

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

The Whitman Center, Rooms 8 & 9
7777 Lewis Avenue, Temperance, MI
6:00 p.m., April 24, 2017

Present: Willian T. Bruck, James E. DeVries, Lynette M. Dowler, Steven Hill, Marjorie A. Kreps, Aaron N. Mason and Mary Kay Thayer

Also Present: Jack Burns Jr., Parmeshwar Coomar, Randy Daniels, Rachel Eagle, AJ Fischer, Kris Gerlach, Mark Hall, Dan Hamman, Paul Hedeem, Cheryl Johnston, Barry Kinsey, Paul Knollman, Brian Lay, Kimberly Lindquist, Laura Manley, Molly McCutchan, Zackary Moore, Tina Pillarelli, Kojo Quartey, Jim Ross, Terry Telfer, Leah Thomas (Agora Staff), Joe Verkennes, Tracy Vogt, Suzanne Wetzel, Grace Yackee, and Penny Dorcey (recording secretary)

1. Chair Dowler called the meeting to order at 6:00 p.m.

B. 1. a. (1) 2. There were no delegations present.

B. 2. a. (1) 3. The Board pulled the following items from the Consent Agenda for further Discussion:

B. 2. a. (4) Retirement Resolution – Mrs. Cheryl Johnston

B. 2. a. (6) Retirement Resolution – Dr. Terry Telfer

B. 2. a. (8) Resolution of Commendation – Alumnus of the Year

B. 2. a. (2) 4. *It was moved by Mrs. Thayer and supported by Mr. Hill that the following items on the consent agenda items be approved:*

B. 2. a. (1) Approval of minutes of regular meeting of March 27, 2017

B. 2. a. (2) Authorization for the President to Execute a Probationary Administrative Contract

B. 2. a. (3) Authorization for the President to Execute a Probationary Faculty Contract

B. 2. a. (5) Retirement Resolution – Mr. Charles Kelly

WHEREAS, Mr. Charles Kelly has decided to retire from his position as Professor of Computer Information Systems with Monroe County Community College, effective May 4, 2017, and

WHEREAS, he has been an outstanding employee of the college for twenty-two years, and as a dedicated professor developed assorted curriculum, materials, technology and instructional techniques in the field of Computer Information Systems Applications, and

WHEREAS, he has been the lead instructor for many of our most important courses for students entering the computer field such as Computer Programming and App Development, PC Hardware and Networking, Computer Architecture and others, and

WHEREAS, he has developed relationships, motivated, inspired, and guided thousands of students to become happy, successful and prosperous members of our society, and

WHEREAS, he has personally led the effort to develop an enduring and outstanding relationship with the University of Michigan, Dearborn which has resulted in many students being able to transfer seamlessly to UM-D, and

WHEREAS, two of these transfer students were mentored and guided by Chuck ultimately earning the highest honor awarded at UM-D, The Chancellor's Medallion for the Outstanding Engineering Student, and

WHEREAS, he has demonstrated a high level of instructional expertise and dedication to the profession through memberships in professional

organizations, participation in conferences, authoring text books, and other activities which advance his abilities, and

WHEREAS, he 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, he organized and participated in multiple CIS program advisory board meetings, and

WHEREAS, he is an outstanding example of what a highly talented teacher represents as demonstrated through his classroom preparation and presentation skills, and

WHEREAS, he has been an integral, influential and valued member of the Business Division for over twenty-two years,

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. Charles Kelly for his dedicated service and contributions to the College, our students, and the community, and

THAT IT BE FURTHER RESOLVED, that by the President's recommendation, Mr. Charles Kelly shall hereby be granted faculty emeritus status, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, well-being and happiness on this day, April 24, 2017.

