$50,000. The Great Pumpkin Pursuit will be held October 20. The Upward Bound program grant was renewed for \$2.5 million. The Title III Grant is ending year three of five.
- C. 3. b. (6) 23. Jim Blumberg presented an update on the Career Technology Center. The trustees were given a tour of the facility prior to the board meeting. The college has expensed about \$4 million. The building is on time and on budget.
- C. 4. b. (1) 24. In the interest of time, Trustees Thayer and Lauer will report on the Michigan Community College Association (MCCA) Summer Workshop at the October 2012 Board of Trustees meeting. Trustee Thayer has finished her year as MCCA president.
- C. 4. b. (2) 25. Upcoming events were noted including the October 20 Great Pumpkin Pursuit.
26. *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 10:28 p.m.

Respectfully submitted,

William H. Braunlich
Vice Chair

Mary Kay Thayer
Secretary

/vdm

These minutes were approved at the October 22, 2012 Board of Trustees meeting.