

MINUTES OF THE SIX HUNDRED SECOND
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., June 24, 2021

This meeting was conducted via Microsoft Teams

Present: William T. Bruck (6:35p.m.), Florence M. Buchanan, Lynette M. Dowler, Steve Hill, Krista K. Lambrix, Aaron N. Mason, and Mary Kay Thayer

Also Present: Ijaz Ahmed, Scott Behrens, Kevin Cooper, Valerie Culler, AJ Fischer, Rick Hubbert (Board Room), Laura Manley, Joshua Myers, Tina Pillarelli, Kojo Quartey, Linda Roberts, Joe Verkennes, Tracy Vogt, 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: Mary Kay Thayer – Home, Lambertville, MI; Aaron N. Mason – Office, 10 Washington Street, Monroe, MI; Florence M. Buchanan – Home, Monroe Charter Township, MI; Krista K. Lambrix – Home, City of Monroe MI; Steven Hill, Office, Monroe County, MI; Lynette M. Dowler – Home, Newport, MI; William T. Bruck, Fort Belvoir, Virginia (joined at 6:35p.m.)

2. Ms. Dowler announced that the regular order of business is suspended to conduct the public hearing on the 2021-22 budget. She entertained questions from the audience with regard to the 2021-22 budget material. The millage rate to be levied for operating purposes for the 2021-22 fiscal year will be reaffirmed as 2.1794 mills of ad valorem property taxes and that the millage rate to be levied for facilities/infrastructure improvements for the 2021-22 fiscal year be reaffirmed as .85 mills of ad valorem property tax. There were no further questions so Chair Dowler declared the public hearing adjourned.

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1. There were no delegations present.

B. 2. a. (1) 4. *It was moved by Ms. Thayer and supported by Mr. Mason that the following items on the Consent Agenda be approved as presented:*

B. 2. a. (1) Approval of the May 24, 2021 minutes of the regular meeting and the June 2, 2021 minutes of the study meeting of the Board of Trustees.

B. 2. a. (2) Authorization for the President to Execute a a one-year non continuing administrative contract renewal for Anthony Quinn, Director of Upward Bound, effective August 31, 2021, through September 1, 2022.

A roll call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Florence M. Buchanan,
Krista K. Lambrix, Steve Hill, and Lynette M. Dowler

No [0] None

The motion carried unanimously.

4. Old Business

- B. 3. a. (1) 5. *It was moved by Ms. Thayer and Supported by Mr. Hill that Donald and Patricia Roof be selected as the recipients of the 2021 College Supporter of the Year.*

Trustee Mason noted that Trustee Hill, Trustee Buchanan and he met and reviewed the submissions for College Supporter of the year. General discussion quickly led to the nomination for Donald and Patricia Roof who are major donors to the college.

The Roofs have been consistent donors to the college for the last seven years and have established a significant scholarship. Their relationship with the college has been strong, as has their interest in the students and the impact they have made. That was articulated very well by Dr. Joshua Myers, Executive Director of the Foundation, in his nomination letter. When we went through the pandemic, last year, we had special needs and needed to reach out to support students during that time. The Roofs came to the top of the list because of their prior interests. Josh reached out and they responded by not only committing to their scholarship, but they added an additional \$5,000 to that as well. The Roofs are a good example of the supporters who embody this type of award. The College has large donors who are able to make a large donation all at once, but it also needs consistent donors who donate year after year. The Roofs are continuous partners with the college and a great resource. This is a good marriage between the College and the people in the community who have mutual interests in the community and an impact in the community. Dr. Quartey commented that the Roofs have been stalwart supporters of this institution. He writes monthly notes of thanks to donors and the Roofs are consistently on that list. He stated that they are a good choice for this award.

Dr. Joshua Myers, Executive Director of the Foundation, explained that the Roofs used to live in Dundee Michigan. They are coaches and stalwart supporters. Dr. Myers state that he has rarely seen a donor who is so interested in each student's true story. The Roofs also want to meet their recipients and sit down and talk with them. They were both graduates of Dundee high school wanted to do some good in our community. They saw MCCC as the right conduit to do that and so, Dr. Myers met with them and discussed their goals. Their support has only grown over time, they were one of Dr. Myers' first phone calls when the pandemic hit. He and his team knew they needed to provide dedicated support, and the Roofs responded immediately.