- B. 2. a. (7) Appointment of Group Three Director (Director at Large) to The Foundation at Monroe County Community College Board of Directors

The following individual was approved for appointment as a Group Three Director (Director at Large) to The Foundation at Monroe County Community College Board of Directors, pursuant to Section 5.4 of the Bylaws of The Foundation at Monroe County Community College, for a term beginning January 1, 2017:

*Three-Year Term Expiring December 31, 2020
Renee Darrow.*

- B. 2. a. (9) College Supporter of the Year – Michigan Regional Council of Carpenters and Millwrights Local 687

WHEREAS, the Michigan Regional Council of Carpenters and Millwrights Local 687 is an avid supporter of Monroe County Community College, demonstrating a vision for the future that begins with an educational foundation, and

WHEREAS, Local 687 is a strong advocate for the value and worth of higher education and is a staunch supporter of MCCC, which it demonstrated through the pivotal role its members played in the passage of the college's 5-Year Maintenance and Improvement Millage in November and its partnerships with the college's applied science and engineering technology and workforce development programming, and

WHEREAS, Local 687 secured a \$5,000 donation to the political action committee to promote the MCCC millage effort and organized members to install millage signs and canvass the county door-to-door to provide information about how critical the college's maintenance and improvement needs were to community, and

WHEREAS, the union ensured that all of its members throughout Monroe County were aware of what was included in MCCC's millage proposal and that the union had formally endorsed it, and

WHEREAS, Monroe County Community College is indeed fortunate to have a community partner like Local 687 that is so committed to helping individuals pursue their educational goals and career aspirations and steadfast in helping to improve the quality of life for the residents of Monroe County.

THEREFORE, be it resolved, that the Board of Trustees recognizes the Michigan Regional Council of Carpenters and Millwrights Local 687 as College Supporter of the Year for its continued support of Monroe County Community College, and its students and public, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its sincere gratitude on this Monday, April 24, 2017.

- B. 4. a. (1) 5. *It was moved by Mrs. Kreps and supported by Mr. Mason that the following resolution of commendation for Mrs. Cheryl Johnston be adopted:*

WHEREAS Ms. Cheryl Johnston has decided to retire from her position as Assistant Professor of Reading and English with Monroe County Community College, effective May 4, 2017, and

WHEREAS she has been an outstanding educator at the college and an excellent colleague and valued member of the Humanities and Social Sciences Division since 1983, serving in the Learning Assistance Laboratory and the classroom, and

WHEREAS in her role as a classroom teacher of reading, writing, children's literature, and the humanities, she motivated, inspired, and guided hundreds of students, and

WHEREAS she has demonstrated during each of her 34 years a high level of professional expertise and dedication, taking students on curricular and co-curricular trips to humanities sites and performances near and far, including Western Europe, Stratford, Ontario, the Detroit Institute of Arts, Toledo Museum of Art, and the Grand Rapids Art Prize, and

WHEREAS she served on all the major committees on campus, most recently on Faculty Council as well as the Retention and Academic Review committees, and

WHEREAS she has served as co-chair and coordinator of campus events for the One Book, One Community program for nine years, offering her community and campus hundreds of events associated with engaging books for all levels of readers, and

WHEREAS in the spring of 2011 she was recognized for all her accomplishments and given the Outstanding Faculty Award,

THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Ms. Cheryl Johnston for her dedicated service and contributions to her students, our College, and her community, and

BE IT DECIDED that by the President's recommendation, Ms. Cheryl Johnston shall hereby be granted faculty emeritus status, and

BE IT RECORDED that the Monroe County Community College Board of Trustees wishes for Ms. Cheryl Johnston continued success, health, vitality, and happiness on this day, the 24th of April 2017.

- B. 4. a. (2) 6. *It was moved by Mrs. Thayer and supported by Mr. Mason that the following resolution of commendation for Dr. Terry Telfer be adopted:*

WHEREAS Dr. Terry Telfer has decided to retire from his position as Professor of English with Monroe County Community College, effective May 4, 2017, and

WHEREAS Dr. Telfer has been an outstanding faculty member at Monroe County Community College for twenty-five years, serving as a valued professor in the Humanities and Social Sciences Division, and

WHEREAS Dr. Telfer served for ten years as a member of the curriculum committee and one year respectively as the president of Monroe County Community College Faculty Association and Liberal Arts Network for Development, and

WHEREAS Dr. Telfer created four enduring, popular, and valuable courses in MCCC's curriculum—Visual Media Literacy, Women's Writings, Film and Society (1920-1960), and Film and Society (1960-present)—and

