

MINUTES OF THE FIVE HUNDRED NINTY-EIGHTH  
MEETING OF THE BOARD OF TRUSTEES  
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Via Microsoft Teams Meeting  
and in the Board of Trustees Room  
Z-203, La-Z-Boy Center  
6:00 p.m., January 25, 2021

This meeting was conducted via Microsoft Teams

Present: Florence M. Buchanan, Lynette M. Dowler, Steve Hill, Krista K. Lambrix, Aaron N. Mason, and Mary Kay Thayer

Not Present: William T. Bruck

Also Present: Scott Behrens, Phillip Borawski, Jack Burns Jr., Justin Chamberlain (2020 Alumnus of the Year), Peter Coomar, Kevin Cooper, Valerie Culler, AJ Fischer (Board Room), Matt Hehl (College Auditor), Kelly Heinzerling, Rick Hubbert, Barry Kinsey, Paul Knollman, Brian Lay (Board Room), Laura Manley, Jerry Meade (The Agora), Linda Marsh, Joshua Myers, Tina Pillarelli, Ryan Rafko, Jim Ross, Linda Torbet, Joe Verkennes, Tracy Vogt, Hon. Michael Weipert (38th Circuit Court Chief Judge), Suzanne Wetzel (Board Room), Quri Wygonik, Grace Yackee, and Penny Dorcey (recording secretary)

1. Chair Dowler called the meeting at 6:00 p.m. and took attendance as follows:

Present: Aaron N. Mason – Home, Monroe Charter Township, MI; Mary Kay Thayer – Home, Lambertville, MI; Steven Hill, Home, Dundee, MI; Florence M. Buchanan – Home, Monroe Charter Township; MI; Krista K. Lambrix – Home, Monroe, MI; Lynette Dowler – Home, Newport, MI

Not Present: William T. Bruck

2. The Honorable Judge Michael A. Weipert administered the Oath of Office to Lynette M. Dowler.  
The Honorable Judge Michael A. Weipert administered the Oath of Office to Aaron N. Mason.  
The Honorable Judge Michael A. Weipert administered the Oath of Office to Mary Kay Thayer.

Judge Weipert stated, that it was his honor and privilege to have re-sworn Trustee Dowler, Trustee Mason, and Trustee Thayer into office. He congratulated them and wished them the best.

3. There were no delegations present.

B. 2. a. (1) 4. *It was moved by Trustee Hill and supported by Trustee Lambrix that the following items on the Consent Agenda be approved as presented:*

B. 2. a. (1) Approval of the minutes of the regular meeting of November 26, 2020 and the special meeting of December 21, 2020

A roll call vote was taken as follows:

Yes [6] Aaron N. Mason, Mary Kay Thayer, Krista K. Lambrix,  
Florence M. Buchanan, Steve Hill, and Lynette M. Dowler  
No [0] None

The motion carried.

4. New Business

C. 3. a. (4) 5. Chair Dowler explained that to recognize and honor outstanding alumni who have made significant contributions to their career, community, and the college, the Monroe County Community College Board of Trustees established the Alumnus of the Year Award in 1996.

The 2020 Alumnus of the Year Award was originally slated to be presented at

the 2020 Commencement Ceremony; unfortunately that event had to be cancelled due to COVID-19. Thus, we have placed it on the Board's agenda for today's meeting and arranged for our recipient to be with us virtually. She welcomed the 2020 Alumnus of the Year, Dr. Justin Chamberlin.

Trustee Krista K. Lambrix proposed an amendment to the original resolution that was presented and approved on March 23, 2020. She explained that there were a few changes to some of the language of the resolution. She read the resolution as follows:

“Amended on 1/25/2021: Amended resolution of commendation, Alumnus of the Year, Dr. Justin Chamberlain:

WHEREAS, Dr. Justin Chamberlain earned his associate degree in nursing from Monroe County Community College in 2004, a bachelor of science in cell and molecular biology from the University of Michigan-Ann Arbor in 2007 and a medical doctorate in 2012 from the U-M Medical School, and

WHEREAS, he served as a registered nurse in the University of Michigan Hospital's critical care medicine unit from 2004-2008, and

WHEREAS, at U-M Medical School, he earned clinical honors in plastic surgery, emergency medicine, infectious diseases, anesthesiology, surgery, internal medicine, pediatrics, neurology and OB/GYN, and

WHEREAS, Dr. Chamberlain completed his anesthesiology internship at the University of Michigan Health System June in 2013 and general surgery residency at Henry Ford Health System in Detroit in 2017, and

WHEREAS, he served as administrative chief resident for Henry Ford Health System from 2017-2018 and became a general surgeon for ProMedica General Surgery in Monroe in 2018, a position he continues to serve in today, and

WHEREAS, Dr. Chamberlain serves as medical director of the trauma program at ProMedica Monroe Regional Hospital, director of the surgery resident rotation and co-director of the intensive care unit at PRMH, and is also the hospital's surgical quality champion for the Michigan Surgical Quality Collaborative, and

WHEREAS, his research articles have been published in two peer-reviewed academic journals – Plastic and Reconstructive Surgery and Biomolecules, in 2012 and 2017, respectively, and

WHEREAS, in 2012, Dr. Chamberlain was selected to the Alpha Omega Alpha Honor Society and received the Dr. James O. Wooliscroft Honorary Scholarship and the Michigan Association of Physicians from India Academic Scholarship, and

