

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

Board of Trustees Room Z-203
La-Z-Boy Center
7:00 p.m., February 23, 2015

Members present: William J. Bacarella Jr., Joseph N. Bellino Jr., James E. DeVries, Lynette M. Dowler, Marjorie A. Kreps, Mary Kay Thayer

Members Absent: William H. Braunlich

Also present: Shelby Angilley (Student Gov't. President), Blade Bowman, Jack Burns, Peter Coomar, Randell Daniels, Jamie DeLeeuw, Mark Hall, Paul Hedeem, Barry Kinsey, Paul Knollman, Brian Lay, Chase Lindecker (Student Gov't. Liaison), Kim Lindquist, Michael Malak, Vinnie Maltese, Molly McCutchan, Barbara McNamee, Cole McNew (Student Gov't. Vice President), Steve McNew, Josh Myers, Mitchell Perkins, Kojo Quartey, Jim Ross, Jessica Ryder, Tom Ryder, Joe Verkennes, Tracy Vogt, Suzanne Wetzal, Grace Yackee, Penny Dorcey (recording secretary)

1. Chair Bellino called the meeting to order at 7:00 p.m.
2. *It was moved by Mrs. Thayer and seconded by Mrs. Kreps that the minutes of the regular meeting of January 26, 2015 be approved as presented.*

The motion carried.

- B. 3. a. (1) 3. *It was moved by Mr. Bacarella and seconded by Mrs. Kreps that the Board authorizes the President to execute the following continuing faculty contract per Policy 2.31.*

Paul Hedeem, Dean of Humanities/Social Sciences, effective April 30, 2015.

The motion carried.

- B. 3. a. (2) 4. *It was moved by Mr. Bacarella and seconded by Mrs. Dowler that the Board authorizes the President to execute a probationary contract for the following professional staff member:*

*Rouzbeh Oskui, Automotive Service Program Coordinator
One-year Probationary Contract
Effective February 11, 2015 to February 10, 2016.*

The motion carried.

- B. 3. a. (3) 5. Dr. Yackee noted that the Board did not need to consider item [B. 3. a. (3)], Proposed Revision of Policy 4.01, College Calendar, as it has already been approved.

- B. 3. a. (4) 6. *It was moved by Mr. Bacarella and seconded by Mrs. Kreps that Policy 2.22, Scheduled Paid Holidays and Scheduled Paid Vacation Days, be approved as presented.*

The motion carried.

- B. 3. a. (5) 7. *It was moved by Mr. Bacarella and seconded by Mrs. Thayer that Policy 6.04, Designated Depositories, be approved as presented.*

The motion carried.

- C. 2. a. (1) 8. President Quartey explained that as part of the shared governance process, the Councils and Student Government will update the Board at least twice a year. He thanked Student Government for being the first of the groups to present.

Student Government Liaison, Chase Lindecker, introduced himself; President Shelby Angilley, and Vice President Cole McNew. The students showed a Prezi presentation, which highlighted the Student Government events that took place over the last year. Some activities included the Welcome Back BBQ on main campus and the Welcome Back Luncheon at the Whitman Center, an October blood drive, they sent care packages to veterans, made and distributed ribbons for Chelsea Bruck, and helped with New Student Orientation. They also now have a member who sits on the Diversity Committee, and the club was featured twice in the Monroe Evening News this year.

In all, Student Government has held 42 events this year and they have at least eight to ten more planned. There are 27 members in Student Government. Mr. Bacarella commended the group for their dedication. Dr. Daniels acknowledged Tom Ryder for facilitating Student Government and overseeing all of the student clubs. To remain active, clubs must have four meetings and two events per year.

