

BOARD OF TRUSTEES
MONROE COUNTY COMMUNITY COLLEGE
MONROE, MICHIGAN 48161
(734) 242-7300, Ext. 4311

Rooms 257/258
La-Z-Boy Center
Monroe County Community College
5:30 p.m., February 26, 2024

BUSINESS MEETING AGENDA ITEM

A. Call to Order

Call to Order by Chair of the Board

B. Recommended Actions

1. Routine Matters

a. Polling of the audience for delegation recognition

2. Consent Agenda

(All items on the Consent Agenda are considered routine by the Board of Trustees and will be approved by one motion unless a Trustee requests that an item be removed and acted upon as a separate agenda item. Pulled items will move to the 4. New Business area of the agenda.)

B. 2. a. (1) Approval of the minutes of the regular meeting of January 22, 2024 (enclosure)

B. 2. a. (2) Board Authorization for President to Execute a Continuing Administrative Contract (enclosure)

Recommended motion: *“that the Board authorizes the President to execute the following continuing administrative contract:*

*Leon Letter, Dean of Business
Continuing Administrative Contract
Effective July 1, 2024 through June 30, 2025.”*

B. 2. a. (3) Board Authorization for President to Execute a Continuing Faculty Contract to Administrator (enclosure)

Recommended motion: *“that the Board authorizes the President to execute the following continuing faculty contract per Policy 2.31, Administrative Faculty Status:*

*Leon Letter, Dean of Business
Continuing Faculty Contract to Administrator
Effective July 1, 2024.”*

- B. 2. a. (4) Board Authorization for President to Execute a Continuing Administrative Contract (enclosure)

Recommended motion: *“that the Board authorizes the President to execute the following continuing administrative contract:*

*Gerald McCarty II, Dean of Student Services
Continuing Administrative Contract
Effective July 1, 2024 through June 30, 2025”*

- B. 2. a. (5) Board Authorization for President to Execute a Continuing Faculty Contract to Administrator (enclosure)

Recommended motion: *“that the Board authorizes the President to execute the following continuing faculty contract per Policy 2.31, Administrative Faculty Status:*

*Gerald McCarty II, Dean of Student Services
Continuing Faculty Contract to Administrator
Effective July 1, 2024.”*

- B. 2. a. (6) Board Authorization for the President to Execute Probationary Administrative Contract (enclosure)

Recommended motion: *“that the Board authorizes the President to execute a second probationary administrative contract to:*

*Katie Navock, Director of Enrollment Management
Second-Year Probationary Contract
Effective February 20, 2024 through February 19, 2025*

- B. 2. a. (7) Board Authorization for the President to Execute Probationary Administrative Contract (enclosure)

Recommended motion: *“that the Board authorizes the President to execute a second-year probationary administrative contract to:*

Nickie Hampsher, Director of Financial Aid

*Second-Year Probationary Contract
Effective February 20, 2024 through February 19, 2025.”*

- B. 2. a. (8) Board Authorization for the President to Execute Probationary Administrative Contract (enclosure)

Recommended motion: *“that the Board authorizes the President to execute a second-year probationary administrative contract to:*

*Sarah Mason, Registrar
Second-Year Probationary Contract
Effective February 27, 2024 through February 26, 2025.”*

- B. 2. a. (9) Board Authorization for the President to Execute Probationary Faculty Contract (enclosures)

Recommended motion: *“that the Board authorizes the President to execute a first-year probationary faculty contract to:*

*Amanda Gregory, Associate Professor of Paralegal
First-Year Probationary Contract
Effective August 19, 2024 through May 8, 2025.”*

- B. 2. a. (10) Board Authorization for the President to Execute Probationary Administrative Contract (enclosures)

Recommended motion: *“that the Board authorizes the President to execute a second-year probationary faculty contract to:*

*Beverly Tomek, Dean of Humanities and Social Sciences
Second Year Probationary Contract
Effective July 10, 2024 through July 9, 2025.”*

3. Old Business

None

4. New Business

- B. 4. a. (1) Resolution of Commendation – Jeff Harbaugh

Recommended Motion: *“that the following resolution of commendation for Mr. Jeff Harbaugh be adopted:*

WHEREAS, Mr. Jeff Harbaugh, has decided to retire from his position as power systems chief with Monroe County Community College, effective February 29, 2024, and

WHEREAS, he has given more than 31 years of dedicated service to the college, serving as a student assistant, Group I general maintenance worker, Group III power systems trainee, Group IV power systems operator and Group V power systems chief, and