WHEREAS Dr. Telfer worked as the advisor for the International Youth and Students for Social Equality (IYSSE) and as the consultant and moderator for films shown during "The Big Read," and

WHEREAS Dr. Telfer published poetry as well as over 80 articles online, some of the articles being book and film reviews, others educational theory and labor history, and

WHEREAS Dr. Telfer motivated, inspired, and guided thousands of students in their writing, reading, and analyses of cinema and literature, and

WHEREAS Dr. Telfer learned and lived the maxim that being true to one's self is the most important requirement for both teaching and happiness,

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

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

BE IT RECORDED that the Board of Trustees wishes for Dr. Telfer continued success, good health, and happiness on this day, April 24, 2017.

- B. 4. a. (3) 7. *It was moved by Mrs. Kreps and supported by Mrs. Thayer that the following resolution of commendation for Mr. William J. Bacarella Jr. be adopted:*

WHEREAS, Mr. William J. Bacarella Jr. earned his associate of science degree from Monroe County Community College in 1971 and continued his education to earn a bachelor of business administration in accounting from Eastern Michigan University and a master's degree in accounting from Walsh College, and

WHEREAS, he went on to an excellent career in the corporate world at companies such as Price Waterhouse and Morgan Stanley, followed by a highly successful venture into small business as the head of his own accounting business in Monroe, Bacarella and Associates, where he continues today as owner and CPA, and

WHEREAS, he was named Top Accounting and Estate Planning Professional by Detroit Wealth Managers in 2011, 2013, 2014, and 2015, and

WHEREAS, he taught for 20 years as an adjunct faculty member at the University of Toledo and Siena Heights University, bringing his many years of applied and theoretical knowledge to the classroom in the areas of both accounting and finance, and

WHEREAS, he served as an elected trustee of MCCC – including terms as chair – from 1978-2015, making him the longest-serving trustee in the history of the college, and

WHEREAS, he was a staunch advocate of the college, devoting hundreds of volunteer hours to its advancement and departed the Board of Trustees with an exceptional record of leadership, service and accomplishment, and his knowledge of institutional history was a great resource that was highly valued not only by other board members, but also by college administrators, faculty and staff, and

WHEREAS, he served on the board during critical points in the college's history, including the passage of a millage increase in 1980 that provided much needed financial stability, the opening of the Whitman Center and the Gerald Welch Health Education Building and the creation of The Foundation at MCCC in the 1990s, and

the opening of the La-Z-Boy Center and Career Technology Center after the turn of the century, and

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

WHEREAS, he possesses a tireless work ethic and is highly dedicated to his profession, the community and MCCC, and

WHEREAS, he is a man of great character and integrity who exemplifies the best of Monroe County Community College.

THEREFORE, Be it Resolved, that the Board of Trustees recognizes and congratulates Mr. William J. Bacarella Jr., on his accomplishments and accolades, and

THAT IT FURTHER BE RESOLVED, that the Board of Trustees honor him with the 2017 Monroe County Community College Alumnus of the Year Award and expresses its sincere gratitude and appreciation on this Monday, April 24, 2017.

- C. 2. a. (1) 8. The Board received a letter from Valerie Eby regarding 2015 House Bill 4493, Mandate Holocaust and genocide instruction.

Dr. Quartey commented that Dr. Paul Hedeem, Dean of Humanities and Social Sciences, had also received a copy of Ms. Eby's letter, and that this course would fall under that area's purview. Dr. Hedeem will take the information to the division for further consideration.

- C. 3. a. (1) 9. President Quartey reported the following staff appointment, probationary faculty contract, and probationary administrative contract:

Staff Appointment

Michael Varney, General Maintenance Worker, effective April 10, 2017 (replacing James Russo)

Probationary Administrative Contract

Kevin Cooper, Dean of Science/Mathematics, first-year probationary contract, effective July 5, 2017 to June 03, 2018 (replacing Vincent Maltese)

Dr. Grace Yackee, Vice President of Instruction, remarked that Mr. Cooper comes from Colorado Mountain College, but was originally from this area, which was one of his motivations for applying for the position. He has spent the past eight years serving as Dean of Math/Science and Social Sciences at Colorado Mountain College. Mr. Cooper has broad experience and knowledge in both mathematics and the sciences. He served as faculty for 10 years at National American University in Rapid City, North Dakota. He has a bachelors and masters in meteorology, and is currently completing a PhD. In atmospheric and environmental sciences. Mr. Cooper will begin on July 1.