WHEREAS, he has made numerous oral and poster presentations in the U.S., Canada and Germany about a myriad of topics such as epidural analgesia, migraine surgery and extracorporeal support in donors after cardiac death, and

WHEREAS, Dr. Chamberlain has served on various committees at Henry Ford Hospital and ProMedica Monroe Regional Hospital, and currently serves on the Cost Value Analysis, Surgery Department Peer Review, and Pharmacy and Therapeutics committees at ProMedica Monroe, and

WHEREAS, he is a member of the American Medical Association and the American College of Surgeons and a past member the American Society of Anesthesiologists, Society of Critical Care Medicine and the Michigan Nurses Association, and

WHEREAS, he is a man of great character and integrity who exemplifies the best of Monroe County Community College.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes and congratulates Dr. Justin Chamberlain on his accomplishments and accolades, and

THAT IT FURTHER BE RESOLVED, that the Board of Trustees honor him with the 2020 Monroe County Community College Alumnus of the Year Award and

expresses its sincere gratitude and appreciation initially on Monday, March 23, 2020, and amended to day, January 25, 2021.”

Chair Dowler stated that it is an honor to say Dr. Chamberlain is from Monroe County Community College and that she and the Board are proud of all that he has accomplished.

Dr. Chamberlain thanked the Board for selecting him for the Alumnus award and expressed his appreciation of being recognized. He stated that his educational journey was not always a straight line, but it all started at Monroe County Community College, where he was given a foundation for a real love of learning through the great instructors that he had while at MCCC. These instructors helped point him in a direction other than the one he thought his life would take him while in high school. He is very proud of MCCC and impressed with the work it does in the community, as well as the high quality of lifelong learners that come out of the community college every year. The college is doing an amazing job; keep it up. MCCC is a high quality educational institution. Of all the places he has been, he says that he still received the best quality of education at MCCC. He is excited to continue to keep bringing high quality surgical care to Monroe and he looks forward to continuing the beneficial relationship between MCCC and ProMedica in the future.

It was moved by Ms. Lambrix and supported by Mr. Mason that the resolution be approved as amended.

A roll call vote was taken as follows:

Yes [6] Aaron N. Mason, Mary Kay Thayer, Krista K. Lambrix,  
Florence M. Buchanan, Steve Hill, and Lynette M. Dowler  
No [0] None

The motion carried.

- B. 4. a. (1) 6. *It was moved by Mr. Hill and supported by Ms. Thayer that Ms. Dowler be elected Chair of the Board of Trustees for a two-year term; that Ms. Thayer be elected Vice Chair of the Board of Trustees for a two-year term; and, that Mr. Mason be elected Secretary of the Board of Trustees for a two-year term.*

A roll call vote was taken as follows:

Yes [6] Aaron N. Mason, Mary Kay Thayer, Krista K. Lambrix,  
Florence M. Buchanan, Steve Hill, and Lynette M. Dowler  
No [0] None

The motion carried.

- B. 4. a. (2) 7. *It was moved by Mr. Mason and supported by Ms. Thayer that Suzanne M. Wetzel, Vice President of Administration be named Treasurer of the Board of Trustees of the Community College District of Monroe County, Michigan for a two-year term.*

A roll call vote was taken as follows:

Yes [6] Aaron N. Mason, Mary Kay Thayer, Krista K. Lambrix,  
Florence M. Buchanan, Steve Hill, and Lynette M. Dowler  
No [0] None

The motion carried.

- B. 4. a. (3) 8. *It was moved by Ms. Thayer and supported by Mr. Mason that the following resolution or commendation for Mrs. Mary Lunn be adopted:*

*WHEREAS, Mrs. Mary Lunn has decided to retire from her position at Monroe County Community College, effective January 7, 2021 and*

*WHEREAS, Mrs. Lunn has diligently served as Administrative Assistant for Lifelong Learning for the past 15 years, and*

*WHEREAS, Mrs. Lunn began her career at MCCC as a temporary employee in the Corporate and Community Services (CCS) Division, handling room reservations, and providing support for the entire CCS division in various capacities, and*

*WHEREAS, Mrs. Lunn has completed countless registrations, faculty contracts, student evaluations, class rosters and provided endless support to MCCC's community of lifelong learners, and*

*WHEREAS, Mrs. Lunn managed a wide variety of tasks and details associated with annual summer camps for kids, which included 300-500 students on the MCCC campus each summer, and*

*WHEREAS, Mrs. Lunn had an impeccable work ethic and was known for arriving early each day, rarely taking a day off and always going the extra mile to ensure non-credit students could easily enroll in courses and had a positive learning experience, and*

*WHEREAS, Mrs. Lunn provided excellent support to lifelong learning instructors by helping them with an assortment of documents and coordinating details to ensure they were prepared to step into their classroom ready to teach, and*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mrs. Mary Lunn for her 15 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 25, 2021.*

President Quartey noted that Mary Lunn has been with the College for 15 years in the Office of Corporate and Community Services. Unfortunately, she was not able to be at tonight's meeting, but Dr. Quartey wanted wish Mrs. Lunn the very best as she moves forward with her career and her life.

A roll call vote was taken as follows:

Yes [6]      Aaron N. Mason, Mary Kay Thayer, Krista K. Lambrix,  
   Florence M. Buchanan, Steve Hill, and Lynette M. Dowler  
No [0]      None

The motion carried.

