

MINUTES OF THE FIVE HUNDRED SIXTY-FOURTH  
MEETING OF THE BOARD OF TRUSTEES  
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room Z-203  
La-Z-Boy Center  
6:00 p.m., November 28, 2016

Members Present: Joseph N. Bellino Jr., James E. DeVries, Lynette M. Dowler, Edward R. Feldman, Marjorie A. Kreps, Aaron N. Mason, and Mary Kay Thayer

Also Present: William Bruck, Parmeshwar Coomar, Randy Daniels, Jamie DeLeeuw, Andrew Fischer, Jean Ford, Matt Hehl (Cooley, Hehl, Wolgamuth), Steven Hill, Barry Kinsey, Paul Knollman, Brian Lay, Kimberly Lindquist, Bill McCloskey, Trish McCloskey, Molly McCutchan, Josh Myers, Nick Prush, Kojo Quartey, Joe Verkennes, Tracy Vogt, Suzanne Wetzel, Grace Yackee, and Penny Dorsey (recording secretary)

1. Chair Bellino called the meeting to order at 6:00 p.m. He introduced Trustee Elect, Steven Hill and Trustee Elect, William Bruck.
- B. 2. a. (1) 2. The following items were pulled from the Consent Agenda for further discussion (pulled items will be discussed under “New Business” :
  - B. 2. a. (2) Proposed Retirement Resolution – William E. McCloskey
  - B. 2. a. (4) Proposed Retirement Resolution – Julie Billmaier
  - B. 2. a. (5) Proposed Resolution of Commendation – Edward R. Feldman
  - B. 2. a. (6) Proposed Resolution of Commendation – Joseph N. Bellino
  - B. 2. a. (7) Resolution to Amend College Millage Levy for 2016-17
- B. 2. a. (2) 3. *It was moved by Mrs. Kreps and supported by Mrs. Thayer that the following items on the consent agenda items be approved:*
  - B. 2. a. (1) Approval of the October 24, 2016 regular meeting minutes, and the October 31, 2016 special meeting minutes
  - B. 2. a. (3) Proposed Retirement Resolution – Timothy J. Dillon

*WHEREAS Mr. Timothy J. Dillon has decided to retire from his position as Associate Professor of English with Monroe County Community College Effective December 16, 2016, and*

*WHEREAS Mr. Dillon has been an outstanding faculty member at Monroe County Community College for 22 years as a valued professor in the Humanities and Social Sciences Division, and*

*WHEREAS Mr. Dillon served as the MCCC Writing Across the Curriculum (WAC) Coordinator and directed the administration of the WAC program and the MCCC Writing Center, including recruiting and training student tutors, integrating technology, developing the overall scope of the program, collecting and interpreting data, and writing an annual report, and*

*WHEREAS Mr. Dillon initiated a writing tutor-training course, integrated technology into the Writing Center, including E-tutoring availability, constructed a Writing Center website, developed group writing workshops, and created innovative funding structures and fund raising activities, thereby creating yearly cohorts of highly trained and inspired writing tutors who became expert communicators and writing specialists in four-year institutions across our region, and*

*WHEREAS Mr. Dillon worked with several other colleges to help them develop Writing Centers and WAC programs, including Jackson College, Siena Heights University, and Schoolcraft Community College, and*

*WHEREAS Mr. Dillon regularly accompanied writing tutors to state and regional conferences, taught composition and literature courses, and served on the Academic Review, Faculty Council, Campus and Community Events, the North Central Self-Study Ad Hoc, and Developmental Education Committees, and*

*WHEREAS Mr. Dillon volunteered for a variety of campus events, including car shows, concerts, guitar performances, and programs through the Humanities Department, and*

*WHEREAS Mr. Dillon has been recognized for his teaching and leadership roles and was nominated fourteen times for the Outstanding Faculty of the Year award,*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Mr. Timothy J. Dillon for his dedicated service and contributions to his students and his community, and*

*BE IT DECIDED that by the President's recommendation, Mr. Dillon shall hereby be granted faculty emeritus status, and*

*BE IT RECORDED that the Board of Trustees wishes for Mr. Dillon continued success, good health, and happiness on this day, November 28, 2016.*