1st Year Probationary Faculty Contract

Zackary Moore, Instructor of CIS Programming – effective, August 21, 2017 (replacing Chuck Kelly)

Paul Knollman, Dean of Business, noted that Mr. Moore is completing his master's degree at Eastern Michigan University (EMU) in one week. He has served as a graduate assistant and a teaching assistant at EMU, and has worked at the University of Arkansas, where he earned his bachelor's degree. His specialty is computer programming.

Mr. Moore thanked the Board for giving him the opportunity to work at Monroe County Community College, and he looks forward to starting his career at the College.

- C. 3. a. (2) 10. The Board received a Statement of General Funds Revenues and Expenses for the period ending March 31, 2017.

Vice President of Administration, Suzanne Wetzel, reviewed the Statement of General Fund Revenues and Expenses for the period ending March 31, 2017. The College is now three quarters of the way through the budget year. Everything is running on schedule. The College is at 65 percent of its expenses, which is under what was projected. Expenses are on target to come in \$1.1 to \$1.2 million under budget. Work on the 2017-18 budget is underway and going well. Administrators have already submitted proposed budgets for their areas. Now the vice presidents are reviewing all of those proposals and are working toward a balanced budget. There are also a number of position upgrades and position requests. The vice presidents are meeting with Molly McCutchan, Director of Human Resources, to review all of those requests. Administration will bring the proposed budget to the Board at the regular meeting on June 26, 2017.

Dr. Quartey remarked that the administration is being very frugal and fiscally responsible. His interactions in the community and at the service organization meetings have all been positive.

- C. 3. b. (1) 11. President Quartey summarized his reports to the Trustees, which he sends every other week.

The agriculture program is coming soon, and work to hire a program coordinator is underway. Dr. Quartey held a State of the College Address on April 11, 2017. During his address, the President updated the community on the progress of the work financed by 5-Year Maintenance and Improvement Millage. Work will begin soon on the Life Sciences building. The East and West Technology buildings are the next priority. On April 28, the Business Division will hold their first countywide Accounting Competition for high school students, which Scott Wang, Instructor of Accounting, and Parnella Baul, Associate Professor of Accounting, put together. Revision of the Strategic Plan, Mission and Vision has begun. Everybody, including the Board, will be involved in this process. The Presidents “Millage Thank-you Tour” is almost finished. The community has been very appreciative of the President’s efforts to personally thank each township in the county. The College is in discussion with Bedford Township regarding a cybersecurity center at the Whitman Center. The HVAC project is about 75 percent complete and scheduled to go live after May 15.

In response to a question from Dr. DeVries regarding the hiring of a sociologist, Dr. Yackee reported that the search committee is interviewing two candidates next week.

- C. 3. b. (2) 12. Dr. Quartey explained that as part of the shared governance process, three Councils and Student Government update the Board once a year. These updates give the Board a chance to hear from student and employee groups and they promote improved communication.

Rachel Eagle, Administrative Assistant to the Dean of Humanities and Social Sciences, and Staff Council Chair, gave a brief update on the Staff Council activities. She reviewed the charge of the committee and gave a summary of council activities. Staff Council met six times in the 2016-17 academic year. The council has discussed and/or made recommendations on five information and three requests for action items. The Council has a final meeting scheduled for May 11, 2017 to address a request for action on a Facilities Planning Task Force, to receive information on International Programs Procedures, and to elect a new chair.

- C. 3. b. (3) 13. The Foundation update was postponed until the May 22, 2017 meeting
- C. 4. b. (1) 14. A Board Study meeting is scheduled for May 22, 2017 immediately following the regular Board meeting.
- C. 4. b. (2) 15. Chair Dowler noted the upcoming events.
16. *It was moved by Mrs. Thayer and supported by Dr. DeVries that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:18 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

/prd

These minutes were approved at the May 22, 2017 regular meeting of the Board of Trustees.