

MINUTES OF THE FIVE HUNDRED SEVENTY-SIXTH  
MEETING OF THE BOARD OF TRUSTEES  
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Whitman Center  
7777 Lewis Avenue, Temperance, MI  
6:00 p.m., April 23, 2018

Present: William T. Bruck (arrived 6:05 p.m.), James E. DeVries, Lynette M. Dowler, Steven Hill, Aaron Mason, and Mary Kay Thayer

Not Present: Marjorie A. Kreps

Also Present: Ijaz Ahmed, Peter Coomar, Kevin Cooper, Valerie Culler, Randy Daniels, AJ Fischer, Kris Gerlach, Dan Hamman, Paul Hedeem, Barry Kinsey, Paul Knollman, Brian Lay, Denice Lewis, Laura Manley, Molly McCutchan, Joshua Myers, Carol Nedry, Patrick Nedry, Sean Nichol, Tina Pillarelli, Kojo Quartey, Celeste Quinn, Ryan Quinn, Douglas Richter, Jim Ross, Joe Verkennes, Tracy Vogt, Suzanne Wetzell, Quri Wygonik, Grace Yackee, and Penny Dorsey (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. The Board pulled the following agenda items from the consent agenda for further discussion.
  - B. 2. a. (3) Retirement Resolution – Dr. Roop Chandel
  - B. 2. a. (4) Retirement Resolution – Dr. Patrick Nedry
  - B. 2. a. (6) Proposed Revision of 2016-2019 Faculty Master Agreement, Article VI, Section A.3. Faculty Qualifications, Appendix E
- B. 2. a. (2) 4. *It was moved by Mrs. Thayer and supported by Mr. Hill, that the remaining items on the consent agenda items be approved as presented.*
  - B. 2. a. (1) Approval of March 26, 2018 minutes
  - B. 2. a. (2) *The Board moved that the following individual be approved for appointment as a Group Three Director (Director at Large) to the Foundation at Monroe County Community College Board of Directors, for a term expiring as indicated:*

*Three-Year Term Expiring December 31, 2020*  
*Carol Lenox Carleton.*
  - B. 2. a. (5) College Supporter of the Year – Joseph Connors and Monroe Plumbing & Heating Co.

*The Board moved that the following resolution of commendation be adopted:*

*WHEREAS, Monroe Plumbing & Heating Co. was founded in Monroe, Michigan in 1948, and has provided industrial and commercial customers in Michigan and Ohio with expert service for seventy years as a locally owned and operated company, and*

*WHEREAS, Joseph Connors, working in various capacities at Monroe Plumbing & Heating Co., has provided nearly a half century of exceptional and expert service to Monroe County Community College and the greater Monroe community, and*

*WHEREAS, over the past six years Monroe Plumbing & Heating Co. has been an instrumental partner in two major construction projects on the MCCC campus: the construction of the Career Technology Center and the campus-wide geothermal HVAC renovation project. Throughout the duration of both projects Joseph Connors and the entire Monroe Plumbing & Heating Co. staff exhibited the highest level of skill and craftsmanship, and*

*WHEREAS, in large projects and small, Joseph Connors and Monroe Plumbing & Heating Co. have repeatedly demonstrated an unwavering dedication to the College by ensuring that projects are not only done, but that they are done right, and*

*WHEREAS, in 2013 Monroe Plumbing & Heating Co. became a Major Donor of The Foundation at MCCC with a \$10,000 gift dedicated to the Realizing the Vision, Powering the Workforce of Tomorrow Capital Campaign to support the construction of the Career Technology Center, and this year after the completion of the geothermal HVAC renovation project the company added to its past generosity with a \$20,000 unrestricted gift to The Foundation, and*

*WHEREAS, Monroe County Community College is indeed fortunate to have a philanthropic partner who is committed to helping expand educational opportunities in our community.*

*THEREFORE, be it resolved, that the Board of Trustees recognizes Monroe Plumbing & Heating Co. and Joseph Connors as the 2018 College Supporter of the Year in appreciation of their continued support of Monroe County Community College, and its students and public, and for their most generous and public-spirited donations, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its sincere gratitude on this Monday, April 23, 2018.*

The motion carried.