**B. 2. a. (8) Recommendation of Group Three Directors**

*The following individuals be recommended to the MCCC Board of Trustees for appointment as Group Three Directors (Directors at Large) pursuant to Section 5.4 of the Bylaws of The Foundation at Monroe County Community College:*

*Three-Year Terms Expiring December 31, 2019*

*Alan Barron*

*Victor Bellestri*

*Florence Buchanan*

*Marjorie McIntyre Evans*

*Dr. Gerald Howe*

*Molly Luempert-Coy*

*Susan R. S. Miller*

*Laurence Wilson*

- B. 2. a. (3) 4. The Board agreed by unanimous consent to move item B. 2. a. (2) Proposed Retirement Resolution – William E. McCloskey, toward the end of the agenda to accommodate his class schedule.
- B. 3. a. (1) 5. There was no old business.
- B. 4. a. (1) 6. *It was moved by Mrs. Dowler and supported by Dr. DeVries that the following resolution of commendation for Julie Billmaier be adopted:*

*WHEREAS, Julie Billmaier has decided to retire from her position of Administrative Assistant to the Director of Admissions and Guidance Services with Monroe County Community College, and*

*WHEREAS, she has given 22 years of dedicated service to the College, and*

*WHEREAS, during those 22 years, Mrs. Billmaier's professional attitude, industrious manner, and proven competency has qualified her for various advancements from her initial position in 1994 as a student assistant, to Tech Prep Clerk, to Short Hand Lab Technician, to Computer Lab Technician, to Temporary Full-Time Administrative Assistant to the Vice-President of Instruction, to Administrative Assistant to the Director of Admissions and Guidance Services, and*

*WHEREAS, she has diligently worked to endow the Roy Turner Scholarship, actively served on The Foundation of MCCC, hosted several YFU students, volunteered at numerous college events and programs, and is currently a member of the Bacchus Society, and*

*WHEREAS, she has always performed all duties and responsibilities in an exemplary fashion demonstrating honesty, fairness, and steadfast dedication to students, and that*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Julie Billmaier for her dedicated service and contributions to the College, its students, and the community, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees express their very best wishes for her continued success, well-being, and happiness on this Monday, November 28, 2016.*

The motion carried.

- B. 4. a. (2) 7. *It was moved by Mrs. Kreps and supported by Mrs. Dowler that the following resolution of commendation for Dr. Edward R. Feldman be adopted:*

*WHEREAS, Edward R. Feldman has served the Community College District with distinction for the past year, devoting himself to the educational, cultural, and financial enhancement of the College, and*

*WHEREAS, he has provided invaluable insight as a retired physician and former adjunct instructor at MCCC, and*

*WHEREAS, he has always kept the welfare of the citizens of the District in mind above any personal interest, and*

*WHEREAS, he provided leadership and countless hours of volunteer service to educating the community about the College's Maintenance and Improvement Millage which was approved by the Monroe County electorate on November 8, 2016, and*

*WHEREAS, he has represented the College with dignity and professionalism, serving as a champion for the ideals of higher education and the mission of Monroe County Community College, and*

*WHEREAS, Monroe County Community College has benefited greatly from his unselfish and devoted services.*

*THEREFORE, BE IT RESOLVED, that the citizens of the Community College District of Monroe County, Michigan, and the students, faculty, staff, and administration of the College commend Edward R. Feldman for services he has rendered to the District from December 21, 2015 to December 31, 2016, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, wellbeing and happiness on this Monday, November 28, 2016.*

The Board noted that Dr. Feldman was an excellent Trustee, and it was an honor and a privilege to have Dr. Feldman on the Board and that he was an excellent Trustee. His impact over a short time has been outstanding.

Dr. Quartey added that Dr. Feldman was very selfless and committed to the institution. He thanked him for all the work he had done for the millage and said that the millage passed largely because of his efforts. Further, when Dr. Feldman spoke at the Bedford Senior Center, he was eloquent.

The motion carried.