- C. 3. a. (1) 9. Letter of thanks from Mary Lyons and family for the support and sympathy at the passing of her father, Robert C. Freeman (enclosure)
- C. 3. a. (2) 10. Letter of thanks from Penny and Brian Bodell and family for the support and memorial gift given at the passing of Brian's father, Bernard Bodell (enclosure)
- C. 3. a. (3) 11. Letter of thanks from Josh and Sheila Myers for the flowers sent at the birth of their son, Luke (enclosure)
- C. 3. a. (4) 12. Letter of thanks from Cindy Yonovich and family for the condolence letter and memorial gift given at the passing of her mother (enclosure)
- C. 3. a. (5) 13. President Quartey reported on the following staff appointments, Administrative contract renewal, continuing contract for administrators, probationary administrative contract renewal, continuing faculty contracts, and probationary faculty contracts

Staff Appointments

Renee Drouillard, Administrative Assistant to the Director of Workforce Development, effective February 9, 2015, (transfer replacing Annette Kiebler). This transfer was part of the restructuring of Financial Aid. One Financial Aid position will be eliminated and the other will be upgraded to Professional Staff. Financial Aid staff will go from a staff of four to a staff of three.

Kelly Scheer, Administrative Assistant to the Dean of Business Division, effective February 2, 2015, (replacing Becky Leonhardt)

Rouzbeh Oskui, Automotive Service Program Coordinator, effective 2/11/2015

Administrative Contract Renewal

Paul Hedeon, Dean of Humanities/Social Sciences, effective July 1, 2015 – June 30, 2016

Continuing Faculty Contract for Administrator

Paul Hedeon, Dean of Humanities/Social Sciences, effective April 30, 2015

Probationary Administrative Contract Renewals

Jack Burns, Director of Campus Planning and Facilities, third-year probationary contract, effective 7/1/15-6/30/16

Continuing Faculty Contracts

Michelle Schwartz, Assistant Professor of Nursing

3rd Year Probationary Faculty Contracts

Lindi McClure, Assistant Professor of Practical Nursing

Bradley Hesser, Associate Professor of Graphic Design

2nd Year Probationary Faculty Contracts

Michael Fuentes, Associate Professor of Chemistry

Deminique Heiks, Instructor of Criminal Justice

- C. 3. a. (6) 14. The Board received a Statement of General Fund Revenues and Expenses for the period ending January 31, 2015. Dr. Quartey read highlights from a “Statement of General Fund Revenues and Expenses for the Period Ending January 31, 2015” document prepared by Deborah Beagle, Director of Financial Services.

At the end of January revenue is 57 percent of budget; expenses are 50 percent of budget for the year. Tax anticipation note – for short-term cash flow needs. The College borrowed \$2,000,000 on October 10, 2014. The note should be paid off within the next month.

The complete document is included in the Board packets and also attached to the draft minutes.

- C. 3. a. (7) 15. Dr. Grace Yackee, Vice President of Instruction, noted that items (7) and (8) are information items and she reminded the Board of past action in relation to Policy 3.12, General Requirements for Graduation. In April 2010, the Board approved the change in Policy 3.12, General Education Requirements for Graduation. Prior to April 2010, the Board actually approved the courses it believed met MCCC’s general education requirement. The Board now focuses on recommendations for the broad overall goals of general education. In policy 3.12, those three goals are presented: Critical Thinking Communication, and Social and Cultural Awareness.

Procedure 3.12 (f) presents the entire general education goals, learning outcomes and learning objectives. In 2010, the procedure had nine competencies. As faculty began to assess those competencies and identify satisfiers for the competencies, and look at what other community colleges across the state were doing, they decided to reduce the competencies from nine to six. These decisions were all faculty driven. Changing the policy was important so that the board would not be put in the position of acting on courses again.

- C. 3. a. (8) 16. Dr. Grace Yackee credited Tracy Vogt, Registrar, for her help updating Procedure 3.13, Degree Program Requirements, by taking the new General Education and putting it in the format that meets our degree requirements. The revised procedure specifically outlines degree requirements for the four degrees we offer: Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of Fine Arts. General education is the minimum competency required for all degree programs. In the program areas, many have higher levels of general education than the minimum. The Higher Learning Commission requires general education competencies to be equal across all degree programs.

- C. 3. b. (1) 17. President Quartey summarized his reports to the Trustees which he sends every other week. The budget process is ongoing and Dr. Quartey and the Vice Presidents continue to meet. All of the budget information has been sent out to the Deans and various department heads. Cabinet continues to

reorganize and restructure, attempting to find as much money as possible within the budget, so they can provide a balanced budget to the Board. Dr. Quartey and Chair Bellino meet every Wednesday to discuss the budget and other matters. Cabinet is making progress on the budget; they will present a balanced budget, and have the additional \$250,000 to \$300,000 dollars needed for the Performance Contracting program. A Board Study Meeting to discuss the budget will be scheduled in May. Cabinet is gathering data on the College's revenue streams and as the College moves forward, talks need to take place to determine when to attempt another millage.