- B. 4. b. (1) 5. It was moved by Mrs. Thayer and supported by Mr. Mason that the following resolution of commendation for Dr. Roop Chandel be adopted:

*WHEREAS, Dr. Roop Chandel has decided to retire from his position as professor of materials and welding technology at Monroe County Community College, effective May 3, 2018, and*

*WHEREAS, he has long been considered an outstanding and caring professor who has taught and developed excellent curriculum in the field of materials and welding technology for 12 years and helped numerous of students earn a livelihood by teaching them in the field of welding, and*

*WHEREAS, during those 12 years he has demonstrated a high level of professional competence, involvement and dedication through memberships in professional societies such as the American Welding Society, including being an editor of the journal, and*

*WHEREAS, during those years he had been instrumental in sustenance, maintenance and development of the materials technology aspect of the welding program, and*

*WHEREAS, he expended considerable time and effort helping with developing curriculum for WELD 100 and WELD 110 classes, and*

*WHEREAS, he has volunteered many hours of his time participating in hiring committees for the division and helping hire qualified individuals, and*

*WHEREAS, he has spent many hours promoting the college and the Applied Science and Engineering Technology Division in various marketing and recruitment events, and*

*WHEREAS, he has always been a vital and influential member of many committees at MCCC, including the Learning Assessment Committee as division representative for several years, and*

*WHEREAS, he has played a vital role in designing, planning and advising in the construction of the Career Technology Center, and*

*WHEREAS, he has been a trusted friend and important member of the Applied Sciences and THEREFORE, BE IT RESOLVED, that the Board of Trustees*

*recognized Dr. Roop Chandel for his dedicated service and contributions to the college, our students, the community, and*

*THAT IT BE DECIDED, that by the president's recommendation, Dr. Roop Chandel shall hereby be granted faculty emeritus status, and*

*THAT IT FURTHER BE RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, wellbeing and happiness on this Monday, April 23, 2018.*

- B. 4. a. (2) 6. *It was moved by Dr. DeVries and supported by Mrs. Thayer that the following resolution of commendation for Dr. Patrick Nedry be adopted.*

*WHEREAS, Dr. Patrick Nedry has decided to retire from his position as professor of business at Monroe County Community College, effective June 18, 2018, and*

*WHEREAS, Dr. Nedry has been a valued member of the Business Division and an outstanding faculty member at Monroe County Community College for 14 years and was honored with the Outstanding Faculty Award for the 2017-2018 academic Year, and*

*WHEREAS, Dr. Nedry served as the dean of the Industrial Technology Division for 10 years during, which time he served a two-year term as president of the Michigan Occupational Deans Council, and*

*WHEREAS, Dr. Nedry championed the development of the "Taste of Tech" program to promote programs in the Industrial Technology Division, bringing local, regional, state and national recognition to the programs at Monroe County Community College, and*

*WHEREAS, Dr. Nedry participated in many Higher Learning Commission site visits as a peer reviewer and consultant evaluator and as a member of the Higher Learning Commission's Accreditation Review Committee, and*

*WHEREAS, Dr. Nedry has developed numerous new courses, secured sponsorships and grants, and organized a number of trips for business management students to attend workshops and seminars at Eastern Michigan University, and*

*WHEREAS, Dr. Nedry contributed to many publications, including Monroe County Community College's Images literary magazine; the local newspaper; educational, professional and industrial magazines; and the New York Times, and*

*WHEREAS, Dr. Nedry served on negotiating teams for both Monroe County Community College and the Monroe County Community College Faculty Association, and*

*WHEREAS, Dr. Nedry has been a tireless advocate in nominating faculty colleagues for statewide honors and introducing the scholars awards for outstanding business management students, and*

*WHEREAS, Dr. Nedry was a champion for the Writing Fellows program through many student nominations and participation in the Writing Fellows Poetry Night through readings and recitations, and*

*WHEREAS, Dr. Nedry has been recognized for his leadership roles, was nominated numerous times for Grand Marshall and teaching awards, and participated in the review and development of the Council Model of Institutional Governance, serving as chair for the Faculty Council pilot, and*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Dr. Patrick Nedry for his dedicated service and contribution to his students and his community, and*

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

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees wishes for Dr. Nedry continued success, good health, and happiness on this Monday, April 23, 2018.*

Dr. Nedry introduced his wife, Carol, his daughter Celeste and her friend Sean, and Celeste's son Ryan. He noted that Ryan is a former MCCC student who transferred to the University of Toledo to complete his studies. Dr. Nedry added his wife and daughter are also community college graduates.