- B. 4. a. (3) 8. *It was moved by Mr. Mason and supported by Mrs. Dowler that the following resolution of commendation for Joseph N. Bellino be adopted:*

*WHEREAS, Mr. Joseph N. Bellino, Jr. served as an elected trustee of Monroe County Community College from 2001-2016 and served as chair from 2015-16,*

*WHEREAS, he served on the Board during the tenure of three of the five presidents in the 52-year history of MCCC;*

*WHEREAS, he was a staunch advocate of the college, devoting hundreds of volunteer hours to its advancement as a college of first-choice for Monroe County residents, and he departs the Board of Trustees with an exceptional record of leadership, service and accomplishment, and*

*WHEREAS, he provided valuable insight as an alumnus of Monroe County Community College and a local small business owner for nearly two decades,*

*as well as through his membership in the Monroe Exchange Club, the Monroe County Chamber of Commerce, the National Federation of Independent Businesses, and the Associated Food and Petroleum Dealers, for which he presently serves as a board member and past chair,*

*WHEREAS, he served on the Board during critical points in the college’s history, such as the opening of the La-Z-Boy Center and Meyer Theater in 2004 and the opening of the Career Technology Center in 2013, and*

*WHEREAS, he displayed an unwavering commitment to keeping higher education affordable for the citizens of Monroe County, and*

*WHEREAS, under his leadership as chair, MCCC embarked on a 5-Year Maintenance and Improvement Millage proposal that was passed by the Monroe County electorate in 2016 and will be used for critical updates to safety, accessibility, technology and the learning environment, as well as maintenance that has been deferred because of tight budgets,*

*WHEREAS, he represented the college with dignity and professionalism, promoting the ideals of higher education and the mission of Monroe County Community College, and*

*WHEREAS, Monroe County Community College has benefited greatly from his devoted service.*

*THEREFORE, BE IT RESOLVED, that the citizens of the Community College District of Monroe County, Michigan, and the students, faculty, staff and administration of the college commend Mr. Joseph N. Bellino, Jr. for services he has rendered to the district from 2001-2016, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, wellbeing and happiness on this Monday, November 28, 2016.*

The board remarked that Mr. Bellino was welcoming to all new Board members. During tough Board transitions he was quick to affirm others.

Dr. Quartey commented on how much Mr. Bellino does behind the scenes for his community, including making significant monetary contributions and financially supporting the millage PAC.

The motion carried.

- B. 4. a. (4) 9. Suzanne Wetzel, Vice President of Administration, explained that this revision was a housekeeping matter. In March 2016, the Board authorized the College to notify the tax lien authorities to levy the College rate of 2.1749 mills. With the passage of the millage, the College needs to reissue the request for addition of the operating millage of .85 mills.

*It was moved by Mrs. Thayer and supported by Mr. Mason that the following resolution to set the College millage Levy for the 2016-17 fiscal year be adopted subject to Headlee rollback provisions*

<i>Operating</i>	<i>2.1794 mills</i>
<i>Facilities/Infrastructure</i>	<i>.85 mills</i>

*THEREFORE BE IT RESOLVED, that the clerks of the cities and townships of Monroe County be given written notice of this action. Each clerk shall be requested to forward such notice to the appropriate assessing officers of the cities and townships.*

*BE IT FURTHER RESOLVED, that taxes to be raised against property within any city, any portion of which lies within the community college district boundaries, may be levied and collected in the same manner and at the same time as the city taxes.*

Suzanne Wetzel, Vice President remarked that the levy will appear on the December 2016 taxes, and funds will begin arriving in January.

The motion carried.

- C. 1. a. (1) 10. There were no delegations present.
- C. 2. a. (1) 11. The Board received a letter of congratulations from Dr. Stephen McNew, Monroe County Intermediate School District Superintendent, on the success of the MCCC 5-year Maintenance and Improvement Millage.
- C. 3. a. (1) 12. President Quartey reported the following staff appointment and retirements:

Staff Appointment:

Tom Kleman, Maintenance Chief, effective October 1, 2016 (replacing Terry Cole)

Retirements:

Timothy J. Dillon, Associate Professor of English and Writing Across the Curriculum Coordinator, effective December 16, 2016

William McCloskey, Professor of English, effective December 16, 2016

Julie Billmaier, Administrative Assistant to the Director of Admissions, effective December 22, 2016

Joan Mead, Information Systems Technician, effective January 17, 2017

Penny Bodell, Administrative Assistant to the Vice President of Student and Information Services, effective January 27, 2017

- C. 3. a. (2) 13. The Board received a note of thanks from Jeff and Gail VanSlambrouck for the memorial sent at the death of Gail's daughter, Tiffaney Mohn (enclosure)
- C. 3. a. (3) 14. The Board received the Statement of General Fund Revenues and Expenses for the period ending October 31, 2016.

