

MINUTES OF THE FIVE HUNDRED SIXTY-SECOND  
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., September 26 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: Jack Burns Jr., Parmeshwar Coomar, Valerie Culler, Randy Daniels, Jamie DeLeeuw, Andrew Fischer, Jean Ford, Kris Gerlach, Mark Hall, Dan Hamman, Stephen Hasselbach, Paul Hedeen, Tom Hoffman, Barry Kinsey, Paul Knollman, Brian Lay, Denice Lewis, Bill McCloskey, Molly McCutchan, Michele Paled, Kojo Quartey, Jim Ross, Kathy Shepherd, Joe Verkennes, Tracy Vogt, Suzanne Wetzel, and Penny Dorcey (recording secretary)

1. Chair Bellino called the meeting to order at 6:00 p.m.
  2. There were no delegations present.
- B. 2. a. (1) 3. *It was moved by Mrs. Thayer and supported by Dr. Feldman that the following items on the consent agenda items be approved:*
- B. 2. a. (1) Approval of the June 27, 2016 regular meeting minutes
  - B. 2. a. (2) Authorization for President to Execute a Faculty Contract
  - B. 2. a. (3) Proposed Resolution for Adherence to Best Practices
  - B. 2. a. (4) Proposed Resolution Proclaiming October, United Way Month
  - B. 2. a. (5) Authorization for a Special Liquor License
- The motion carried.
- B. 3. a. (1) 4. There was no old business.
- B. 4. a. (1) 5. There was no new business.
- C. 2. a. (1) 6. The Board received a note of thanks on behalf of the Every 9<sup>th</sup> American Committee and older adults in Monroe County for MCCC's support of the senior millage proposals on the August 2<sup>nd</sup> Primary Ballot.
- C. 3. a. (1) 7. President Quartey reported the following staff appointment, temporary full-time probationary faculty contract, and 1<sup>st</sup> year probationary faculty contract:

Staff Appointment:

Lisa Schendel, Administrative Assistant to the Dean of Business, effective July 25, 2016 (replacing Kelly Scheer)

Temporary Full-time Faculty Contract:

Peter Opfermann, Full-time Temporary Instructor of Mathematics, effective August 22, 2016 (replacing Khadija Ahmed)

1<sup>st</sup> Year Probationary Faculty Contract:

Therese O'Halloran, Assistant Professor of Art, effective August 22, 2016 (replacing Gary Wilson)

- C. 3. a. (2) 8. The Board received the Statement of General Fund Revenues and Expenses for the period ending May 31, 2016.

Suzanne Wetzel, Vice President of Administration, reviewed highlights from the Statement of General Fund Revenues and Expenses. State Appropriations and UAAL have been moved over account so that they are not confused with other income and expenses. As of August 31, 2016 Tuition and fees are down this year when compared to last year's fees. The first reason for this is that resident enrollment is up and out-of-state and out-of-district enrollment is down. The second reason is that in 2015 the College had already completed the summer accruals and the accruals for this year have not been completed as of August 31, 2016. Property taxes are up 26 percent over this time last year. Milan is the only taxing district that submits part of their taxes in July. This year they submitted them a little earlier.

On the expense side, instruction is down year over year for the month of August by about \$230,000; however, the first payroll was disbursed on September 2 this year, while last year, the first disbursement happened in August.

The auditors were on campus August 29 through September 2. They came back September 12 and will be on campus until September 30. Plant Moran arrived this morning to work on the A133 audit.

The sale of the Hurd Road property was completed in July. The selling price was \$286720.76. The money has been placed in the endowment fund until a decision has been made on how to spend it.

The administration will bring the Tax Anticipation borrowing to the Board for approval at the October meeting. They anticipate borrowing about \$2 million.

The College has paid about \$10.6 million on the money borrowed for the HVAC project. The first “interest only payment was made back in March 2016. The second payment was made in September 2016, and the next payment is due at the end of March 2017. This payment will begin to pick up interest and principle.

- C. 3. a. (3) 9. The Board received a note of thanks from Dave and Tina Pillarelli for the flowers sent at the birth of their twin daughters, Mia Vaughn and Aviana Gail.
- C. 3. a. (4) 10. The Board received a note of thanks from Gary Benore and Terri Kovach for the memorial sent at the passing of Gary’s mother, Mary Kathleen Benore.
- C. 3. a. (5) 11. The Board received a note from Julie (LaRoy) and Mike Costello on behalf of the LaRoy family for the memorial sent at the passing of Julie’s mother, Muriel Allene “Mae” LaRoy.
- C. 3. a. (6) 12. The Board received a note thanks from Paul LaRoy for the memorial sent at the passing of his mother, Muriel Allene “Mae” LaRoy.
- C. 3. a. (7) 13. The Board received a note of thanks from Josh and Sheila Myers for the flowers sent at the birth of their daughter, Claire.
- C. 3. b. (1) 14. President Quartey summarized his reports to the Trustees, which he sends every other week. The College exists to enrich and transform lives. The millage the College is pursuing is to make a difference in the community and in people's lives. There are some individuals who have helped and that is going to impact the future of the institution. President Quartey recognized a couple of student who have helped with the recent millage efforts. Student, Gunner Badillo, came to MCCC from the Learning Bank. Student, Les Austin is a young man for whom Joel Fiedler and Dr. DeVries approached President Quartey for help. Mr. Austin was not able to enroll in January due to personal reasons. Les was able to enroll for the fall due to the availability of special scholarship funds donated annually by the President to help students who are in difficult situations. Mr. Austin is excelling at the College.

