

MINUTES OF THE FIVE HUNDRED FIFTY-THIRD
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., September 28, 2015

Members present: William J. Bacarella Jr., Joseph N. Bellino Jr., William H. Braunlich (via Zoom), James DeVries, Lynette M. Dowler (via Zoom), Marjorie A. Kreps

Members absent: Mary Kay Thayer

Also present: Jack Burns, Peter Coomar, Valerie Culler, Randy Daniels, Jamie Deleeuw, Mark Hall, Paul Hedeem, Barry Kinsey, Paul Knollman, Brian Lay, Kim Lindquist, Vinnie Maltese, Bill McCloskey, Molly McCutchan, Barbara McNamee, Josh Myers, Tina Pillarelli, Nicholas Prush, James Ross, Shane Spaulding, Tracy Vogt, Suzanne Wetzel, Grace Yackee, Penny Dorsey (recording secretary)

1. Chair Bellino called the meeting to order at 7:00 p.m.
2. *It was moved by Mrs. Kreps and supported by Dr. DeVries that the Minutes of the regular meetings of May 18 and June 22, 2015 and the minutes of the special meetings of June 1, July 6, and August 24 2015 be approved as presented.*

Mr. Braunlich and Mrs. Dowler approved the motion.

The motion carried.

3. Item B. 2. (1) - Authorization for President to Execute a Faculty Contract and Item B. 2. (4) - Proposed Resolution Authorizing Issuance of 2015 Tax Anticipation Notes, were pulled from the consent agenda.

- B. 2. a. (1) 4. *It was moved by Mr. Bacarella and supported by Mrs. Kreps that the Board authorizes the President to execute an administrative contract for Anthony Quinn, Director of Upward Bound, effective September 4, 2015 to September 3, 2016.*

Mr. Braunlich and Mrs. Dowler approved the motion.

The motion carried.

- B. 2. a. (2) 5. *It was moved by Mr. Bacarella and seconded by Mrs. Kreps that that the Monroe County Community College Board of Trustees certifies that Monroe County Community College not only meets but exceeds the best practice standards required by Section 230 of Michigan Public Act 85 of 2015, the education omnibus appropriations act for fiscal year 2016, as the attached table demonstrates.*

Mr. Braunlich and Mrs. Dowler approved the motion.

The motion carried.

- B. 2. a. (3) 6. *It was moved by Mr. Bacarella and seconded by Mrs. Kreps that the following resolution proclaiming October, United Way Month be adopted:
WHEREAS, the United Way of Monroe County is entering its 2015-2016 campaign and will set another milestone goal that will see campaign pledges of over one million 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 Monroe County.

THEREFORE, BE IT RESOLVED by the Monroe County Community College Board of Trustees, that the College employees be encouraged to participate in the 2015-2016 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 2015 ‘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 28, 2015.

Mr. Braunlich and Mrs. Dowler approved the motion.

The motion carried.

- B. 2. a. (4) 7. *It was moved by Mr. Bacarella and seconded by Mrs. Kreps that the Board approves the President’s Measurable Goals as presented.*

Mr. Braunlich and Mrs. Dowler approved the motion.

The motion carried.

- B. 3. a. (1) 8. *It was moved by Mr. Bacarella and supported by Mr. DeVries that the Board authorizes the President to execute a contract for the following faculty member:*

*Shane Spaulding, Instructor Respiratory Therapy/Clinical Education Director
First-year Probationary Contract
Effective August 24, 2015.*

Dr. Grace Yackee, Vice President of Instruction, noted that Mr. Spaulding is an alumni and has taught as an adjunct for MCCC for the last four years and has a significant background in Critical Care experience. Mr. Spaulding is a registered respiratory therapist at the University of Michigan Medical Center and ProMedica Toledo Hospital. He has an associate’s degree from MCCC and a bachelor’s degree from The College of William and Mary. Mr. Spaulding is close to completing his Master’s degree in Health Professions Education from Michigan State University.

Mr. Braunlich and Mrs. Dowler approved the motion.

The motion carried.

- B. 3. a. (2) 9. *It was moved by Mr. Bacarella and supported by Dr. DeVries that the attached resolution authorizing issuance of 2015 Tax Anticipation Notes on behalf of Monroe County Community College be adopted.*

Sue Wetzel, Vice President of Administration, noted that this is the fourth time the College has applied for a Tax Anticipation Note. The College is currently finalizing its cash flow and finishing up the audit. The request is to not exceed 2.5 million, while anticipating a need for not more than about 1.5 million. Bids have been sent out to six banks and they are due by October 9. If the Board approves this resolution, Mrs. Wetzel will request the funds be available by October 26. The College needs the funds for the last five payrolls of the year. October is a three-pay month this fiscal year. The interest rate for the last three years has been 0.95 percent. Bids were sent to Bank of America, Comerica Bank, 5/3 Bank, Flagstar, Monroe Bank and Trust, and PNC. When the College tax revenues start coming in, there is a “set-aside” to pay back the money borrowed with the Tax Anticipation Note. Because of this, the money is usually paid back in either March or April even though it is not due until June.