Suzanne Wetzel, Vice President of Administration, pointed out that tuition and fees appear to be down by 1.8 million dollars year over year. This is because of the timing of registration. Last year registration began in October and some Winter tuition was included in the total. This year registration began in November and there was no winter tuition included. As of today, tuition and fees revenues are up almost \$6.7 million as compared to last year at the end of November. Fall billable contact hour revenue was up 2.39 percent over budget, even though enrollment was slightly down.

There is about 25 percent remaining on the HVAC project expenses. Seventy-five percent of the money borrowed for the project has already been paid out as of the end of October. The second payment went out on September 30. The first principle payment (a little over \$718,000) will be sent in March 2017. The money is already set aside. State appropriations appear down slightly; however, the College receives this money in 11 payments, with no payment in September. Property taxes also appear down slightly, but the majority of these taxes come in January through March. Expenses are about \$2 million ahead of revenue, which is typical for this time of the year. Right now, cash flow is low for the College, but this will change after the first of the year. Year to date, expenses are nearly \$2 million ahead of revenue, which is typical for this time of year.

The levy for the maintenance and improvement millage will appear on the December tax bill and will reflect the .85 mill approved on the November 2017 ballot.

- C. 3. a. (4) 15. Matt Hehl of Cooley, Hehl, Wolgamuth and Carlton, PLLC, gave highlights of the 2014-15 Audit Report. The Board Audit Committee met with Mr. Hehl to go over the details of the audit on November 7, 2016. Prior to this year, there were significant deficiencies noted in the audit regarding written (documented) procedures. This has been addressed by Mrs. Wetzel and Mr. Fischer have addressed this deficiency and it has been removed. There were no findings, significant deficiencies, or material weaknesses with the current audit, which includes the Federal Award Audit. Dr. Quartey commended Mrs. Wetzel and Mr. Fischer for their notable work.

Mr. Hehl pointed out GASB Statement No. 75. The Statement, which was issued in June 2015, requires governments that provide post-employment benefits other than

pension (OPEB) to their employees and for governments that finance OPEB for employees of other governments. This OPEB standard will require the College to recognize on the face of the financial statements its proportionate share of the net OPEB liability related to its participation in the Michigan Public School Employees Retirement Plan (MPSERS). The liability—retiree healthcare—is estimated to be about \$20 million.

AJ Fisher, Director of Finances, pointed out that current assets have increase significantly due to the financing and construction of the HVAC project. Current liabilities have also increase because of the financing payments that will be made within one year from the financing of the project. Debt obligations \$15.721 million, which is the remaining debt after one year for the HVAC system.

Revenues and expenses remain in line for the year 2016. Investment activities have increased from \$1.5 million to 16.8 million due to the HVAC project. As of June 30, 2016 the expenses for the construction of HVAC project was \$7.885 million.

Economic factors that will affect the future include the HVAC project, GASB Statement No. 75, and declining enrollment. Taxable property values in the state are believed to have leveled out after the 2013-14 fiscal year. The five-year maintenance and improvement millage will help alleviate the burden on its operating budget due to substantial losses in property tax revenues over the last eight years. The College also received planning authorization from the State of Michigan for the East and West Technology capital outlay project. The project is estimated to cost \$7.5 million, of which the State will provide \$3.75 million. Money from the sale of the Hurd Road property is currently sitting in an endowment maintenance and replacement fund. Two new lease agreements between the College and Spring Arbor University and Head Start respectively, will provide additional revenue to the college.

Mr. Hehl also reviewed the Foundation audit.

The complete report can be viewed at,  
<http://www.monroecc.edu/finance/MCCC%202016%20Audit-Rev.pdf>.

