

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

Board of Trustees Room, Z-203  
La-Z-Boy Center  
5:30 p.m., January 22, 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 November 27, 2023 (enclosure)

B. 2. a. (2) Recommendation of Group Three Directors

Appointment of Group Three Directors (Directors at Large) to The Foundation at Monroe County Community College Board of Directors

Section 5.4 Election, Classification and Terms

(C) Group Three Directors (Directors at Large) are recommended to the Board of Trustees for approval, by vote of The Foundation's directors, and shall serve three (3) year terms.

Recommended motion: *“that the following individuals be appointed Group Three Directors on The Foundation at Monroe County Community College Board of Directors for a three-year term expiring as indicated:*

*Three-Year Terms Expiring December 31, 2026*

*Jean Guyor  
Annette Johnson  
Marjorie Kreps  
Carol Lenox Carlton  
James Petrangelo.”*

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

Recommended motion: *“that the Board authorizes the President to execute a contract for the following faculty:*

*Kayla Ford, Respiratory Therapy Instructor  
Second-Year Probationary Faculty Contract  
Effective January 9, 2024 through December 12, 2024”*

- B. 2. a. (4) Authorization for the President to Execute a Faculty Contract (enclosures)

Recommended motion: *“that the Board authorizes the President to execute a contract for the following faculty:*

*Esref Emrah Kazan, Associate Professor, Construction Management Technology  
Second-Year Probationary Faculty Contract  
Effective January 4, 2023 through December 12, 2023.”*

- B. 2. a. (5) Recommended motion: *“that the Board authorizes the President to execute a contract for the following faculty:*

*Esref Emrah Kazan, Associate Professor, Construction Management Technology  
Third-Year Probationary Faculty Contract  
Effective January 4, 2024 through December 12, 2024.”*

- B. 2. a. (6) Authorization for the President to Execute a Faculty Contract (enclosures)

Recommended motion: *“that the Board authorizes the President to execute a contract for the following faculty:*

*Kerwyn Dobbs, Automotive Technology Instructor  
Second-Year Probationary Contract  
Effective January 9, 2024, through December 12, 2024.”*

- B. 2. a. (7) Authorization for the President to Execute a Faculty Contract (enclosures)

Recommended motion: *“that the Board authorizes the President to execute a contract for the following faculty:*

*Maria Al Amin, Associate Professor of Physics*

*Third-Year Probationary Contract  
Effective August 19, 2024 through May 08, 2025*

- B. 2. a. (8) Authorization for the President to Execute a Faculty Contract (enclosures)

Recommended motion: *“that the Board authorizes the President to execute a contract for the following faculty:*

*Hans Lechner, Associate Professor of Geosciences  
Third-Year Probationary Contract  
Effective August 19, 2024 through May 08, 2025*

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

Recommended motion: *“that the Board authorizes the President to execute a contract for the following faculty:*

*Talha Iqbal Associate Professor, Electrical Engineering Technology  
Second-Year Probationary Contract  
Effective August 19, 2024-May 8, 2025*

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

Recommended motion: *“that the Board authorize the President to execute a contract for the following faculty:*

*Kelly Riley, Professional Counselor  
First-Year Probationary Contract  
Effective January 2, 2024 through May 8, 2025.”*

- B. 2. a. (11) Authorization for the President to Execute a One-Year Professional Staff Contract (enclosure)

Recommended motion: *“that the Board authorizes the President to execute a contract for the following faculty:*

*Christina Kelly, Educational Advocate, Admissions  
One-Year Probationary Contract  
Effective January 4, 2024 through, June 30, 2025.”*

- B. 2. a. (12) Authorization for the President to Execute a One-Year Professional Staff Contract (enclosure)

Recommended motion: *“that the Board authorizes the President to execute a contract for the following faculty:*

*Stacey Woggon, Academic Skills Coordinator, Upward Bound  
One-Year Probationary Contract  
Effective December 4, 2023 through June 30, 2024.”*

- B. 2. a. (13) Authorization for the President to Execute a One-Year Professional Staff Contract (enclosure)

*Tom Scheer, Manager of Desktop Computing  
One-Year Probationary Contract  
Effective December 15, 2024 through December 14, 2025*

- B. a. 2. (14) Resolution of Commendation –Ms. Linda Roberts

Recommended motion: *“that the Board adopts the following resolution of commendation for Ms. Linda Roberts:*

*WHEREAS, Linda Roberts will retire from her position as assistant registrar at Monroe County Community College, effective January 26, 2024, and*

*WHEREAS, she is an alum of the college, holding an associate of science and personifying the value of an MCCC degree, and went on to earn a bachelor of applied arts degree from Central Michigan University and a master of arts degree from Siena Heights University, and*

*WHEREAS, she diligently served students and the community for 20 years, and*

*WHEREAS, she began her service at MCCC as the administrative assistant to the registrar in 2003, and*

*WHEREAS, she was promoted to coordinator of records and registration in 2007, and*

*WHEREAS, she spearheaded the implementation of the comprehensive Parchment platform for the request, verification and delivery of transcripts, diplomas and other credentials, greatly improving the credentialing processes for the college to better serve current students and alumni, and*

*WHEREAS, she was promoted to assistant registrar in 2023 after her role and responsibilities evolved and increased as she continued to serve the college, and*

*WHEREAS, she consistently received praise in her performance evaluations, being referred to as insightful, dedicated and knowledgeable, and*

*WHEREAS, she is a testament to the student and community focus of MCCC, and her dedication to serving students, employees and the community for so many years*

