

MINUTES OF THE FIVE HUNDRED SEVENTY-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., February 26, 2018

Present: William T. Bruck (arrived 6:22 p.m.), James E. DeVries, Lynette M. Dowler, Steven Hill (arrived 6:02 p.m.), Marjorie A. Kreps, and Aaron Mason

Not Present: Mary Kay Thayer

Also Present: Joe Bellino (State Representative), Parmeshwar Coomar, Kevin Cooper, Randy Daniels, AJ Fischer, Paul Hedeem, Mark Hall, Aidan Higgins (Student Government), Paul Knollman, Brian Lay, Kim Lindquist, Laura Manley, Molly McCutchan, Javed Peracha (Student government), Tina Pillarelli, Kojo Quartey, Sam Roelant (Student Government), Jim Ross, Tom Ryder, Joel Spotts (Student Government), Joe Verkennes, Tracy Vogt, Suzanne Wetzel, Quri Wygonik, Grace Yackee, and Penny Dorcey (recording secretary)

1. Chair Dowler opened meeting at 6:00 p.m.
- B. 1. a. (1) 2. There were no delegations present.
- B. 2. a. (1) 3. *It was moved by Mr. Hill and supported by Mrs. Kreps, that the items on the consent agenda items be approved as presented.*

The motion carried.
- B. 3. b. (1) 4. Trustee Mason reported that the Disposition of College Land Committee met to discuss Mr. Kevin Dahm's request to purchase college property. The College currently has an agreement with Michigan State University to use the land for the Agriculture Program. The College only has so much land. There is a concern the College may need the land in the future for other purposes. The agricultural land is land-locked and there is no indication of a high value to the College. The committee's recommendation at this time is not to proceed with the sale of the land.
- C. 2. a. (1) 5. Student Government (SG) Liaison, Aidan Higgins, gave a brief report on the activities of Student Government. Also present was SG Historian, Sam Roelant, SG Treasurer, Javed Peracha, SG President, Joel Spotts, and SG Adviser, Tom Ryder.

Mr. Higgins explained the role of Student Government on campus is to improve the community college experience for students. The group sponsors student events, sits on grade appeal boards, reviews and votes on new club proposed constitutions, and plans student activities. One of the first activities of the year is the Welcome Back BBQ in the fall. SG hands out free food and drink for students, provides the opportunity for old and new students to meet one another, and presents recruitment opportunities for student organizations.

Additional activities include, but are not limited to the Whitman Center Welcome, National Student Day, Red Cross Blood Drives (October/January), and the Ida Light Parade. One of SG favorite events this year, and one they hope to repeat, is the Furry Finals in which they partner with Project Second Chance of Monroe, a group that brings in dogs that need to be adopted to troubled youth who then spend time with them.

Other activities Student Government participated in this year were the downtown Monroe fall decorating, the "Soctober" sock collection, a Breast Cancer Awareness Bake Sale, the Sweetheart Ball - Golden Age of Hollywood, and Adopt a Family for Christmas. Coming in April, is Family Fun Night and the Honor's Reception.

Mr. Higgins thanked the Board for the opportunity to speak to them and for their support for Student Government. Student Government encourages all students to join one of the student clubs.
- C. 3. a. (1) 5. President Quartey reported the following staff appointments and contract renewals:

Staff Appointment:

Quri Wygonik, Coordinator of Research, Evaluation and Assessment, effective January 29, 2018 (one-year probationary – replacing Jamie DeLeeuw)

Dr. Grace Yackee, Vice President of Instruction, reported that Mrs. Wygonik had been with the College for about a month. She is a Monroe native who graduated from Monroe High School and took dual enrollment classes at MCCC. She received her bachelor's degree from Spring Arbor University, and then received her Master's in Microbiology from Central Michigan University. Mrs. Wygonik is currently finishing her PhD in Health Education. Mrs. Wygonik has teaching experience through her graduate studies and most recently worked as a consultant for DTE Energy.