- B. 4. a. (4) 16. *It was moved by Dr. Feldman and supported by Mr. Mason that the following resolution of commendation for Dr. William E. McCloskey be adopted:*

*WHEREAS Dr. William McCloskey has decided to retire from his position as Professor of English with Monroe County Community College, effective December 16, 2016, and*

*WHEREAS Dr. McCloskey has been an outstanding faculty member at Monroe County Community College for twenty-eight years, first as an adjunct professor and then as a valued professor in the Humanities and Social Sciences Division, and*

*WHEREAS Dr. McCloskey served as the Dean of the Humanities and Social Sciences Division for eleven years, and*

*WHEREAS Dr. McCloskey led the campus in the establishment of its assessment program and served as Vice President on the Executive Board of the Monroe County Community College Faculty Association, and*

*WHEREAS Dr. McCloskey worked in Monroe County as an Assistant Principal and English teacher at Jefferson High School for twenty-one years from 1972 to 1993, and*

*WHEREAS Dr. McCloskey motivated, inspired, and guided thousands of students, both in High School and college, both in traditional classrooms and on study abroad trips, introducing students to the fascinations of William Shakespeare and other notable writers across all genres as well as helping students to become functional communicators and happy and prosperous members of our community, and*  
*WHEREAS Dr. McCloskey organized and chaperoned class trips to Stratford, Ontario, and the ArtPrize competition in Grand Rapids, Michigan, and*

*WHEREAS Dr. McCloskey taught theater classes and worked locally as a theatrical performer for forty-six years as a member of Monroe County Community Theater and volunteered for many impromptu consultations and public readings as a solo performer and with the Community/College Symphonic band, and*

*WHEREAS Dr. McCloskey served as an associate editor at The Community College Enterprise as well as member and/or officer of LAND (Liberal Arts Network for Development), MLAD (Michigan Liberal Arts Deans), the National Honor Society Phi Kappa Phi, the NCTE (National Council of Teachers of English), and the International Medieval Congress at Western Michigan University, and*

*WHEREAS Dr. McCloskey has been recognized for his leadership roles, nominated numerous times for Grand Marshall and teaching awards, and honored as an Outstanding Faculty of the Year (2012),*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Dr. William McCloskey for his dedicated service and contributions to his students and his community, and*

*BE IT DECIDED that by the President's recommendation, Dr. McCloskey shall hereby be granted faculty emeritus status, and*

*BE IT RECORDED that the Board of Trustees wishes for Dr. McCloskey continued success, good health, and happiness on this day, November 28, 2016.*

Dr. Quartey commented that Dr. McCloskey's passion and energy truly engages his students in the classroom. He is a great teacher and will be missed by staff, students, and the community. He thanked Dr. McCloskey for coming forward to help with the millage once contractual issues were resolved.

The motion carried.

- C. 3. a. (5) 17. Joe Verkennes, Director of Marketing and Communications, presented the 2015-16 MCCC Annual Report to the Board. At the end of the fiscal year the Administration is required by the College Policy and Procedure to provide an annual report to the Board. This report tells the story of the previous year including financials and other activities. A theme is developed based on the story. This year's theme is "Adapting to changing needs continuing in excellence in service." The reason for this is because in the last two years, the College has been focused on planning. It developed a brand new strategic plan, an enrollment management plan, a revised mission and vision. The past year has been a year of implementation. Some of the items highlighted in the report are the Enrollment Management Plan, the new Trustee Merit Scholarship and revamping of other scholarships, academic programming enhancements (NUET partnership with Davis Bessie), the launch of a PN to RN program, the expansion of social media marketing by the college, beginning the installation of the campus-wide geothermal system, and the agreement to bring Spring Arbor University to campus, as well as bringing Head Start to campus. Other sections include stories about student accomplishments, milestones, events, other partnerships, and a listing of donors. The report will be sent to about 1,000 donors tomorrow, and will be emailed to the college ConstantContact list as well.

In late October, MCCC won 10 marketing awards for the district (community colleges in Michigan, Wisconsin, Indiana, Ohio, and Illinois) at the MCNPR Conference. MCCC was second only to Ivy Tech for the number of awards received at this event. The "Education Matters" production has won awards for three straight years.

The detailed report can be downloaded and viewed at [http://www.monroeccc.edu/annualreport/2015-2016 AnnualReport.pdf](http://www.monroeccc.edu/annualreport/2015-2016%20AnnualReport.pdf).

- C. 3. a. (7) 18. Dr. Jamie DeLeeuw, Coordinator of Institutional Research, Evaluation, and Assessment summarized the 2014-15 Graduate Follow-up Survey.