The motion carried.

- B. 4. a. (3) 7. *It was moved by Mr. Hill and supported by Mr. Mason that Monroe County Community College approve 2016-2019 Faculty Master Agreement, Article V, Section A.3, Faculty Qualifications, Appendix E, as presented.*

Dr. Grace Yackee, Vice President of Instruction, explained that MCCC has established qualifications for all of its faculty. All faculty who teach MCCC classes are employees of the College. The College hires and evaluates faculty to ensure they are engaging in quality instruction.

In 2013-2014, The Higher Learning Commission (HLC) determined that they wanted institutions to more formally identify what it means to be a qualified faculty of the institution. Because of the assumed practices of the College's accreditor, it is required that faculty significantly determine those qualifications. Both the College and MCCFA developed Appendix E, which clearly identifies the minimum academic credential; a degree. The institutions are allowed to determine what is an equivalent or tested experience.

This work began during the last negotiations between MCCCFA and the district. The last year was spent finalizing the document.

A minimal academic credential is a minimum degree requirement. Many courses and programs require more than a degree, such as years of experience, licensure, etc.

The motion carried.

- C. 3. a. (1) 8. President Quartey reported the following faculty retirement:

Retirement

Dr. Patrick Nedry, Professor of Business, effective June 18, 2018

- C. 3. a. (2) 9. The Board received a Statement of General Fund Revenues and Expenses for the period ending March 31, 2018.

Suzanne Wetzel, Vice President of Administration/Treasurer gave a brief update on the General Fund Revenues and Expenses. The College is three quarters (75percent) of the way through the budget year. Total expenses last year at this time were a little over 64 percent. This year, they are a little over 65 percent, right where they are expected to be. The revenues appear to be higher (\$25,000 more than expected) than they actually are due to the incoming personal property tax money.

Spring billable contact hours are up, a little over \$100,000. This is believed to be due to dual enrollment. The '20' Fund revenues right on budget and expenses are a little under budget, but are expected to come in on budget by June.

Budget meetings are continuing. Revenues to expenses are almost \$1.1 million over what was projected. Almost 83 percent of the budget goes toward salary and benefits. The President's Cabinet is closely monitoring expenditures, making sure they go into the appropriate accounts so proper adjustments can be made to give the administration a realistic picture of the budget.

The Life Science project will be completed by the end of next week. The new space is beautiful and thriving with students. Student feedback is positive. The HVAC project is nearing completion.

User group meetings for the East and West Technology buildings continue. The next one is scheduled for next Thursday. The architects are coming back to present the modifications that were suggested. The building move plan has started and is just about finalized. Demolition of the buildings begins in September.

Other projects that are currently in process include, generators, key cards, video surveillance, phone systems, cell phone repairs, IT closets, and fiber optics.

Mrs. Wetzel and her team are getting ready for the next phase, which is the renovation of the Student Services/Administration Building. New lights will be installed in the Meyer Theater May 26-28. The lights were paid for by an endowment grant through The Foundation.

Recently, a boiler in the Health Education Building failed and must be replaced. The replacement cost is a little over \$10,000.

An open house for the Life Science Building is in its planning stages and will be announced once plans are finalized.

- C. 3. b. (1) 10. President Quartey summarized his reports to the Trustees, which he sends every other week.

All College employees have completed Alice training and now the new Bearcade system is in place. This door locking system is temporary until the millage renovations are finished. Installation is complete.

In terms of enrollment and HB 4735, Dual Enrollment Across Borders, the College has proposed language to its legislators to change the legislation. Dr. Quartey has also met with the superintendents, and the College is in good standing with Bedford and Erie Mason High Schools. Lourdes College has already started teaching classes (Social Work) at Summerfield High School. Dr. Quartey and the administrators are having conversations with Whiteford High School, where MCCC has 105 students enrolled this year. If the legislation goes through, MCCC stands to lose up to 300 students. President Quartey is also trying to meet with Lourdes College to ask them to stay out of MCCC territory. There are more conversations to be had on the topic and changes are in progress. Mr. Mason noted that MCCC is meeting the needs of all the students in the border areas.