- C. 3. b. (3)    9.    AJ Fisher, Director of Finances, and Matt Hehl, college auditor, presented the 2019-20 Audit Report to the Board.

Mr. Hehl thanked the board for allowing him present to them this evening. He remarked on what a fantastic facility the college is, not only from faculty standpoint for teaching, but also from an administrator and support staff perspective. Mr. Hehl reviewed the *Independent Auditor's report* (pgs. 1-3). This part of the report and outlines the College's responsibilities, the auditor's responsibilities, and it gives the auditors opinion on the College's financial statements. MCCC received an unqualified (clean) opinion.

Mr. Hehl moved on to the *Management Discussion and Analysis* (MD&A) section on page 4 of the audit report. The MD&A is management's discussion and analysis of Monroe County Community College's financial position and results of operations. This piece of the section summarizes the heart of the audit and expands on the more descriptive measurements of the audit. The *Statement of Net Position* is a three-year comparative balance sheet that covers the College's assets, liabilities, and net position. The key points of this sheet are that assets are up and liabilities are down. Although there has been an increase in debt, there is a large increase in *Capital Assets*. In the end, the net position for the College's equity is that the fund balance is positive and has increased. There are four line items, two of which are major, capital assets (\$57 million), and unrestricted (-\$35 million). Page 25 gives a breakdown of the unrestricted net position showing *Working Capital* has increased. The two funds that draw this down are the *Retirement and OPEB funds* (-\$43,535,716; MCCC's share of the state's retirement fund) and the *Major Maintenance and Renovation* (-\$4,063,529). While MCCC has a negative unrestricted net position of -\$35 million

we know where the vast majority of those negatives lie and they are not a major draw down to the finances of the College.

The *Statement of Revenues, Expenses and Changes in Net Position* analyzes revenues earned and expenses incurred during the fiscal year. This sheet is the College's income statement in condensed form. *Operating Revenues* are down and expenses are up slightly. A key point here is the way that the College has been able to maintain the budget. The *Operating Expenses* as a whole, when comparing year over year, have stayed fairly level. In all, there was an operating loss; however, the vast majority of the revenue comes from *Non-Operating Revenues*, which the College has little control over.

Although there was a slight drop in *Non-operating Revenue*, the funds still stayed fairly consistent, allowing the College end with a \$4 million increase in its net position (income). Those revenues are broken down by source on page 8.pg. of the audit where we can see that *State Appropriations* and *Property Taxes* contribute to two-thirds of the College's revenues, while only 16 percent comes from Tuition and Fees. Keeping these numbers consistent goes directly to keeping costs down as well. Tuition revenue was down 9.9 percent, which is a trend the College does not want to see, but the administration and the Board were quick to address this by approving a tuition increase.

*Operating Expenses* are broken down on page 9. They include all expenses necessary to provide services and conduct the programs of the College. A key point is that *Operating Expenses* only increased by \$600,000, which is a small percentage when considering a \$30 million budget. Having *Operating Expenses* that only increase by this small of a percentage is not an easy task.

*Non-operating Revenues* is a piece of the budget that institutions have little control over, yet they play a major role in the financial statements as a whole, as well as in the budget. *Property Taxes* have been somewhat of a nemesis to the College in the past; however, those values are starting to rise. The DTE Tax Valuation has flipped those revenues back slightly, but in the end, *Property Taxes* have still increased.

The biggest change to the *Statement of Cash Flows* is moving to *Capital and Related Financing Activities*. This is simply taking the cash that the College did have and moving it to capital related items. The breakdown to *Capital Assets* is on page 13.

Mr. Fischer reported on *Economic Factors that Will Affect the Future*. Declining tuition and COVID are two factors that affect the College's financial position. In terms of economic factors the administration must keep an eye on, there are the negotiations between DTE and City of Monroe, as well as with Frenchtown Township. DTE Energy and the City of Monroe settled on a step-down reduction of the taxable values of the Monroe Power Plant. The Fermi Nuclear Power Plant is still in negotiations. The terms of the DTE agreement reduce the taxable value of the plant over a seven-year period resulting in a total taxable value reduction of 28.33 percent between 2018 and 2025. Revenue losses for each year are detailed on page 14 of the audit.

The COVID 19 pandemic is another factor that has greatly affected the College in more ways than one. Revenues impacted from the pandemic include reductions in *State Appropriations* (a loss of 11 percent or \$131,900) and *Tuition and Fees* for the fiscal year. The College does expect to receive its full funding in the current fiscal year (2021), but what will happen moving forward remains to be seen.

The College received *Higher Education Emergency Relief (HEERF)* funding through the *CARES Act* in the form of four grants: Student funding, Institutional funding, Strengthening Institutions funding, and state funding (*CRF Funds*). In total, the College was awarded just under \$1.9 million, and as of June 30, 2020, it has expended \$638,261 of those funds.

*Property Taxes* have been on the decline for many years; however, taxable values for property in Southeast Michigan have increased over the last few years. They are expected to increase slightly the next fiscal year as well by about .85 percent and that includes factoring DTE's taxable value of its power plant as well.

The debt for the geothermal HVAC continues to go down. The debt that does go up is the *Net Pension* and *Net OPEB Liabilities*. The College makes the HVAC loan

payment of \$1,436,119 every year in the form of two payments every September and March.