There were 502 students who completed the requirements for his or her degree or certificate program(s) between July 1, 2014 and June 30, 2015. Individuals were asked to respond to the Graduate Follow-Up Survey regarding their employment, educational status, and the evaluation of various MCCC services and programs. Graduates could select from a mail survey or a Web-based format. The response rate was 19.4%. Overall the demographic characteristics of respondents were quite

representative of the graduating class, although 20 to 25-year-olds were slightly underrepresented, as were the small number of certificate earners.

Employers of graduates were also surveyed when supplied by the graduate as part of their survey. Thirty-eight surveys were mailed to employers, with a response rate of 31%. Employers provided their perception of the job preparation and performance of their MCCC graduate. Both the employer feedback and graduate feedback on College services were largely positive.

The detailed report can be downloaded and viewed at <https://www.monroeccc.edu/institutionalresearch/surveyresults/201415%20Graduate%20Follow-Up%20Report%20Final.pdf>.

- C. 3. b. (1) 19. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey reported that MCCC was nominated for a Bell Weather award. The College did not win because its presentation, “Keeping the Community in Community Colleges,” did not fit cleanly into any of the three categories (workforce, finance/fiscal, and instruction). The presentation was a collaboration of Dr. Quartey, Trustee Thayer, Trustee DeVries, and former Trustee William Bacarella at the October 22, 2014 ACCT Leadership Conference.

Parmeshwar Coomar, Dean of Applied Science and Engineering Technology, applied for an America’s Promise Grant for \$2.9 million. MCCC submitted two grant applications, one on its own, as well as another in collaboration with 10 other colleges for \$6 million. Although MCCC did not receive the \$2.9 million grant, it did receive the shared grant for \$6 million. Dr. Quartey thanked Dean Coomar and his team for all the hard work associated with submitting these two grants.

President Quartey and Paul Knollman, Dean of Business, attended the 55th Monroe County Agricultural Banquet on December 5. MCCC is partnering with the Michigan State University Institute of Agriculture to begin offering agricultural programs at MCCC. Dr. Quartey and Dr. Randy Showerman, Dean of Agriculture at MSU, will be speaking at the banquet.

Randy Daniels, Vice President of Student and Information Services, Suzanne Wetzel, Vice President of Administration, and their team have been working tirelessly on submitting three Upward Bound Grants. The grants are for Airport, Monroe and Jefferson high schools. The applications were submitted last week.

Tomorrow at 12:30, the President will host a millage victory celebration in the Meyer Theater, followed by a reception in the La-Z-Boy Center, Atrium. Light refreshments will be served. Dr. Quartey welcomed the two new Trustees, Mr. Steven Hill and Mr. William Bruck, who will begin their Board duties in January 2017. Dr. Quartey presented a PowerPoint on “The Anatomy of a Millage.” He thanked all who helped to make this millage win a reality: the townships and other elected officials, the entire community, families, and the “legacy builders” who preceded Dr. Quartey, Dr. Ronald Campbell, Dr. Jerry Welch, Audrey Warrick, and Dr. David Nixon. The past presidents are the ones who built this legacy.

Dr. Quartey commented that from the beginning of this campaign, we vowed to leave no stone unturned. Everything was done to ensure a millage victory. He presented a millage strategy outline and a township by township strategy that asked “How can MCCC better serve you.” The team embraced all parts of the community and not one township was left out. Dr. Quartey thanked each township champion and those who helped with the on-the-ground efforts.

The top five precincts who voted yes for the millage were Monroe Township, Precinct 2 (69.5%), City of Monroe - Precinct 3 (69.3%), Frenchtown - Precinct 9 (65.6%), City of Monroe - Precinct 2 (64.9%), and Monroe Township - Precinct 4 (63.2%). Dr. Quartey included an extensive list of area champions, township champions, and other helpers. Resolutions of Support included Monroe County Farm Bureau, United Way of Monroe, Monroe Center for Healthy Aging, Monroe Bank & Trust, 5<sup>th</sup> Third Bank, River Raisin National Battlefield Park, Summerfield School District, Monroe County Intermediate School District, the Carpenters Union Local 687, Monroe County Democratic Party, and the IBEW Local 8.