A roll call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Florence M. Buchanan,
Krista K. Lambrix, Steve Hill, Lynette M. Dowler

No [0] None

The motion carried unanimously.

6. Trustee Bruck arrived at the meeting.

4. New Business

- B. 4. a. (1) 7. *It was moved by Mr. Hill and supported by Ms. Lambrix the 2021-22 MCCC budget be approved as presented and that the millage to be levied for operating purposes for the 2021-22 fiscal year be reaffirmed as 2.1794 mills of ad valorem property tax and that the millage rate to be levied for facilities/ infrastructure improvements for the 2021-22 fiscal year be reaffirmed as .85 mills of ad valorem property tax.*

Suzanne Wetzel, Vice President of Instruction/Treasurer and AJ Fischer, Director of Financial Services, presented the 2021-22 proposed budget. She added that have a balance budget for the Board's consideration. She explained they would begin with a brief review of all 12 funds with a few highlights, before moving onto the General Fund and the Designated Fund because that is where the majority of our work takes place.

When looking at the General Fund it is important to note that cuts have been made throughout the budget. The administration has carefully reviewed and re-reviewed each and every line item. Ms. Wetzel thanked all of the department and division heads for helping, and the vice presidents, for their work, as we have working on this to create a

balanced budget. When looking at this overview compared to the 2021 revised budget, budgeted revenues are up 1.2 percent, tuition and fees are down 5.28 percent property taxes are up 2.64 percent, and state appropriations are up 6.34 percent. State appropriations are not finalized as MCCC is still using the governor's recommendation, as the legislature and the governor have not yet settled on the budget. "Other income" is down 10.16 percent, which is mainly due to a decrease in rent space and investment income. Budgeted expenses are up slightly over 3 percent and wages and fringes are up 2.21 percent. Page 16 of the budget book shows the total percentage of wages and fringes to total General Fund budget is at 82.83 percent. That is down 1 percent as compared to FY21 and actually since 1 percent below the 20-year average for the percentage of wages and fringes to total budget. There are some new initiatives included in this budget. The student experience process mapping is tied to the Strategic Plan and is part of our work on our student-focused initiatives. This comes out of Dr. Behrens' area and is something we fought really hard to get into this year's budget. There is increased funding in the Marketing and Communications budget to help us as we now rebound and come back from the last year and a half and what that has meant not only here at the college, but also in the community. We have reinstated travel, training funding, and professional development funding. We have reinstated some of the student assistant funding. Last year we had a little over \$53,000 budgeted for student assistants. This budget contains about a little over \$120,000 in student assistant funding. Although it is not all back, the College has taken a major step in bringing that back. There is also additional funding plugged in for some of the Diversity Equity and Inclusion (DEI) initiatives that are taking place on campus. There is also included a little over \$310,000 in capital outlay. The original request almost \$900,000. Unfortunately, not everything could be funded. The instructional area received a little over \$240,000. Page 39 outlines all of the details for items that were identified as critical. The administration area received just under \$70,000 for capital outlay for the Physical Plant. The General Fund transfers proposed tonight will help pay for that.

The first piece is the repurposing is a \$164,259 transfer from the Endowment Fund to the General Fund to actually help fund some of that instructional capital outlay. That includes money from the roadside sale that we have been holding in that fund. The administration is also proposing a transfer of \$69,008.49 from the Maintenance and Replacement Fund to the General Fund to cover the Physical Plant Capital Outlay requests. Also included in transfers is the recommended \$1 million transfer from the General Fund to the Unexpended Plant Fund. The Unexpended Plant Fund is where we hold the money to be able to pay the HVAC payment. Also, pending the 2020-21 audit results, any additional funds (unrestricted net position growth) we would bring to the Board after the audit is completed and asked for an additional transfer to the Unexpended Plant Fund as has been done in the past.