The College continues to face declining enrollment for the 2019-2020 fiscal year. It is anticipated that enrollment will continue to experience a decline for 2020-2021. In March of 2020, the Board of Trustees approved a 2 percent tuition increase for the 2020-2021 year. The Board of Trustees has the authority to increase tuition rates to offset rising costs, but they are also mindful of the impact that tuition increases have on our students. They will continue to monitor costs and enrollment trends as they strive to keep increases in tuition to a minimum.

Fiscal year 2019-2020 is year four of *The Maintenance and Improvement Millage*. The College has been receiving funding for its major capital projects on campus through this millage. The MD&A lists projects that have been completed: Founders Hall, three new single-user restrooms, emergency generators, IT rooms, renovation of the Little Theater, parking lot replacements, phone and security upgrades, a new sound system in the Health Education Building, and domestic water pipe-lining. Numerous other projects are in progress to be completed next year. The College will continue the multitude of maintenance and improvement projects with the *Zero-increase Five-year Millage Renewal*. Those are the major highlights of the economic factors that will affect the future.

Mr. Hehl explained that the *CARES Act Funding* has created a bit of a nightmare, a bit of an obstacle, and a bit of a challenge on top of everything else Mr. Fischer, Sue, and their team put together in terms of research, regulations, and constant changes. In the end, with the assistance of Plant Moran and the Federal Award Audit (single audit), the Finance team got through a successful audit. It was no small task getting the understanding of what was allowed, what was not allowed, and for what the funds could be used under the *CARES Act*. Mr. Hehl noted that Dr. Valerie Culler, Director of Financial Aid, and her team have done an excellent job with their part of the audit. Plant Moran comes to the College and does a lot of fieldwork and Dr. Culler is always prepared for them. This year Plant Moran operated completely virtually.

Mr. Hehl briefly explained the statements, which have more detail than the balance sheets in the MD&A. The statements show the major areas of revenues and expenses with the details listed under each heading (pgs.16-19). The *Statement of Financial Position for The Foundation at Monroe County Community College* is on page 20. The Foundation is reported as a component unit of the College and therefore their financial statements are included in the College's audit (pgs. 20-21). The Foundation also received a clean audit.

Mr. Hehl reminded the Board that he touched on the broad scope of the audit rather than the details. He invited them to contact him if they would like to go over anything in more detail.

Mr. Hehl explained that the notes on pages 22-53 give further background on the financial statements: *The Impact of COVID* (pg 26), etc. Note 6 gives detail of the *Defined Benefit Pension and Postemployment Benefits* (pgs. 32-44). Note 9 details the *Collateralized State Bonds* for several construction project grants for the College.

The Single audit is included in the back of the report. There are also several required communications to the Board Audit Committee, as well as *Federal Awards Supplemental Information*. There are two pieces to the audit. There is an audit of the financial statements and an audit of the federal awards, A133 Single audit. The A133 is designed specifically for federal grants and awards. It takes the financial piece of the audit and gets more into the regulations requirements and controls for the federal awards the College receives (pgs.79-81). Major programs include the *Pell Grant* and *Upward Bound*. There were no findings for the single audit, so it was a clean audit as well.

Mr. Hehl thanked the Board again for allowing Cooley Hehl Sabo & Calkins, PLLC to be of service to them, the college, and the students. He is thankful to have MCCC in the community and being a lifelong member of the community he knows the important role the College plays here.

Chair Dowler gave special Kudos to Mr. Fischer and Ms. Wetzel, Ms. Culler, and Mr. Hehl for their work on the CARES ACT funds.

The complete 2019-2020 Audit Report can be viewed on the College website

at <https://www.monroeccc.edu/sites/default/files/finance/MCCC-2020-Audit-Updated.pdf>

- C. 3. a. (1) 10. President Quartey reported the following position rehire, retirement, resignation, and the loss of an employee.

Position Rehire:

Michael Varney, General Maintenance Worker, effective January 8, 2021

Retirement:

Mary Lunn, Administrative Assistant to the Director of Lifelong Learning, effective January 7, 2021

Resignation:

Lisa Schendel, Administrative Assistant to the Dean of Business, effective December 10, 2020

Deceased:

Dannielle Lambert, Academic Coordinator, Upward Bound. Effective 12/3/2020

Dr. Quartey explained that in early December, Dannielle Lambert, Academic Coordinator for Upward Bound, Monroe High School, unfortunately passed away. A scholarship has been established in her name. Dr. Quartey stated, “She will be missed. She was just a lovely person with a great demeanor. Her students at Monroe High School loved her “and all will definitely miss her.

- C. 3. a. (2) 11. Joe Verkennes, Director of Marketing and Communication, presented the Fall 2020 Enriching Lives Award. He explained that Monroe County Community College acknowledges the importance of its employees and welcomes the opportunity to recognize their extraordinary achievements. Each semester, the Employee Engagement Committee accepts nominations for the Enriching Lives Performance Award to recognize an employee based on his or her commitment, and examples of how he or she incorporates the Monroe County Community College mission, vision and values into daily work activity.

The Employee Engagement Committee is devoted to honoring an employee each semester whose actions create positive change on campus. Nominations are accepted during the midpoint of the semester and the individuals selected are recognized at the Board of Trustees meeting closest to the end of the semester.