Major donations to the millage PAC came from Joe Bellino, the Carpenters Union Local 687, IBEW Local 8, MTS Seating, and Monroe Bank and Trust. Dr. Quartey thanked Barry Kinsey for obtaining the endorsement, signage and flier help, and the PAC donation from the Carpenters Union Local 687.

Dr. Quartey will present this PowerPoint to employees and the community at tomorrow's millage celebration. A copy of Dr. Quartey's presentation can be obtained from the President's office, or downloaded from the Blackboard Shared Governance Organization.

- C. 4. b. (1) 20. President Quartey requested the Board move to closed session to discuss the Presidential Evaluation in accordance with Section 8(a) of the Michigan Open Meetings Act to discuss issues related to a periodic personnel evaluation of an employee.

A roll call vote was taken as follows:

Yes (7) : J. Bellino, J. DeVries, L. Dowler, E. Feldman, M. Kreps,  
A. Mason, M. Thayer  
No (0) : None

Chair Bellino called a short Break at 8:01pm

The Board went into closed session at 8:09 p.m.

The open session of the Board meeting resumed at 8:21 p.m.

- C. 4. b. (2) 21. Chair Bellino appointed the following Trustees to the Architect Selection Committee for Renovation to East and West Technology Buildings:

Architect Selection Committee

Mary Kay Thayer  
Aaron Mason  
James DeVries

This committee will work in collaboration with Administration and other employee groups to select an architect for the renovation of the East and West Technology buildings.

- C. 4. b. (3) 22. Chair Bellino appointed the following Trustees to the Board Officer Nomination Committee:

Board Officer Nomination Selection Committee

Mrs. Marjorie Kreps  
Mr. Aaron Mason  
Dr. James DeVries

This committee will hold a special meeting on December 7, at 5:00 p.m. in the Board of Trustees Room, Z-203.

- C. 4. b. (4) 23. Mr. Mason, and Mrs. Thayer updated the Board on the Michigan Community College Association (MCCA) New Trustee Orientation and Trustee Leadership Institute in Lansing. On November 17-18, 2016.

Trustee Mason reported that the two new board members, Steven Hill and William Bruck also attended the New Trustee Orientation on the first day of the conference. Topics included sessions on Roberts Rules of Order, which is a hierarchy of order for meetings. Roberts Rules take over once a meeting has met federal law, state law, local policy, and then custom policy. The Open Meetings Act was also discussed. It was recommended that minutes record only what is done (action), rather than what is said.

Trustee Thayer noted that there are 30 plus new community college trustees in the state of Michigan. The leadership training helped onboard new trustees so they are ready to begin their new positions. The Roberts Rules discussion was very interesting. The rules can be tricky, but a chair can apply the rules as formally or informally as he/she chooses. Mrs. Thayer shared the document "Did you know about Michigan Community Colleges" and would like to have it posted on the

College website. P. Dorsey will look into having it posted. Discussion was also held on fiscal and legal issues faced by community colleges.

New Trustee Steven Hill commented that the MCCC group was lucky to have a parliamentarian sitting at their table during the dinner. New Trustee William Bruck found the programming very insightful. Mrs. Thayer noted that Mr. Bruck is a veteran, and that there is a lot going on in the State with veteran affairs and benefits.

Dr. DeVries reminded the Board about the upcoming Association of Community College Trustees (ACCT) Legislative Summit in Washington DC on February 13, 2017. He stressed the importance of MCCC representation at the summit to meet with legislators.

Dr. Quartey presented awards from MCCA to Chair Bellino and Trustee Marjorie Kreps for 15 years of service.

- C. 4. b. (3) 24. Chair Bellino noted the upcoming events.

Dr. Quartey informed the Board that he would be giving opening remarks and introducing Chair Bellino at the December 17, performance by Comedian Brad Wenzel. Mr. Bellino, will then introduce Mr. Wenzel, a graduate of Monroe's St. Mary Catholic Central High School.

25. *It was moved by Mr. Mason and supported by Mrs. Dowler that the meeting be adjourned.*

The motion carried and the meeting adjourned at 8:25 p.m.

Respectfully submitted,

Joseph N. Bellino  
Chair

James E. DeVries  
Secretary

/prd

These minutes were approved at the January 23, 2017 regular meeting of the Board of Trustees.