Jason Young, IS Systems/Security Administrator, effective January 31, 2018 (one-year probationary – replacing Ben Andries)

Dr. Randy Daniels reported that Jason is a Monroe High School Graduate as well as a graduate of Monroe County Community College. He has a master's degree in information assurance from Eastern Michigan University. Mr. Young has recently worked for Domino's Farms and La-Z-Boy, Inc.

Probationary Administrative Contract Renewals:

Andrew Fischer, Director of Financial Services, third-year probationary contract, effective 7/1/18-6/30/19

Dr. Laura Manley, director of the Library, third-year probationary contract, effective 7/1/18-6/30/19

Dr. Kevin Cooper, Dean of Sciences and Mathematics, second year probationary contract, effective 7/1/18-6/30/19

3<sup>rd</sup> Year Probationary Faculty Contracts:

Therese O'Halloran, Assistant Professor of Art

Stephen Hasselbach, Instructor of Welding

2<sup>nd</sup> Year Probationary Contract

Dr. Amera Almusharrf, Assistant Professor of Mathematics

Zackary Moore, Computer Information Systems Instructor

Dr. Derek Roberts, Associate Professor of Sociology

Helen Stripling, Respiratory Therapy Instructor

- C. 3. a. (2) 6. The Board received a Statement of General Fund Revenues and Expenses for the periods ending November 30, 2017 and December 31, 2017.

Suzanne Wetzel, Vice President of Administration/Treasurer, pointed out that property tax revenues are listed as \$5.5 million on the statement; however, as of today, the College has received almost \$9.5 million in property taxes. Fall and winter tuition revenue is just under \$195,000, unfavorable to budget in terms of overall revenue. The next HVAC payment is due March 30. The total payment is \$718,059.26. The money is set-aside to make the payment. Of that payment, the principal portion is \$446,800.

Mrs. Wetzel introduced Mrs. Kelly Heinzerling, Director of Purchasing and Auxiliary Services (replacing Jean Ford). Mrs. Heinzerling is an alum and she brings a wealth of knowledge in terms of purchasing. Mrs. Heinzerling stated she received her associate's degree from MCCC and her bachelor's degree through Siena Heights University, and is going back to Siena for its new MBA program. She worked for La-Z-Boy, Inc. for 10 years in various positions, before moving on to Tenneco, where she also worked for 10 years.

Mrs. Wetzel went on to report that AJ Fischer, Director of Financial Services, did an unbelievable job processing the ORS 3% Healthcare Refunds. All of the money was disbursed to current and former employees within 30 days of receiving the funds. Mr. Fischer had to figure out how to disburse the money and run it through the College's administrative software. No one really knew what to do; however, Mr. Fischer solved the issue and now there are three or four other colleges that are using his system to be able to disburse the funds to their employees.

The Stantec contract for the East and West Technology Building projects has been negotiated and signed. Mrs. Wetzel and her team are working on negotiating the Barton Malow contract. The steering team and user group meetings resume next week and will be moving into the preliminary design phase, which the college will submit to DTMB for approval. Jack Burns Jr., Director of Campus and Facilities Planning, is working on relocation plans for faculty, staff, administrators, and classrooms that are currently using East and West Tech. They will need temporary space for the next year as the facility will be offline for that time period. Details are still being worked out. The move is planned for this summer, with construction planned for the end of the summer.

The Life Science Building is in the final stages for both of its projects. There has been a slight delay in the opening of the student collaboration space due to the weather. The new goal is to have the building open by March 9. The crew should finish up the façade work within the next month. When the weather gets warmer the site restoration of sidewalks and lawn areas will begin.

Mrs. Wetzel attended a DTE Energy Tax Valuation meeting this morning. The county is in negotiations with DTE. There is nothing yet to report.

Work on the 2018-2019 budget has begun. There will be another State of the College Address at the end of March to update the community on the millage renovations. Once the planning phase for East and West Tech is finished, the next priority is the administration building.

- C. 3. a. (3) 7. Dr. Grace Yackee, Vice President of Instruction, explained that Dr. Jamie DeLeeuw, Coordinator of Research, Evaluation, and Assessment, left her position in October 2017. Dr. Yackee reached out to Mr. Steve Mapes, Associate Professor of Counseling, to compile the Student Profile report as he was charged with the report prior to Ms. DeLeeuw's arrival. The full report is available on the Institutional Research page at <https://www.monroecc.edu/institutionalresearch/>.