The nominees for the Fall 2020 semester award were Philip Borawski, Information Systems Technician; Janel Boss, Administrative Assistant to the Foundation and Marketing and Communications; Valerie Culler, Director of Financial Aid; Barry Kinsey, Director of Workforce Development; and Barbara Mauter, Faculty Specialist, Peer Tutor/Mentor and Academic Coach. The winner of the Fall 2020 Enriching Lives Performance Award is Philip Borawski.

Mr. Verkennes quoted the following comment submitted on Mr. Borawski’s behalf, “I have witnessed Phil for many years, beginning as a student assistant, then [working] as a part-time employee in Data Processing, and now as a full-time employee in IS. Phil is always upbeat and kind. Phil Primarily deals with internal customers, such as college employees. He regularly goes out of his way to assist with issues that many of us find extremely frustrating. Knowing Phil for many years, especially when he endured as a part-time employee, I would make him aware of full-time employment and opportunities in his chosen field of study and he’d say, ‘I’m ok. I like working here at MCCC.’ Phil is an unsung hero who honestly loves working at Monroe County Community College, and provides all of us with the best service possible.” Mr. Verkennes congratulated Mr. Borawski

Mr. Borawski thanked the committee for considering him for the Enriching Lives Performance Award. He stated that it is a great honor and he is very appreciative. Mr. Borawski commented that it is a joy to work at MCCC and that everyone at the College is wonderful.

Chair Dowler congratulated Mr. Borawski and said “to be nominated you’re among the best of the best.” She offered him “extreme congratulations” and said the “we are lucky to have you as part of our MCCC family.”

President Quartey added, “Phil is just a wonderful young man.” He graduated from St. Mary’s Catholic Central, and then from MCCC. For years he worked at MCCC as a part-time employee and became a full-time employee a couple of years ago. Phil was in Dr. Quartey’s office today assisting him with his technology. He also assisted Dr. Quartey a couple of times last week as he struggled with no sound during his Teams meetings. Phil is a great individual to work with.

- C. 3. a. (2) 12. The Board received a note of gratitude from Dr. Joshua Myers on behalf of The Foundation of Monroe County Community College, for the donation given in memory of Dannielle Lambert (enclosure)
- C. 3. a. (3) 13. The Board received a note of thanks from Natalie Bruck and her family for the gift basket received at Christmas (enclosure)
- C. 3. a. (4) 14. This item was discussed earlier in the agenda.
- C. 3. a. (5) 15. The Board received a Statement of General Fund Revenues and Expenses for the period ending October 31, 2020.

Suzanne Wetzel, Vice President of Administration/ Treasurer, congratulated to Mr.Phil and expressed her excitement that a member of her team received the Enriching Lives Performance Award. She also, thanked AJ Fischer and his team, and Dr. Culler and her team for their excellent work on the audit. The audit is a tremendous amount of work every year, and this year probably more than ever due to the CARES Act Funding and all of the challenges it presented.

Ms. Wetzel noted that the Board received the General Fund statements for both November and December. She directed the Board to the statement for the month ending December 31<sup>st</sup>. When looking under property taxes, as of December 30<sup>th</sup>, property taxes were at \$368,000. As of today, that amount is just over \$3.2 million dollars. This is the time of year when College receives most of its property tax revenues. Total revenue as of this afternoon is almost \$11.3 million dollars as compared to the December report when the revenue was at \$7.7 million.

Ms. Wetzel reported that winter billable contact hours, as compared to budget, are up by \$9,500. She complimented Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, and his team for their hard work on winter enrollment.

Ms. Wetzel also reported that Dr. Fischer’s area has successfully disseminated all of the required tax forms (W-2s 1098T’s 1099’s). The Divisions and Departments continue to compile their 2020-2021 budget requests and will enter the information into the master spreadsheet soon. Cabinet will then begin its work putting together a balanced budget for the board. As part of that, Cabinet will have a discussion with the Board regarding tuition at the February Board meeting before discussing the tuition rate tuition at the March meeting.

Ms. Wetzel noted that Bookstore has experienced some challenging times of late due to the COVID restrictions and the small size of the Bookstore. Due to this, the decision was made to close the Bookstore to foot traffic and Kelly Heinzerling, Director of Purchasing and Auxiliary Services, moved all business online. Ms. Wetzel reported that 1,008 students purchased at least one item form the Bookstore. That is about 43 percent of MCCC’s student headcount. The Bookstore staff processed 1,167 total online orders, pulling the orders, boxing them, and delivering them to students. The Bookstore staff handled 1,244 transactions. There were also some students who showed up at the door and handed their schedules over to the Bookstore staff, who then pulled the orders, boxed them, and delivered them back to the students, who then paid for them. This is another way that MCCC is trying to take care of its students and keep everyone safe during these difficult times.

Ms. Wetzel announced that she would be brining some additional transfers to the February Board meeting. The *CARES Act Fund* reporting has been submitted on time. She thanked Mr. Fischer and Ms. Culler for the tremendous amount of work they did to make that happen. The reports are available online at the College’s website. Ms. Wetzel also announced that the *Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)* was passed on December 21, 2020. There is additional funding coming to the College as a result of this funding.



Unfortunately, just as with the *CARES Act* money, these funds are bound by a variety of rules, some of which are yet to be defined. Mr. Fischer and Ms. Culler have already begun reviewing the restrictions to determine how best to use that money. The task force will begin meeting again in February.