Adult Manufacturing Boot Camp Graduation took place this past Saturday. Eighteen individuals successfully completed the six-week-long boot camp. A second cohort is planned for the fall. This is one way to close the trade skills gap. Dr. Quartey thanked Parmeshwar Coomar, Dean of Applied Sciences and Engineering Technology, and Barry Kinsey, Director of Corporate and Community Services, for all their hard work.

Dan Shaw, Assistant Professor of Humanities and Journalism, reported that the Agora students won 24 awards at the Michigan Community College Press Association (MCCPA) Luncheon and Conference on April 9<sup>th</sup>.

This past weekend, at the Skills USA competition, several welding students also won awards. Parmeshwar Coomar relayed that this was the first time MCCC has competed in Skills USA. There are additional opportunities of competition, in which the College may compete in the future. Dr. Grace Yackee commended Stephen Hasselbach, Instructor of Welding Technology, for leading those students to success.

Parnella Baul, Associate Professor of Accounting, has been involved with the Vita program for the past two years. This year, her students were able to complete 82 sets of income taxes for people. This is a free service to the community.

Dean Kerste, Professor of Mechanical Design Technology, hosted another successful Solid Works last week. There were 100 people in attendance.

DTE Tax valuation talks continue. Work on the College's mission and vision statements are ongoing.

The College is in the process of hiring three individuals to fill the Farm Caretaker positions on the community farms, which are funded by the Michigan Department of Agricultural and Rural Development (MDARD) grant. The grant will fund three

gardens, one on campus, one at the IHM, and one on the east side of town. Eleven acres between MCCC and the Monroe County Intermediate School District (ISD) have been set aside for the Michigan State University cover crops project and the campus community farm. These projects will begin soon. Signage is still being worked out with the Township.

- C. 3. b. (2) 11. Douglas Richter, Graphic Designer and Staff Council Chair gave a brief update on council activities. Staff Council membership changes include a gain of about 10 new staff and a loss of about nine, with three of those moving up to professional staff status. Mr. Richter was elected Council Chair in August of 2017. Lisa Schendel is serving her second year as secretary.

Staff Council has met seven times this past academic year. They have heard nine information and action items. Information items include emergency maps, ProMedica EAP, the standing committee change request process, MyWebPal/Student Planning system, Policy 3.12-General Requirements for Graduation, D2L Learning Management System update, and a Brightspace update, MCCC web accessibility policy, MCCC Security Policy. Action items include an annual class schedule task force proposal, a GEC representatives proposal, and a GEC representative nominations proposal. This proposal is intended promote further communication among employees. In March of this year, Laurel Johnston and Kim Letasse volunteered for these two-year term positions. The council also considered an MCCC honors program request for input item. A complete record of council minutes and activities is available on Blackboard for another month, when they will become available on Brightspace. The President makes the final decision for all action items.

- C. 3. b. (3) 12. Dr. Quartey announced that the College recently received a grant from the National Science Foundation (NSF).

Parmeshwar Coomar, Dean of Applied Sciences and Engineering Technology explained that award was for \$225,000, and is for training local high school instructors (from 9 school districts in Monroe County primarily) to teach QC-10 AWS (American Welding Society) standard courses at their respective high schools, and to work on articulation to the next level of course work at the community college, conforming to the QC-11 AWS standard. This is to be accomplished over three years, and will further help establish a pathway from the high school to the community college and help produce high caliber welding graduates for local industries, as well as help establish a pathway for further education in four-year colleges.

This summer, the College will hold a workshop with high school instructors to teach them the basic welding class. Dr. Grace Yackee, Vice President of Instruction, added that through a previous grant, the College developed a basic and advanced AWS welding certification. Now, College faculty will train high school instructors to teach the basic class, and then the College will teach the advanced course. Four of the high schools have their own welding facilities. The College plans to recruit from Flat Rock and Whitmer High Schools, as well as the nine district high schools. The Monroe County ISD is developing the CTE early college, and are looking for ways to get high school students to community college sites for training.

- C. 3. b. (4) 13. Dr. Randy Daniels, Vice President of Student and Information Services and Administrator Council Chair, reported that Dr. Laura Manley, Director of the Library, is currently serving as Council Secretary. All minutes are posted on the Blackboard Shared Governance Organization. The Administrator Council has met eight times this academic year. This council has also acted on the annual class schedule and the GEC representatives proposal.