Enrollment has been stable since 2015. The Fall 2017 enrollment total of 3,122 is only down 22 students, or 1 percent, from last year. Dual enrollment continues to grow, with a total of 711 dual enrolled students during the Fall 2017 semester. MCCC employs all of the faculty who teach dual enrolled classes regardless of whether they are delivered on campus or at the high school. Enrollment in the program has gone from 577 to 711, an increase of 23 percent. The demographics of the student body may reflect that significant increase. For example, part-time student enrollment has increased by 80 students. There has been a slight shift in the differentiation between occupational and transfer students. Students under 21 years of age are the largest growth group, with 57 students in that age cohort. This may be reflective of an increase in FTIACs (First Time in Any College). This has had an impact on the look of the College's institutional demographics. Enrollment for females has increased slightly (29 students), while male enrollment is down by 51 students. Ethnicity at MCCC is reflective of its ethnicity in the past, still predominantly white.

When looking at district status, the primary source of students is the local district, up 4 percent from last year. When comparing part-time versus full-time enrollment, part-time male and female enrollment has increased. Forty percent of MCCC's students are in career programs and 60 percent are in transfer programs. Last year just under 45 percent of MCCC students were in career programs and 55 percent were in transfer programs.

This semester (winter 2018), there are 906 dual enrolled students, which includes Middle College students who are dual enrolled. Part-time student enrollment also includes dual enrolled students. Monroe County Middle College is at their maximum, and is not expected to grow any larger. When talking about dual enrollment, there are three different areas to consider. The traditional dual enrolled student is spread across all of MCCC's college classes and not easily identified; they are in regular college classes. Middle College students tend to be more cohorted in their pathway. Direct College is dual enrollment delivered at the high school. Enrollment growth across the state right now is largely in the dual enrollment population, although there is some slight growth in the 41-50 age group as well.

There is an inverse relationship between economic improvement and community college enrollment. Students can make more money working several part-time jobs, while taking fewer classes than they can by working part-time while attending school full-time. Mrs. Wetzel added that the Student Profile Report speaks to headcount and headcount does not generate revenue. Billable contact hours generate revenue. Currently, billable contact hours are down about 3 percent, while headcount is down about 1 percent.

The number of high school graduates coming to MCCC has increased from, 21 to 23 percent, year over year. The number of Airport High School graduates coming to MCCC was slightly down, Bedford was up from 11 percent. Dundee enrollment was up a couple of percentages, Ida was slightly down, Jefferson was up 6 percent, Mason was down 4 percent, Monroe High School was up about 8 percent, and St. Mary Catholic Central was down 10 percent. There was also a significant increase in Summerfield graduates, up from 12 percent, while Whiteford was down slightly. Overall, the percentage of high school graduates who come to MCCC has increased. There are 107 students taking MCCC Direct College classes at Whiteford, none at Summerfield, and 84 students at Mason High School. MCCC is delivering two Direct College classes at Whiteford. In Fall 2017, Gibraltar-Carlson had 78 Direct College Students and Whiteford had 56 students. This semester, Carlson has 151 students taking Direct College classes, Whiteford has 107 students, and Monroe High School has 104 students.

Enrollment by city is similar to last year with 1,146 students coming from Monroe, followed by Temperance, Newport, Dundee, Carleton, Petersburg, Lambertville, and Ida. There has not been much change in the rankings of the other cities since last year.

The rest of the report breaks out enrollment by full-time/part-time and in the area of study, whether it's a pre-program area or done within the division.

Mr. Mason commended the College for the programs it puts in place. Dr. Quartey commended Mark Hall for his efforts with the Dual Enrollment/Direct College programs.

- C. 3. a. (4) 8. Dr. Randy Daniels, Vice President of Student and Information Services, gave the Board an update on Procedure 3.00 (b). He thanked Mark Hall, Director of Admissions, for making all the corrections to the procedure. The main change is that the College no longer uses COMPASS as a placement tool, but has shifted to the College Board's Accuplacer Assessment. The College continues to test all new students with less than 12 transferable credit hours. Students are placed at the appropriate learning level based on their scores in reading, writing, and math.
- C. 3. b. (1) 9. President Quartey summarized his reports to the Trustees, which he sends every other week.