Trustee Mason said that he was encouraged by the \$9,500 for winter billable contact hours, which is basically on budget; but when comparing year over the year the difference was a negative. Ms. Wetzel explained that when comparing year over year, billable contact hours are down by about \$40,000 (revenues last winter to revenues this winter). When comparing what was actually budgeted for winter billable contact hours this year to the actual revenues, however, that amount is \$9,500 to the good, or basically flat. When comparing actual revenues for fall 2019 over fall 2020, the revenues were down by \$334,000 for that period, so \$9,500 is favorable to budget for the winter semester.

- C. 3. a. (6) 16. Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, reported that headcount for Fall 2020 was 2,312. Total headcount this winter enrollment is 2,380, so from last fall to this to winter enrollment went up in. This is the first time enrollment has increase from fall to winter at the College.

Dr. Behrens mentioned that as Mr. Fischer pointed out in his report, the State revenue for the College is down 11 percent. This is consistent with all of the state community colleges. One of the methods Dr. Behrens and his team are using is to track data and use data to really influence “what the do and how we go about enrollment.” Dual enrollment numbers are stable from fall to winter. Dr. Behrens quoted a line from Dr. Chamberlain earlier who said “My educational journey was not always a straight line” saying “that is so true for our students and it is really reflected in what we did to get enrollment up.” First Time in Any College (FITIAC) student enrollment is up 20 percent year over year. Dr. Behrens’ team really leveraged the Frontliners program to get the word out about the college and to get students enrolled. He commented that the students that were brought in were the ones who were most in need of a college education. These data numbers have really influenced some other numbers that are very significant at the College. Minority enrollment is where the increase is in comparison. Black or African Americans are up almost one percent, Hispanics are slightly up, Asians and whites are down, and Alaskan and American Natives are up a bit. These numbers have not changed drastically, part-time to full-time are still at 77 percent part-time. The female to male ratio shows that females increased a couple of percentages while males decreased 38 percent.

Dr. Behrens went back to the Frontliners driving the data points. The Frontliners program resulted in 95 new students coming to the College. Dr. Behrens and his tem also used the Frontliners program to leverage students who left the College for some reason in the past and then did not return. This is where Mr. Fischer’s comment about “how remarkable it is that MCCC keeps its down tuition” really drives home a big point. Dr. Behrens stated that even at our tuition rates, money is a still barrier to our students to complete their education. By taking the Frontliners program back to our students who have dropped out previously, we were able to recoup 105 students because now their tuition is paid in full. To date, 163 MCCC students are benefitting from the program.

Dr. Behrens presented a December 9<sup>th</sup> chart showing the data for application rates for Frontliners in Southeast Michigan. The chart shows the percentage of applicants in the county who actually applied fro Frontliner funds. Monroe is fourth in the state overall and very close to top of state in terms of percentage. As of December 9<sup>th</sup>, 10.22 percent of all eligible possible applicants applied for a Frontliners scholarship. Mr. Behrens noted that his team converted 59 percent of the applicants. That is especially noteworthy as most people waited until the December 31<sup>st</sup> deadline to apply for the scholarship. We can now pursue these people to try to get them into college.

When comparing MCCC’s with year over year data with every other community college in the state, MCCC has reliably been 19<sup>th</sup> on this measure for last ten years. This year MCCC is third in the state. There was an enrollment drop of 3.8% as of the January 1<sup>st</sup> count deadline, but that percent is third in the state. As you recall, the state revenue to the college is down 11 percent. There is still much work to do and need to keep pressing this number.

Dr. Behrens announced the next program is the Reconnect Michigan program. He and Dr. Culler have been reading about and researching the Reconnect Michigan program. Every single resident who does not have an associate degree or above, is eligible for free, in-county tuition, if they are 25 years of age or older. The applications open on February 2<sup>nd</sup>, and Dr. Behrens and his team will be working hard to make MCCC's students eligible and to make Monroe County residents aware that in-county tuition is free for those 25 or older.

Dr. Quartey stated that Dr. Behrens did a yeoman's job. He walked into the millage campaign and immediately after came the Frontliners campaign. Dr. Behrens was at the forefront of this campaign. He sent numerous letters to area businesses and Ms. Dorcey sent letters to all of the area churches. Minorities were also targeted and the number of Black and African American student is now up one percent. That one percent among the entire college population represents a 33 percent increase in black students for the College. Dr. Behrens commented that this shows that we can really leverage the Frontliners and similar programs, to make a difference in people's lives. Mr. Behrens announced that he and his team are putting together a strong enrollment management plan to keep these things going.

C. 3. a. (7) 17. This item was moved down the agenda due to technical difficulties.

C. 3. b. (1) 18. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey remarked that the state of the College is strong. The Board heard the 2019-2020 Audit report and the 2021 Winter Enrollment report earlier. He reported that 90 percent of MCCC courses are online or remote. Vaccinations are currently being administered on the campus. CREED conversations continue under the leadership of Trustee Florence Buchanan. Diversity week took place last week, which included many activities and events. If MCCC did not take a leadership role in these important activities, who would? That is why the College is constantly on the front page of the newspaper and why we continue to make these efforts to transform an entire community.