*made her a true ambassador for the college’s mission of enriching lives in Monroe County through student-focused higher education.*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Linda Roberts for her many years of dedicated service to Monroe County Community College, and*

*THEREFORE, BE IT RECORDED that the Board of Trustees expresses its very best wishes for her continued success, well-being, and happiness on this Monday, January 22, 2024.”*

3. Old Business  
None

4. New Business

B. 4. a. (1) Policy Revision –Policy 1.60, Mission Documents (enclosures) (Verkennes)

Recommended motion: *“that the Board approves Policy 1.60, Mission Documents, as revised.”*

B. 4. a (2) Policy Revision – Policy 3.18, Student Employee Wage Rate (Creagh)

Recommended motion – *“that the Board approves Policy 3.18, Student Employee Wage Rate, as revised.”*

B. a. 4. (3) Proposed Policy Revision – Policy 12.12, Professional Staff Vacations (enclosures) (Torbet)

Recommended motion: *“that the Board approves Policy 12.12, Professional Staff Vacation as revised.”*

C. Information and Proposals

1. Delegations

2. Non-staff Communications and Reports

None

3. President and Staff

C. 3. a. (1) Position Upgrades, Support Staff; Position Upgrade, Professional Staff; Staff Appointments, Professional Staff Appointments, One-Year Professional Staff Contracts, Second-Year Probationary Administrative Contracts, Second-Year Probationary Faculty Contract, First Year Probationary Faculty Contract, Temporary Full-time Faculty Contract, Retirement, etc.

Position Upgrades, Support Staff:

Tyra Robertson, IT Services Liaison and Help Desk Representative, effective December 15, 2023 (Retroactive to September 29, 2023. From Grade VII, Step 13 to Grade VIII, Step 13 on the current Support Staff Salary Schedule)

Phillip Borawski, Computer support specialist, effective December 15, 2023 (Retroactive to September 9, 2023. From Grade VII, Step 4 to Grade VIII, Step 4 on current Support Staff Salary Schedule)

Position Upgrade, Professional Staff:

Tom Scheer, Manager of Desktop Computing, effective December 15, 2023 (Retroactive to September 9, 2023. From Support Staff to Professional Staff)

Staff Appointments:

Agnes Gutierrez, Financial Aid Assistant, effective January 2, 2024 (replacing Michelle Beaudrie)

Sarah Rorke, Cashier, effective November 15, 2023, (replacing Vickie LaValle)

Professional Staff Appointments:

Jodie Hollis, Administrative Assistant to the Vice President of Enrollment Management and Student Success, effective December 19, 2023 (Professional Staff. Replacing Ann Gerweck)

Angela Acosta, Student Retention Specialist, effective December 4, 2023 (replacing Jarrod Saum)

One-Year Probationary Contracts, Professional Staff

Christina Kelly, Educational Advocate (ASET), effective January 4, 2024 though, January 3, 2024 (replacing Jennifer St. Charles. D3C3 Grant position)

Stacey Woggon, Academic Skills Coordinator, Upward Bound, effective December 4, 2023 through June 30, 2024 (replacing Carley Stranyak. D3C3 Grant position)

Marc Pulcifer, SQL Developer, effective November 20, 2023 through June 30, 2024 (replacing Suzanne McKee)

Third-year Probationary Faculty Contract:

Esref Emrah Kazan, Associate Professor, Construction Management Technology, effective January 4, 2024, through December 12, 2024

Second-year Probationary Faculty Contracts:

Esref Emrah Kazan, Associate Professor, Construction Management Technology, effective January 4, 2023, through May 8, 2025

Kerwyn Dobbs, Automotive Engineering Technology Instructor, effective January 3, 2024 through December 12, 2023

Kayla Ford, Respiratory Therapy Instructor, effective January 4, 2024 through December 12, 2024.

First-Year Probationary Faculty Contract:

Kelly Riley, Professional Counselor, effective January 2, 2024 through May 8, 2025 (replacing Steve Mapes)

Temporary Full-time Faculty Contract:

Anne Gospodarek, Assistant Professor of English, effective January 10, 2024 through May 8, 2025 (replacing???)

Retirement:

Linda Roberts, Assistant Registrar, effective January 31, 2024

- C. 3. a. (2) Statement of General Fund Revenues and Expenses for the periods ending November 30, 2023, and December 31, 2023 (delivered under separate cover) (Creagh)
- C. 3. a. (3) 2024 Winter Enrollment Update (Behrens, Wygonik)
- C. 3. a. (4) Procedure Update – Procedure 6.06(a), Procedure for Mileage Reimbursement Rate. (enclosure) (Creagh)
- C. 3. b. (1) President’s Report (Quartey)
- C. 3. b. (2) Enriching Lives Award Fall 2023 (Kinsey)
- C. 3. b. (3) The Foundation Report (Myers)

3. Board Member and Committee Reports

- C. 4. b. (1) Appointment of Board Officer Nomination Committee
- C. 4. b. (2) Summary of the Presidential Evaluation
- C. 4. b. (3) Upcoming Events
  - February 4-7 – ACCT Community College National Legislative Summit, Washington DC
  - February 9, 8:00 p.m. – Toledo Jazz Orchestra – Meyer Theater
  - February 15, 5:30 p.m. – CREED HCR – “You Talk, We Listen” – Meyer Theater
  - February 24, 7:00 p.m. – The Big Gig! – Meyer Theater
  - February 26, 6:00 p.m. – Board of Trustees Regular Meeting**
  - February 26, 7:30 p.m. - College/Community Symphony Band and Agora Chorale Concert – Meyer Theater

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**