Members also gave input on the honors program, which was presented by Professor Edmund La Clair. Administrator Council heard the same information items as the Staff Council; EAP, general requirements for graduation, Budget planning, D2L, Brightspace, web accessibility policy, Ellucian Student Planning System, and the information security plan. In addition, the council also discussed 28 items such as policy updates, in the open section of their agenda.

- C. 3. b. (5) 14. Joshua Myers, Director of The Foundation, reported that The Foundation Board of Directors met on April 9. Therese O'Halloran, Assistant Professor of Art, gave a presentation. Ms. O'Halloran's students came in and talked about the impact having a real world working artist as their instructor. Her work is currently on

exhibit in the library, and included a presentation to both the students and the public. Ms. O'Halloran also talked to students about how to run the business of art, which is different from making art.

In addition to commencement this Friday, it also the 20<sup>th</sup> anniversary of The Foundation. Douglas Richter, Graphic Designer, has also created a new, temporary logo for The Foundation. Scholarships are awarded now. Mr. Myers commended Valerie Culler for her work awarding scholarships. The College awards over \$200,000 in scholarships. Previously, a volunteer committee sorted and reviewed every application. That is now unfeasible so Financial Aid has taken the process over. The Foundation Scholarship Committee also voted and recommended to the board to change the criteria for some scholarships, and instead of offering the scholarship in a cycle, that the funds (\$8500) be allocated to Financial Aid to serve as flexible dollars for students with financial emergencies.

The Foundation received a \$20,000 gift from Monroe Plumbing & Heating Co. This Saturday, there is a board retreat for the directors of The Foundation to review its mission, vision and values. Jim Davis, a retired trainer for DTE Energy, is facilitating the process. Mr. Davis is moving out of town, but has agreed to stay on until the mission, vision and values process is completed. The Board of Trustees are invited to attend if interested.

Last Friday, over 100 people attended Family Fun Night, which is hosted by Student Government. On The Enhancement Grant Awards Ceremony is this Wednesday. The Foundation will be awarding \$20,000 of Enhancement Grants. On May 18, the next Strikes, Spares and Scholarship fundraiser takes place. This is The Foundation's primary scholarship fundraiser event.

- C. 4. b. (1) 15. Chair Dowler announced that the Trustees and their guests are invited to a Tiger's game on July 6, 2018, at 7:10 p.m. Muchmore Harrington Smalley and Associates, LLC provided the tickets and their suite. Trustees should let Penny Dorsey, Executive Assistant to the President, know if they plan to attend. She will also arrange a car pool.
- C. 4. b. (2) 16. The Presidential Compensation Review Committee has met twice and plans to meet several more times before making a final recommendation to the Board at the June 25, regular meeting of the Board of Trustees.
- C. 4. b. (3) 17. The Trustees discussed their self-evaluations and were pleased with the positive results. They believe the Board members are closely aligned and understand the role of the Board. Each member brings different strengths to the table and everyone is clearly dedicated to the College. This assessment is a valuable tool. It is important for boards to step back occasionally and reflect upon whether or not they are, as a board, serving the community, the administration, and most importantly, the students to ensure they are giving them the best service possible. The Trustees would like to arrange another Board retreat in the near future. The group is collaborative and comfortable having discussion and dialogue together.
- C. 4. b. (4) 18. Chair Dowler noted the upcoming events. Commencement takes place on April 27<sup>th</sup> at 7:00 p.m. Trustees are asked to arrive no later than 6:30 p.m.

Trustee Mason announced that he will be hosting the annual commencement after party for the Board immediately following the ceremony.

Trustee Bruck announced that on May 19, Flags O'er Veterans will hold its first installation service at Potter's Field on campus. The group has been raising money to ensure there are flag poles installed at all cemeteries where veterans are buried. Dr. DeVries added that the mound at the front of the College along Raisinville Road is the site of a cemetery and there is one Veteran buried there. When this was discovered during the College groundbreaking, then president, Dr. Ronald Campbell, decided the cemetery should be preserved.

- 20. *It was moved by Mrs. Thayer and supported by Dr. DeVries that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:06 p.m.

Respectfully submitted,

Lynette M. Dowler  
Chair

Aaron N. Mason  
Secretary

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These minutes were approved at the May 21, regular meeting of the Board of Trustees.