President Quartey announced that the ASET Division continues to make Personal Protection Equipment (PPE). As Dr. Behrens noted earlier, when comparing winter 2020 to winter 2021 enrollment is down by 3.8 percent. The Frontliners numbers are looking positive and MCCC's application rate is the highest in the southeast region.

On the grants front, MCCC and partners have received a Closing the Skills Gap Grant (\$25,000; \$100,000 over 4 years) for apprenticeship recruitment and training advancement. The College and partners were also recently awarded the H1B grant (\$60,000 a year) to be used for curriculum development and related costs for the advancement of manufacturing, cybersecurity, and transportation. The State of Michigan recently announced \$11 million toward apprenticeship training. MCCC is in the process of trying to hire someone to handle apprenticeships on a full-time basis. Dr. Quartey thanked Cajetan D'Cunha, Grant Writer; Parmeshwar Coomar, Dean of Applied Science and Engineering Technology; Barry Kinsey, Director of Workforce Development, and Paul Knollman, Dean of Business for their work in these areas.

The President announced that the State's Consensus Revenue Estimating Conference was held on January 15. State revenues have improved dramatically since the August estimates, so the College should remain at least flat in terms of state funding. In addition, there is an additional \$21.2 billion in Higher Education Emergency Relief (HEER) funding for colleges and students, \$2.7 million of which MCCC should receive for coronavirus relief stimulus. As with the CARES Act funds there are many restrictions attached to the funds, but hopefully, they will not be as severe as those for the CARES funding.

Trustee Buchanan commented that having the apprenticeship program is tremendous and she believes it will be very well received in the business community. It gives students the opportunity to give students some real life work experience.

C. 3. b. (2) 19. This item was discussed earlier in the agenda.

C. 3. b. (3) 20. This item was discussed earlier in the agenda.

- C. 3. b. (4) 21. Dr. Joshua Myers, Executive Director of The Foundation, briefed the Board on The Foundation’s activities over the past months. He acknowledged that this is one of the most important times of the year for The Foundation as it concludes its pledges for staff, and as this is also the end of the season of giving and when the organization receives most of its unrestricted gifts for the year. Fortunately, The Foundation has not seen the precipitous decline in gifts that others are seeing. That is to the credit of people’s understanding of what the College does in the community.

Dr. Myers noted that this has been a challenging and heartbreaking year for so many people; however, the response from donors has been tremendous. Donors have really dug deep because they understand that the pandemic has disproportionately affected people in the community like our students. Dr. Myers reports that he continues to see very large gifts come in to support our students throughout the pandemic.

Dr. Myers updated the board on some “happenings” The Foundation has had over the last couple of months. They have received two new endowed scholarships. The first is the Ellen Johnson Trust Scholarship, a \$100,000 bequest that the Foundation has been working on since 2006. This is a need-based scholarship. The second is the Lakewood Machine Products Co. Howard J. Morrin Memorial Scholarship for Welding. Dr. Myers announced that The Foundation also recently received a \$280,000 bequest. There will be more details on this gift as The Foundation decides what to do with this generous gift.

Dr. Myers also noted that The Foundation held its December Board meeting on the on the 14<sup>th</sup>. This is usually the time it holds its holiday party where The Foundation thanks its volunteer board of directors for all they do throughout the year for the College and its students; however this year it was a working board meeting due to COVID restrictions. The board acted and ratified a transfer of \$20,000 for emergency scholarships to students. They also approved resolutions of commendation for two departing staff representatives, Dr. Melissa Gray and Lisa Schendel. The Foundation is currently in the midst of the application period for scholarships. He asked those present to encourage all students to apply. These are the scholarships that begin next fall. Dr. Myers and his staff are trying to get current students and incoming high school seniors to apply.

Dr. Myers spoke briefly about “Futures for Frontliners” and the new “Reconnect Michigan” program that is rolling out from the state. Free college does not mean “free college” just because the State is picking up tuition and fees. Our students that are on the margins face so many competing financial struggles that far exceed what their costs are to pay for college. One of the priorities that The Foundation has focused on over the last year in particular, is trying to help those students who are most in need and who are most at risk for dropping out. There are many emergencies that are spiraling out of this pandemic; however, even in normal times students encounter unforeseen expenses that threaten their academic progress. Dr. Myers shared that when The Foundation awards an emergency scholarship, it asks the students for permission to share their stories with donors. Of the two students that communicated with Dr. Myers today, the first has been a student at MCCC for nearly a decade and was down to one class to complete his associate’s degree; however, he no longer qualified for Financial Aid. The student was ready to give up and dropout, but The Foundation was able to give him a scholarship and the student was able to stay enrolled. The second was a respiratory therapy student who comes from a single parent household. She was raised by her mom. She is going to be one of our future healthcare heroes. She could no longer afford to pay for college because her situation changed and she could not continue to work, she contemplated changing her academic plans. The Foundation was able to intervene with an emergency scholarship and keep her going. Dr. Myers noted that there are dozens of students in the similar situations. The Foundation’s donors have been incredibly generous and supportive of these students.

MCCC scholarship can be based on need, program, GPA, and many other criteria. Students only need to complete one application to qualify for hundreds of thousands of dollars in scholarships and all it takes is about 20 minutes.

- C. 3. a. (7) 22. Dr. Grace Yackee, Vice President of Instruction, updated the Board on non credit enrollment. She reviewed the Lifelong Learning schedule with the Board. Offerings include career and professional development courses as well as special interest, business and industry, customized training, personal training, and a wide

variety of other courses. Dr. Yackee stated that it is important to remember that non-credit courses do not qualify for financial aid.