Mr. Braunlich and Mrs. Dowler approved the motion.

The motion carried.

- C. 1. a. (1) 16. There were no delegations.
- C. 2. a. (1) 17. Note of thanks from Ethan Dixon for receiving the Board of Trustees Scholarship.
- C. 2. a. (2) 18. Note of thanks from Anna Chudnicki for receiving the Board of Trustees Scholarship.
- C. 2. a. (3) 19. Note of thanks from Noah Stanford for receiving the Computer Information Systems Scholarship.
- C. 2. a. 4) 20. Note of thanks from Dane Diesing for receiving the Board of Trustees Scholarship.
- C. 3. a. (1) 21. Dr. Quartey reported on the following staff appointments, contract renewal, faculty appointment, resignation, etc.

Staff Appointment

Kari Jenkins, Foundation and Communications Coordinator, effective August, 19, 2015

Derek Brylinski, General Maintenance Worker, effective September 1, 2015

Contract Renewal:

Anthony Quinn, Director of Upward Bound, non-continuing contract, effective September 4, 2015 to September 3, 2016

Faculty Appointment:

Shane Spaulding, Instructor Respiratory Therapy/Clinical Education Director, effective August 24, 2015 (replacing Nicholas Prush)

Contract Rescinded:

Keith Proctor, Instructor of Welding, effective July 23, 2015

Resignation:

Ramona Fisher, Coordinator, Annual Giving and Alumni Affairs, effective July 23, 2015

Rebecca Libstorff, Administrative Assistant to the Director of Campus Planning and Facilities, effective September 18, 2015

- C. 3. a. (2) 22. Suzanne Wetzel, Vice President Administration, reported on the Statement of General Fund Revenues and Expenses for the period ending August 31, 2015 as well as for the period ending June 30, 2015.

The August 31 statement shows no funds received yet for state appropriations because the state's fiscal year begins October 1. State Unfunded Actuarial Accrued Liability (UAAL) revenues are now broken out on the report to give a more realistic view of the College's state funding. A break out view of tuition and fees revenue for fall shows that resident tuition is up 0.5 percent. Non-resident tuition is just down 1.18 percent, and out-of-state tuition is down almost 20 percent (about \$44,000), which brings the College a little under budget for fall. Lab fees for the credit side are where they were predicted to be. Overall, the College budget numbers are solid. Expenses are running as would be expected for this time of the year.

The June 30, 2015 statement is almost finished. The College auditors, Cooley Hehl, were on campus June 29-July 2, 2015 for audit testing. They were here August 31 through September 4 for the Foundation audit. The auditors were back again September 8, 2015 and plan to complete their onsite work by Friday, September 9.

Plant Moran arrived this morning for their A133 audit. They should complete their onsite work by Friday. Thank you to Valerie Culler for pulling all of the information together for this audit. Thank you also to Dan Schwab for all of his phenomenal work.

Again, the June statement is not quite finished, but is very close. This statement breaks out the State UAAL to show its impact on the budget. If this portion were not broken out, it would look like the College budgeted \$4.5 million in State revenues, but it brought in \$5.5 million and that is not accurate. The State passes UAAL funds through the system, and then sends it to colleges followed by a bill. The colleges in turn, send the money right back to the State. The expense don not appear quite so obvious because it is tied to employees (\$997,000) and spread over several areas and doesn't skew any one item.

Although tuition and fees revenues is under budget by \$639,00 under budget, property taxes are slightly under budget, and the "other" category was under budget, because the College was able to control its expenses, MCCC will end this year with general funds about 1.16 million revenues over expenses. The College reserves will be at 5.35 million.

Dr. Quartey emphasized that the positive status of the College budget is due to frugality on the College's part. The College has been very fiscally responsible to get to this point.

- C. 3. a. (3) 23. A note of Thanks from Tom Geyman for the memorial received at the death of his wife, Liz.
- C. 3. a. (4) 24. A note of thanks from Jack Burns for the providing the opportunity for him to attend the 2015 summer MIAPPA Conference at North Central College in Petoskey,

Michigan.