President Quartey explained that due to recent school shootings, the College is accelerating safety updates on campus. Equipment is being purchased to ensure all doors can be locked from the inside. Dr. Randy Daniels, Vice President of Student and Information Services and Suzanne Wetzel, vice President of Administration/Treasurer and their staff are charged with making the updates. Dr. Daniels commended maintenance Foremen, Jeff VanSlambrouck, for acting on behalf of Jack Burns Jr., Director of Planning and Facilities. Mr. VanSlambrouck made recommendations, which Dr. Daniels and Mrs. Wetzel are in the process of verifying. Their team will place the orders once they receive verification on the products. The mechanism under consideration is secondary to the locks on the doors. It will take five to six minutes to install, but once installed, any person in the room can put it on door in three to five seconds.

Recently, the Governor signed the across borders dual enrollment legislation, HB 4735. There is at least one Ohio institution that may come into Monroe County to offer Direct College classes at a reduced cost. This could deprive MCCC of 200 to 300 dual enrolled students. The March 8, Direct College meeting with the school superintendents was canceled due to the recent school shootings in Parkland, FL.

On March 10, the Adult Workforce Manufacturing Boot Camp begins. The boot camp is funded by a grant from the Regional Prosperity Initiative, and provides adult learners with workforce skills in six areas over a six-week period.

Federal funding (e.g. Perkins Funds, Trio Programs, etc) for community colleges may be negatively impacted by new budget legislation. Some CTE funds could be diverted from colleges to the K-12 system. Conversations on the topic continue.

There is pending federal legislation on sexual misconduct on college campuses. Both the president and a board member will be required to certify sexual misconduct reports in the future.

The conversation regarding sports on campus continues and an advisory committee has been established. The committee meets again on March 7.

Community meetings with DTE Energy concerning valuation of the coal-burning plant in Monroe continue. Millage renovations to the Life Science building are ongoing.

- C. 3. b. (2) 10. The Foundation Report was postponed until the March 26, 2018 regular meeting of the Board of Trustees.
- C. 4. b. (1) 11. Chair Dowler reported on the 2018 Michigan Community College Association (MCCA) Legislative Summit in Lansing. On January 24, Mrs. Dowler, President Quartey, students Joel Spotts, Maddie Gerweck and Miranda Benardo, and the majority of the Board had the honor of meeting with State Representatives Bellino and Sheppard, and Senator Zorn. The group shared their concerns about the DTE energy taxation, concerns about enrollment, and the effect of HB 4735, border state dual enrollment. Lansing is following MCCC's lead by moving to a geothermal HVAC system. Current State Representative and former MCCC Trustee, Joe Bellino was the keynote speaker at the event.
- C. 4. b. (2) 12. Dr. Quartey announced that he and Trustee Thayer attended the Association of Community College Trustees (ACCT) 2018 National Legislative Summit in Washington, D.C., from February 11-14. They had a chance to interact with Senators Stabenow and Peters, and they heard from United States Secretary of Education, Betsy DeVos and her Deputy Assistant Secretary for Community Colleges, Dr. Michael E. Wooten. Mrs. Thayer will distribute a full report at the March 26, 2018 regular meeting of the Board of Trustees.
- C. 4. b. (3) 14. Presidential Evaluation forms are included in the Board packet. They are due to the President's Office by March 9. Electronic forms will be provided to those who prefer to submit them electronically.
- C. 4. b. (4) 15. Board Self-Evaluation forms are included in the Board packet. They are due to the President's Office by March 9. Electronic forms will be provided to those who prefer to submit them electronically.
- C. 4. b. (2) 16. Chair Dowler noted the upcoming events.
17. *It was moved by Mr. Hill and supported by Mr. Mason that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:05 p.m.

Respectfully submitted,

Lynette M. Dowler  
Chair

Aaron N. Mason  
Secretary