Dr. Yackee reported that COVID has had a significant impact on non-credit enrollment. COVID first impacted the College in mid-March of the Winter 2020 semester. At the end of the semester enrollment was at 695 as compared to 1,609 students at the end of the Winter 2019. During the Fall 2020 semester the College had very limited ability to offer face-to-face classes and the enrollment numbers suffered even more with an ending enrollment for Fall 2020 of 404, as compared to 1,292 students at the end of Fall 2019. The one area where there was growth was in online learning. A number of non-credit classes were converted to an online format. Fall 2020 had 78 online students as compared to Fall 2019 in which there were 25 online students. Although there was a significant impact during the COVID period, the non-credit enrollment trend seems to be turning back around, particularly in the area of contract training and working with business and industry.

Barry Kinsey, Director of Workforce Development, commented that one of the highlights of his area is its relationship with the Associated Builders and Contractors of Southeast Michigan (ABC SEMI). There are students who are on MCCC's campus once a week for apprenticeship training. They have electrical training one through four. That is something that Mr. Kinsey promotes with ABC SEMI and brings Monroe County students to them. This winter, the office of Workforce Development started a second cohort with them and there are currently 91 students in training.

Mr. Kinsey reported that this past fall there were five MIOSHA training classes. Two were onsite and three were taught virtually. He also mentioned that his area did a class with Ford Flat Rock on fiber optics. This is a class they began talking with Ford about in 2016. Ford was very pleased with the training and they are talking about doing another class with MCCC. Classes are starting to look up for the winter. Mr. Kinsey is pricing out his annual safety program with Michigan Materials. He is also working on a special project with National Galvanizing and Gerdau Special Steel. They have a need for a certain class for their millwright apprentices and cannot find that class offered anywhere for credit or non-credit. MCCC is putting a program together where the companies will share the cost and train their millwrights.

Mr. Kinsey shared that this fall MCCC conducted its first ever, sterile processing technician class. This was a non-credit class. There were eight students who met twice a week, once virtually and once on campus. The students also did a 40-hour clinical, some at ProMedica Monroe Regional Hospital (PMRH), some at Beaumont Royal Oak Hospital. Of the eight that finished the program, four have already been employed, two at PRMH and two at Beaumont Royal Oak Hospital.

Mr. Kinsey also announced that the College completed a 30-hour OSHA that it started with the Village of Dundee. Mr. Kinsey's area have been converted all Microsoft classes to virtual classes. His office has worked with the Monroe County Business Development Corporation (BDC) to deliver training geared toward all businesses and how they can cope with COVID. Currently, the BDC is going to deliver three Excel classes and a Teams class at a significant cost savings to our companies because Consumers Energy Foundation has underwritten the cost. Pesticide training for area farmers and landscapers is scheduled for this Thursday. Mr. Kinsey is working with the City of Monroe to have an Annual Virtual Planning and Zoning Officials Workshop. Rousch was recently awarded a grant (\$115,000) for which that MCCC will be providing all of the training. Several other companies have received these dollars as well ranging from \$3,000 to \$4,000. MCCC will also be providing training for these companies.

Dr. Yackee added that due to COVID Issue, many late starts non-credit classes have been added that are starting in March.

The complete Lifelong Learning schedule can be viewed and downloaded at <https://www.monroecc.edu/sites/default/files/lifelong/WS21/Lifelong-Learning-WSS21-web.pdf>.

- C. 4. b. (1) 23. Chair Dowler appointed the following Trustees to the Alumnus of the Year Selection Committee:

Alumnus of the Year Selection Committee

Krista Lambrix  
Mary Kay Thayer  
Steve Hill

- C. 4. b. (2) 24. Chair Dowler appointed the following Trustees to the College Supporter of the Year Selection Committee:  
Selection Committee:

College Supporter of the Year Selection Committee

Florence Buchanan  
Aaron Mason  
Steve Hill

- C. 4. b. (3) 25. Chair Dowler appointed the following Trustees to the Board Audit Committee:

Board Audit Committee

Aaron Mason  
Mary Kay Thayer  
Lynette Dowler

- C. 4. b. (4) 26. Chair Dowler announced that she hopes to confirm a date for the board retreat as soon as the Board is able to gather in-person, which will hopefully be before summer. The retreat will take place either in the evening or on a Saturday morning.

- C. 4. b. (5) 27. Chair Dowler noted the upcoming events.

Ms. Thayer commented that, being the coordinator for the State of Michigan, she has already had her two calls recently to update what is going on in Michigan. She will also be having meetings at the virtual conference about coordinating.

- C. 4. b. (2) 29. *It was moved by Ms. Lambrix and supported by Ms. Thayer that the meeting be adjourned.*

A roll call vote was taken as follows:

Yes [6] Aaron N. Mason, Mary Kay Thayer, Krista K. Lambrix,  
Florence M. Buchanan, Steve Hill, and Lynette M. Dowler  
No [0] None

The motion carried and the meeting adjourned at 7:58 p.m.

Respectfully submitted,

Lynette M. Dowler  
Chair

Aaron N. Mason  
Secretary

/prd

These minutes were approved at the February 22 regular meeting of the Board of Trustees.