Student Gunner Badillo has been canvassing neighborhoods and businesses with President Quartey to spread the word about the upcoming millage. He stated, “It's really making a difference.” Many people don't know about the millage because they aren't informed. “I have faith in the millage and I think we are having massive success with it. It's really hard working like Kojo does when he's with me. Many people very hesitant about the millage at first, but once they hear about it they are on board because they want a successful community.”

Dr. DeVries noted that he and Dr. Feldman have been visiting senior centers to talk about the millage. People will have their absentee ballots soon and Drs. DeVries and Feldman have been pointing out the request is a limited, five-year millage, and for a house that is worth \$100,000, the cost to the homeowner is \$42.50 per year. Dr. DeVries also talks about legacy. One of the questions Dr. DeVries has encountered is whether any of the money is going to be used for salaries, to which the answer is no. However, this money is going to be crucial to keeping the institution vital and to upgrade the buildings.

Dr. Quartey noted that he and Dr. Feldman have covered Milan Township and now Dr. Feldman is walking Monroe and has covered areas on the north side of the River Raisin. They have also covered Dundee, and Raisinville. The President and adjunct instructor Ian Dixon delivered millage information to some business in Bedford last week and today. He thanked Penny Dorsey for putting together canvassing maps and speaking at township meetings. He also thanked Trustee, Mary Kay Thayer for the work she has done, and Jim Ross, Director of Data Processing,

for speaking at various township meetings. There is nothing more important than this millage.

The President reminded the Board that the Innovation Entrepreneurship Center Open House is scheduled for this Wednesday, September 28. He also reported that he presented at the Federal Reserve Bank of Philadelphia national conference last week on MCCC's workforce and development programs and what is happening in the state with Fermi II and possibly Fermi III, the NUET program, the NEXUS Pipeline, and the I-75 corridor that will link to the new bridge. What is happening in Michigan is impacting the entire nation.

President Quartey was at Michigan Community College Association (MCCA) meeting in Lansing the day after his presentation in Philadelphia. He is currently secretary to the MCCA Board and will assume the role of President next year. He also met with representatives of SEMCOG last week.

The President reported that the Learning Bank Art Auction held on July 23, 2016, raised \$15,000 for adult students in the community. Those students will be taking courses at MCCC. Faculty negotiations are ongoing. Parmeshwar Coomar, Dean of the Applied Science and Engineering Technology Division, and a team successfully submitted an application for the America's Promise Grant for \$2.9 million in late August.

- C. 3. b. (2) 15. Mark Hall, Director of Admissions, gave an update on the Fall 2016 enrollment. Although enrollment is still down, the decline has slowed and the headcount is only down 1 ½ percent from last year. Billable contact hours are down 3.7 percent. The College has been adding Direct College classes and now has the program in five high schools. Many of those students are not included in the enrollment numbers as they start school a week after the College's count date. If those students are considered, enrollment is equivalent with last fall, which also closes the gap in billable contact hours.

FITIACs enrollment is up 10.7 percent, and transfer students are up 7.8 percent. Continuing and returning student headcount is down 6 percent. The College continues to work on retention. The average age mean continues to drop as more adult students are going back to work. Dual enrollment numbers are at an all time high of 615 students, 127 more than last fall, which is a 26 percent % increase.

Part-time students make up 70 percent of the student population, which is the highest it has been in years. This may be attributed to the growing number of Direct College and Dual Enrollment students. The College has more Direct College and Dual Enrollment students. Out-of-county and out-of-state enrollment is level with last year last year. The belief is that part reason for the stop in the decline of enrollment is due to new structure of the Board of Trustees scholarships

- C. 3. b. (3) 16. Suzanne Wetzel, Vice President of Administration, and Jack Burns, Director of Campus Planning & Facilities, gave the Board an update on the HVAC project.

Mrs. Wetzel reported that the project is progressing without too much hardship on anyone. Some employees have returned to their original offices already. The rest are expected to be back to their spaces by about mid-October. There was one major incident with the project when a gas line ruptured. DTE and the Fire Department were on campus, and the leak was contained quickly. No one was in danger at any time.