Dr. Quartey continues to meet one-on-one with the Township Supervisors of Monroe County. Last Thursday he attended a Township Supervisor meeting and met with all of them. The County's three commissioners and State Representatives LaVoy, Shepherd, and Zorn were also present. They were all very supportive of the College's efforts to attempt another millage. Dr. Quartey is putting together a study committee made up of individuals from campus and off campus to help determine how to move forward with MCCC's millage strategy.

The President worked on a Grant with the Applied Science and Engineering Technology (ASET) Division. The grant was for \$600,000 worth of equipment. They were able to get commitments for matching funds as well: \$100,000 from the Monroe County Intermediate School District and \$18,250 from FEDCO. Ventower and Baker Gas also donated funds. Dr. Quartey is waiting to hear back on a proposal sent to Ort Tool and Die for somewhere between \$75,000 and \$100,000.

A new episode of the Education Matters television show has been taped. Tom Ryder is now involved in that process along with Joe Verkennes and Kari Jenkins. Dr. Steve McNew was the featured guest on the show. Dr. Quartey is the chair for March of Dimes, March for Babies, which will take place on May 3, 2015, on the MCCC campus. Other meetings attended include Board meetings, internal meetings, and speaking engagements. On Wednesday, February 25, Dr. Quartey is speaking at the National Association of Insurance and Financial Advisors (NAIFA) Business Breakfast held at the Monroe Golf and Country Club at 8:00 a.m. His presentation will be "The Role of Monroe County Community College in Building 'Place' in Monroe County." The Board is invited to attend.

- C. 3. B. (2) 18. Before moving to the next item, Chair Bellino appointed the following Trustees to the Strategic Finance Committee to assist President Quartey and his team with the budget process.

College Finance Committee

Mr. William J. Bacarella Jr. - Chair

Mrs. Marjorie A. Kreps

Mrs. Lynette A. Dowler

- C. 3. b. (3) 19. Joshua Myers, Executive Director of The Foundation, reported that he gave a presentation updating The Foundation Board on the budget situation at the College and the upcoming strategic planning process for The Foundation. The strategic planning process is being funded through the Title III Grant. Mr. Myers will be developing the plan with the help of The Foundation Board and a consultant. Mr. Myers also noted *One Book, One Community*, a community literacy program chaired by Assistant Professor of English, Cheryl Johnston, has their "Celebrity Waiter Night" on Monday, March 30, 2015 at Harbor Inn and Ale. Cocktail hour begins at 5:30 and dinner is at 6:00 p.m. The meal will be a buffet of local food. Guests pay for their own meals and then tip their celebrity waiter. Tips go to support the *One Book, One Community* project, which is self-funded.

- C. 4. b. (1) 20. Chair Bellino commented on last night's *Collage Concert*. The event was very well attended and the first show was sold out. The second show had about 4 empty seats. The choir was excellent. Chair Bellino thanked Dr. Quartey and Mr. Myers for helping out with the concert.
- C. 4. b. (1) 21. Trustee Mary Kay Thayer reported on the February 2015 Association of Community College Trustees Legislative Summit held in Washington D.C. One of the highlights of the summit was meeting with Senator Debbie Stabenow and Senator Gary Peters. Both Senators are very supportive of the community college mission. Topics discussed included the need to continue providing adequate funding to support inflationary increases to the Pell Grant maximum awards without limiting eligibility, restoring the year-round Pell Grant, the need to extend the Trade Adjustment Assistance Act Community College and Career Training Grant Programs (TAAACT). The final topic discussed was the addition of free community college education and its possible implications for community colleges. There is a lot of funding available through both the Department of Labor and the Department of Education. Dr. Quartey and his team are taking the steps necessary to acquire those monies.