WHEREAS, he proudly served his country as a member of the United States Marine Corps for four years, and served an additional two years in the reserves while attending MCCC, and

WHEREAS, he is a 2005 graduate of MCCC, earning an associate of applied science degree and holds a high-pressure steam boiler operator's license and the Certified Building Operators endorsement, and

WHEREAS, he has served as a mentor, role model and trainer for his co-workers and has helped to foster a high level of professionalism within the facilities department staff, and

WHEREAS, he has served in many leadership roles during his tenure at the college, including on the Presidential Search Committee and the Board of Directors for The Foundation at MCCC, as a member of the Professional Enrichment Program and on numerous hiring committees, as well as assisting with New Employee Orientation, and

WHEREAS, he served as president of the MCCC Maintenance Association bargaining unit and has participated on several of the contract negotiation teams, and

WHEREAS, he has been a voice for change and innovation on campus, embracing and helping to implement numerous technological and mechanical updates, including the award-winning campus-wide geothermal HVAC system and connected automation controls, and

WHEREAS, everyone associated with MCCC has benefited from the diligence and commitment he has put into his work on behalf of the college and its mission, and

WHEREAS, he will be remembered as an admired co-worker and outstanding employee who demonstrated an impeccable work ethic, love of learning and commitment to the college and its students.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. Jeff Harbaugh for his dedicated service and contributions to the College, our students and the community, 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 Monday, February 26, 2024.”

C. Information and Proposals

1. Delegations

2. Non-staff Communications and Reports

None

3. President and Staff

- C. 3. a. (1) Staff Appointment, Continuing Contracts for Administrator, Continuing Faculty Contracts for Administrator, Probationary Contracts for Administrators, Probationary Faculty Contract, Retirement, Resignation, etc.

Staff Appointment:

Samuel Gonzales, Computer Support Specialist, effective February 19, 2024
(replacing Jacob Drew. Position upgraded from part-time to full-time)

Continuing Contract for Administrators (effective 7/1/2024-6/30/2025):

Leon Letter, Dean of Business
Gerald McCarty II, Dean of Student Services

Continuing Faculty Contract for Administrator (effective 7/1/2024):

Leon Letter, Dean of Business
Gerald McCarty II, Dean of Student Services

2nd Year Probationary Administrative Contracts:

Katie Navock, Director of Enrollment Management, effective February 20, 2024
through February 19, 2025

Nickie Hampsher, Director of Financial Aid effective February 20, 2024 through
February 19, 2024

Sarah Mason, Registrar, effective February 27, 2024 through February 24, 2025

Beverly Tomek, Dean of Humanities and Social Sciences, effective July 10, 2024
through July 9, 2025

1st Year Probationary Contract (February 19, 2024 – February 18, 2025):

Amanda Gregory, Associate Professor of Paralegal, effective August 19 through
May 8, 2025 (new position)

Retirement: Effective Aug 19, 2024 (through May 8, 2025)

Jeffrey Harbaugh, Maintenance Chief, effective February 29, 2023

Resignation:

Teresa Drouillard, General Maintenance Worker, effective February 6, 2024

- C. 3. a. (2) Statement of General Fund Revenues and Expenses for the period ending January 31, 2024 (enclosures)

- C. 3. a. (3) DREG Update (McCarty)

- C. 3. a. (4) Enrollment Demographic Report (Behrens, Wygonik)
- C. 3. b. (1) President’s Report (enclosure)(Quartey)
- C. 3. b. (2) Disability Services Update (Behrens)
- C. 3. b. (3) County Mental Health Authority Partnership (Behrens)
- C. 3. b. (4) Alumnus of the Year and Supporter of the Year Dates (Myers)

3. Board Member and Committee Reports

- C. 4. b. (1) Presidential Evaluation Summary
- C. 4. b. (2) Appointment of Board Nominating Committee
- C. 4. b. (3) Upcoming Events
 - February 26, 7:30 p.m. - College/Community Symphony Band and Agora Chorale Concert – Meyer Theater
 - March 12, 6:00 p.m. – One Book, One Community Kickoff – Campbell Academic Center
 - March 12, 6:00 p.m. – Scholarship Dinner – Welch HEB
 - April 13-16 - Higher Learning Commission Annual Conference, Chicago, IL

D. Adjournment

If you have a disability and need special accommodations, please contact the Office of Human Resources at least five business days before the scheduled meeting by calling (734) 384-4245, or by writing to this office at Monroe County Community College, 1555 South Raisinville Road, Monroe, MI