- C. 3. a. (5) 25. A note of thanks from Jeff and Gail VanSlambrouck for the memorial received at the death of Gail's mother, Emily Stoykoff.
- C. 3. a. (6) 26. A note of thanks from Mary Lyons and family for the memorial received at the death of her father-in-law, Thomas Lyons.
- C. 3. b. (1) 27. President Quartey summarized his reports to the Trustees which he sends every other week. Two major meetings are coming up; the first is the Agricultural Action Committee meeting on October 7, at 5:30 p.m., and the second if the Innovation and Entrepreneurship meeting on October 14, at 5:30 p.m. The agriculture group will look at ways the college can serve our agricultural community with college programs. Paul Knollman, Dean of Business, is helping with the innovation group whose goal is to create an innovation and entrepreneurship center at MCCC. Thursday, October 1, at 7:30 a.m. Barry and Kojo will attend a logistics meeting with the major transportation companies in the area to see what kind of training the College can provide to them. Training will begin with non-credit classes and then transition to credit classes.
- C. 3. b. (2) 28. Mark Hall, Director of Admissions, reported on the 2015 Fall Enrollment report. The College head count is down another 8.3 percent this year and credit hours are down another 8.6 percent. Billable contact hours are up 7.7 percent. Career and transfer students are almost evenly split. The average age of students continues to go down, the average age of student is 23.4 years. One of the main reasons for this decline in age may be attributed to the recovering economy. Statistics indicate that as the economy recovers, older students tend to go back to work.

Dual enrollment is up by 6 students, for a total of 488 dual enrolled students, which is an all-time high for MCCC. Direct College is down about 50 students due to a large turnover at Monroe High Schools. Those numbers are expected to increase during the winter semester. Former principal, Valerie Orr is now the superintendent of the Whiteford School District. She is hoping to start a start direct college program at Whiteford Agricultural High School.

High school graduations are slightly, which brings MCCC's enrollment slightly down. We continue to struggle in South County with Bedford. The College continues to recruit more than ever and recruitment is going well in the downriver areas.

There is an all-county in-service scheduled for October 30, which every high school counselor in the county will attend. The event will take place at MCCC and will include a tour of the Career Technology Center, lunch, and an update on the College's programs. Dr. Quartey is going to Jefferson High School on October 14, to talk to three groups of seniors for several hours.

Out-of-state enrollment is down 3 percent. This could be attributed to the number of Pell runners coming out of Toledo. The College gets about 200 Pell runners per year.

Dual enrollment numbers are good and expected to increase. The new STEM Program is expecting 24 new students, but they will not enroll in college for another year. Enrollment state wide continues to slide. MCCC falls about in the middle of the State's community colleges. MCCC began a campus-wide initiative this summer called "Enrollment Triage," which was managed Joe Verkennes, Director of marketing Communications, and Randy Daniels, Vice President of Student and Information Systems. Efforts included major phone call, mail, and email campaigns. The college has been making extraordinary efforts to increase enrollment. The number of counselors at high schools has been drastically reduced. There are about 800 students per counselor now with the recommended number being 235 per counselor. One of the consequences of this is that many high school students miss scholarship deadlines. Jefferson High School has increased efforts to help students make the scholarship deadlines.

- C. 3. b. (3) 29. Dr. Grace Yackee, Vice President of Instruction, gave hard copies of the Assurance Argument to the Trustees. She also demonstrated how to access the document online as this is the best way to view the document and the only way to access the live links. Section 5B speaks directly to the Board of Trustees. Dr. Jamie Deleeuw created a unique sign-in for each Board member, which she sent to them via email. To sign into the system, Trustees should go to www.hlcommission.org, and then click on Assurance System button. Next, Trustees should enter the appropriate username and password. Each section must be read individually. Links are underlined and highlighted. Click on the links to see the evidence documents. This visit is a mid-term review, an assurance review to ensure that the College continues to meet the criteria for accreditation. It is also a comprehensive evaluation, meaning that the team will

look at all five criteria, unlike the 2013 Focused Visit, which targeted only a few items. These criteria and the Assurance Argument, Pathways, are effective beginning Fall 2015. MCCC is one of the first institutions not only using the electronic Assurance System, but also being evaluated under the new criteria for accreditation. The HLC team will be on campus October 19-20, 2015. The team includes five reviewers, all of whom are from other community colleges. Dr. Yackee will release background information on the team to the Board. The information will include names and positions, but will not their college affiliation. The next full accreditation review is scheduled for 2019/20.

Dr. Quartey acknowledged all those who were involved in the process, especially Dr. Yackee who spearheaded the process and Dr. Paul Hedeem who edited the entire document. Dr. Yackee thanked Dr. Bill McCloskey for all of his work as coordinator of faculty assessment, and the members of the Curriculum Committee, and those who have worked on the Governance System. She extended a special thank you to Tracy Vogt, Registrar, and Valerie Culler, Director of Financial Aid for managing the Federal Compliance section. A separate team reviews Federal Compliance. The team of five will not review this section; rather a team of two will review the information off-site. The document was over 1,000 pages long with all of the appendices.