Jack Burns, Director of Planning and Facilities, reported that the HVAC project is approximately 75 percent finished, but is still under construction, which will slow during the winter. Completion is expected in late spring, early summer. Asbestos abatement is finished and the workers did some treatment as well, and 50 to 60 percent of the asbestos on campus has been eliminated. Mr. Burns and his staff are working to accommodate some of the chemistry and other science labs.

The well field is done and connections are down. The heaters, chillers, and pumps are all installed, as is the well loop and feed loop. The building loops are connected. Next steps will include installation of the control panels, electronic dials thermostats. The Internet Services Department is collaborating on this part of the project because permissions must be set up the central system must be programmed. Work also remains for the Life Sciences building, which requires a large amount of electrical work.

Once all components are hooked up, the system will be ready to start up. This is a new system and there will be a learning period. There are many incentives for using renewable energy and the College already has its application in for next year.

Mrs. Wetzel commended Mr. Burns for handling this monumental project.

- C. 3. b. (4) 17. President Quartey gave an update on the College Supporter of the Year Award. The award will be presented this Thursday at the Monroe County Business Development Corporation's (BDC) "Focus on the Future" event to be held at the DTE Monroe Power Plant. Baker's Gas and Welding is the recipient of the award.

Dr. Grace Yackee, Vice President of Instruction, explained that in the past, the College Supporter of the Year award was presented at the Business and Industry Luncheon in May. Although attendance from the college community has been increasing over the past few years, attendance from the public has been declining. Administration decided to try a different venue to help increase attendance. Barry Kinsey, Director of Workforce Development, Corporate & Community Services, contacted Tim Lake, President of the BDC, to see if he would be interested in partnering with the College to present the award. In March of 2017, College administration will consider whether they should continue with the partnership or bring the award ceremony back to the College campus.

Dr. Quartey commended Barry Kinsey for acquiring a donation to the millage PAC from the Carpenter's Union in the amount of \$5,000. He also commended Joe Verkennes, Director of Marketing and Communication, for all of his work on social media, including his work on the College Facebook page.

- C. 4. b. (1) 18. Trustee DeVries reported on the July 2016 Michigan Community College Association (MCCA) Summer Institute on Mackinaw Island, which he attended with Trustees Thayer and Mason, and Dr. Quartey. He said he was glad to see so many faculty present at the Board meeting because a couple of the sessions were relevant to their work. He noted that some colleges have moved away from traditional textbooks to open source textbooks, which are accessed online. Also, some colleges have significant amounts of money in their Foundations, which allow faculty members to be paid for their innovative ideas. Dr. DeVries suggested both ideas are worth further exploration.

Trustee Mason noted that open source books are new to him, but believes they are definitely something to think about for the future. The money saved by moving from hard copy texts to open source texts allows students to enroll in more courses. He sees benefits to both students and the College and this tool seems to encourage more student involvement as well. This is something the College should be exploring.

Trustee Thayer agreed with her fellow Trustees. She noted that, "this is not our generation, nor our children's generation. She recommended those present read the book *Smarter, Faster, Better* by Charles Duhigg. The book "explores the science of productivity, and why, in today's world, managing how you think—rather than what you think—can transform your life." One study by a group of scientists at Google conducted a four-year study of how the best teams function, and found out that how a group interacts is more important than who is in the group. Trustee Thayer encouraged those present to go to the Michigan Community College Association website at [www.mcca.org](http://www.mcca.org) to download the agenda and all of the overheads from the Summer Institute, where they can read the presentations verbatim.

President Quartey announced that MCCC has a concept on campus for an Innovation and Entrepreneurship Center. The College is sponsoring an open house this Wednesday to showcase what the College has to offer community innovators and entrepreneurs.

- C. 3. b. (5) 19. *It was moved by Mrs. Thayer and supported by Dr. Feldman that the Board meet in closed session in accordance with Sections 8 (c) and 8 (h) of the Michigan Open Meetings Act to discuss issues related to the negotiation of a collective bargaining agreement.*

The motion carried and the Board moved into closed session at 6:44 p.m.

The Board resumed its regular session at 7:52 p.m.

- C. 4. b. (2) 25. Chair Bellino noted the upcoming events.

- C. 4. b. (3) 26. Dr. Quartey announced that the Board is moving to a more paperless meeting format. Each Board member will be provided with a netbook at each meeting with the Board documents already uploaded and ready for viewing.
27. *It was moved by Mrs. Dowler and supported by Dr. DeVries that the meeting be adjourned.*

The motion carried and the meeting adjourned at 8:10 p.m.

Respectfully submitted,

Joseph N. Bellino  
Chair

James E. DeVries  
Secretary

/prd

These minutes were approved at the October 24, 2016 regular meeting of the Board of Trustees.