The Department of Education will be introducing a new college rating system, which uses the Integrated Post-secondary Education Data System (IPEDS) as a measurement tool. Community Colleges will have a chance to provide input on the new system. The numerous presenters spoke about the advantages of free tuition. Many Trustees and Presidents are concerned that the Pell Grant and other financial aid will be eliminated with the passage of the Community College Promise.

Mrs. Thayer also gave a brief update on the Michigan Community College Association (MCCA) and funding. Although colleges are getting less money from the state there are other ways to make up for some of it. For instance, many grants are available for skilled trades programs. This week, legislation was reintroduced that would expand the authority community colleges have to offer four-year degrees in nursing, allied health, information technology, ski area management, wastewater treatment technology, and manufacturing technology. Senate Bill 98 was referred to the Senate Commerce Committee.

A brief discussion was held regarding reverse transfer. MCCC has agreements with Eastern Michigan and other universities to inform MCCC transfer students about reverse transfer and walk them through the process. Dr. Quartey noted that if MCCC students have at least 15 credit hours and then transfer and complete their degree elsewhere, if MCCC can track them, it can claim them as "completers".

Dr. Quartey stated that there are many grants available to community colleges and he as President is taking charge of the grant writing activities and working with the Deans to acquire those monies. MCCC must actively pursue those funding sources.

- C. 4. b. (2) 22. Chair Bellino noted the upcoming events.
- C. 4. b. (3) 23. Vice President Yackee noted that the Business and Industry Luncheon is scheduled for May 7, 2015, at 11:30 a.m. B. Kinsey reported that the presenters are Mr. Kirk Kern, Director of the Dallas-Hamilton Center for Entrepreneurial Leadership and faculty member, and Dr. Gene Poor from BGSU's Entrepreneurial Leadership program which gives students an opportunity to launch a business through a business start-up program called "*The Hatch*." If selected as a "Hatchling" through an application process, students work on a business presentation with an alumni mentor for ten weeks. The aspiring entrepreneurs then face a panel of investors, along with a live audience, and pitch their ideas in hopes of obtaining funding to "hatch" their venture, similar to the television show "Shark Tank." The last four years,

the program has raised over \$300,000 to fund student generated ideas. MCCC sponsored a similar event last year called the Business Pitch, in which the winners received cash awards and scholarships.

- C. 4. b. (4) 24. Mrs. Thayer reminded the Board that their self-evaluations are due by February, 28. Once the evaluations are compiled, the Board will hold a study meeting to review the results and discuss the next steps.
- C. 4. B. (5) 25. College Supporter of the Year nominations are due by March 15, 2015. The award will be presented at the Business and Industry Luncheon on May 7, 2015.
26. *It was moved by Mr. Bacarella and seconded by Mrs. Kreps that the meeting be adjourned.*

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Joseph N. Bellino Jr.
Chair

James E. DeVries
Secretary

/prd

These minutes were approved at the March 23, 2015 Board of Trustees meeting.

Attachment

Statement of General Fund Revenue, Expenses, and Other Changes

Month ending January 31, 2015 and 2014

At the end of January revenue is 57 percent of budget; expenses are 50 percent of budget for the year.

Tax anticipation note – for short term cash flow needs. The College borrowed \$2,000,000 on October 10, 2014. A percentage of pledged property taxes collected are required to be set aside in an account at Monroe Bank & Trust. When the amount of the set-aside payments total \$2,000,000, the note will be redeemed and the interest due will be paid. To date the amount of set aside payments are:

January 5, 2015 \$ 75,500

February 4, 2015 \$ 935,507

Total \$1,011,007

PA 300 of 2012, Michigan Public School Employees' Retirement System (MPSERS) retirement reform act, included a cap of 20.96 percent on the portion of the employer contributions being used to fund the Unfunded Actuarial Accrued Liability (UAAL) of MPSERS employer contributions. As a result, the balance of the retirement costs are funded through state appropriations. Monthly payments for November through August include an amount for the Colleges portion of the balance. The College must remit the funds to the Office of Retirement services by the 10th of the following month. State appropriations for the month ending January 31, include \$362,668 and \$214,216 for 2015 and 2014, respectively. This amount has also been recorded as an expense for the month ending January.

Respectfully submitted,

Deborah Beagle