- C. 3. a. (4) 30. Sue Wetzel, Vice President of Administration, reported on status of the financing for the HVAC system. From the project side, Jack Burns and his team are ready to begin; however, the financing for the project is not yet secured. This may push the project timeline back to a spring start date. By Board resolution the total budget cost is \$16.1 million. Bids for project financing were solicited last August. On August 21, the College received two responses to the proposal; one from Bank of America/Merrill Lynch (BAM) and one from GK Baum. BAM offered the best interest rate and had lower fees. As part of the process, there are some due diligence calls and responsibilities a customer must go through before the bank can assess whether or not they want to proceed with the transaction. On September 10, 2015 BAM informed the College they were not interested in proceeding further because of our dramatic enrollment decline and the risk of conducting business in Michigan, a very high risk state.

The GK Baum (GKB) offer has higher interest and fees, and they are interested in doing business, but they want a credit enhancement (insurance) and want to pursue a tax intercept. The College said no, as it is not legal for us to do this. GKB is concerned about the size of the deal, plummeting enrollment, and the fact that MCCC has no credit history because we have not had debt in the past. The only credit history we have is our Tax Anticipation Note. The College is still negotiating with GKB, but may have to look at other funding options such as revenue bonds. Ameresco and their financing individual is still negotiating with GKB, they are also working on private placement, which involves several lenders taking a piece of the project. Mrs. Wetzel is working with the Department of Treasury to find out what options are available bonds. To date, the College has not signed the Energy Service Agreement and will not until the financing is in place.

Money spent for supplemental agreements for this project includes rental for the temporary chiller and asbestos removal inspection; both of which would have to be done with the tradition HVAC system as well. If project fell apart tomorrow, the College would owe \$22,800 for project development, \$89,000 for temporary chiller rental through the end of October, and \$39,000 for the asbestos removal plan.

If the College does not get the financing, maintenance will have to continue to try and patch the equipment and use money from the college reserves. Classes may have to be relocated to other buildings.

- C. 3. a. (4) 31. Joshua Myers, Executive Director of the Foundation, reported on the last meeting of The Foundation meeting. Mr. Myers notified the Board that Kari Jenkins would be moving from a part-time to a full-time position. This move combines the duties of Kari's current position with some of those from the Coordinator of Annual Giving and Alumni Affairs position. Miss Jenkins has been an extraordinarily valuable employee. Two new Group Three Directors, "Mima" Kubiske and Neal Thurber, were introduced to the Board.

The Foundation had budgeted funds for a strategic plan through our Title III Grant. Those funds were moved to producing a media plan that coincides with the media plan that the College is doing. Five videos were produced that will be shown in the local theater and the College website. Complimentary to that The Foundation is completely revising the website. The College website and social media will dovetail with the promotional videos.

The Board authorized \$12,000 from the Cultural Enrichment Endowment to fund cultural

operations in the theater. Mike Meyers, Chair of the Foundation, sent an email to the campus and all donors notifying them that the Title III Grant was coming to an end and that the college had a matching fund opportunity with the Federal Government. The deadline for the matching funds opportunity is Wednesday, September 30. To date, \$158,000 has been raised. Whatever cannot be made up with matching funds will have to be returned to the government.

Other events of the past several months were the Scholarship Dinner and the Alumni Golf Outing. Sixty people attended the September Planned Giving lecture. This was a joint effort between the college and the Planned Giving Roundtable of Monroe County. The Great Pumpkin Pursuit will not take place this year. The next Foundation Board meeting October 13, at 6:00 p.m., on the stage of the Meyer Theater. The new technical director will also be in attendance to give an assessment of the equipment needs in the theater.

- C. 4. b. (1) 32. Mr. Bellino gave a brief update on the 2015 Michigan Community College Association Institute in Traverse City, Michigan. He said he attended a session on how to hire a president and what to look for, and a session regarding lawsuits that colleges go through, which was very enlightening.

Dr. Quartey noted that much of the discussion at the Presidents meeting focused on offering bachelor's degrees at two-year institutions, particularly in the field of nursing. Community colleges are not compelled to offer four-year degrees. Discussions continue on this topic. The second topic focused on international recruitment. Many institutions realize that we now live in a global Society. MCCA has a Center for Global Initiatives and they have hired a part-time director for this center. MCCC supports this initiative; however the for MCCC is a challenge is a lack of housing for international students. Student Success and Guided Pathways were also discussed.

- C. 4. b. (1) 33. Chair Bellino noted the upcoming events.

34. *It was moved by Dr. DeVries and supported by Mrs. Dowler that the October 26, 2015 regular meeting of the Board of Trustees be moved from 7:00 p.m. to 6:00 p.m.*

The motion carried.

35. *It was moved by Mr. Bacarella and seconded by Dr. DeVries that the meeting be adjourned.*

The motion carried, and the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Joseph N. Bellino.
Chair

Mary Kay Thayer
Vice Chair

/prd

These minutes were approved at the October 26, 2015 Regular meeting of the Board of Trustees.