Ms. Wetzel stated that in terms of proposed salary adjustments, there are zero percent increases on all of the salary schedules. That is zero percent increases for administrators, professional staff, full-time faculty, full-time support staff, part-time support staff and adjunct faculty. Step advances are maintained for individuals who are eligible for them. There is no mention of the maintenance employees because the maintenance contract is currently in negotiations and a two-month extension is in place as we continue the negotiations. We are continuing the suspension of tuition for at least another year for non-credit courses unless taking those courses is work related. On page 25 of the budget book if you have a chance there is a new chart that shows General Fund revenues by source. The chart shows what revenue sources have been doing over time.

Positional updates show what is happening with staffing. There are three upgrades that are included in this budget, the Executive Director The Foundation is being upgraded from an administrator grade four to an administrator grade two; the Director of Financial Aid being upgraded from an administrator grade three to an administrator grade two; and then the Chief of Safety Services being upgraded from a Support Staff grade nine position to a Professional Staff grade one position. The Chief of Safety Services position has expanded responsibilities because of the access control and security cameras, and with the responsibility in that area for the monitoring and use of that system.

There has been a lot of restructuring, most of which has happened in the Student Services area. Dr. Behrens has been working with his team and really doing a lot in that area, looking at the most efficient ways to perform all of the tasks that are assigned to those areas. Restructured positions include a Financial Aid Assistant, a Success Navigator Analysts, a Success Navigator - Retention and Completion, and in Mr.

Fischer's office, a Receivables Accountant. In Instruction, there are two restructured positions, the ASET Perkins Technician and the Maker Space Coordinator, a combination of responsibilities, and then the Dean of Science and Mathematics. This is also tied to the strategic plan, taking responsibility for coordinating articulation, direct college, and dual enrollment.

There are some grant funded positions that are included in the budget, Experiential Learning Coordinator, Success Navigator for Math, another financial aid assistant that will be funded out of HEERF funding, and then a College Completion Coach. The Dean of Humanities and Social Sciences position is again activated after being deactivated last year. Also included is one organizational restructuring for the library, which will now report under Enrollment Management and Student Success Services as of July 1st.

Ms. Wetzel moved onto the General Fund and where College is in terms of the funding. She went over some summaries in terms of total revenue and total expenses, as well as the transfers that are taking place. The transfers can help to cover some of the capital outlay and the \$1 million transfer out, which will go toward the HVAC payment.

Ms. Wetzel asked that the Board keep in mind that Property Taxes do not include any changes or adjustments for the DTE/Frenchtown tax appeal, which are currently in negotiations. There is nothing in the General Fund budget that addresses that. Also, the amount in the State Appropriations does include a one-time adjustment, a little over \$100,000. Ms. Wetzel revisited some of the percentages that she mentioned earlier in terms of the 1.21 percent increase in revenues, and then the 3.3 percent increase in expenses. A couple of things may be driving the expense growth the increase in student assistant funding, as that budget has basically doubled, and then Capital Outlay, with a 210 percent increase. Ms. Wetzel Pointed out that under Administration there is an 8 percent a half percent under administration, that is due to the fully funded Dean position coming back online. There were some positions that were funded for half a year or three-quarter of a year that are now 100 percent funded. That was a short-term solution that we did last year that helped balance last year's budget. Also contributing to the increased expense is steps, and then some of the upgrades

Mr. Fischer took over to talk about the Retirement Designated Fund. This is where we record the UAAL money that is essentially passed through. The College receives about \$1.4 million from the state and then pays it right back to the state for the office retirement services or MPERS. The College has 1.4 million in revenues, and then we are also adjusting for the net pension liability and that OPEB liability. We are expecting to see about \$1 million increase in expense in the pension liability next year, and about a \$300,000 decrease in the expense for the OPEB liability. Together is about a \$2.1 million in expenses and 4.4 million in the revenue. The net position that we carry is passed to us on from the state for the pension and health care benefits. There is a slight decrease of -\$44 million in the ending net position that is recorded on the books.

Mr. Fischer moved to the Designated Technology Fund. Revenues and expenses in this fund are about even in the budget for 2021-22. Mr. Fischer thanked Brian Lay, Chief Information Officer, and his team for helping to put this budget together there's a lot of work that goes into the process. There are many technology requests that need to be reviewed and approved to help people do their jobs, bring on new initiatives, and support the current software. Mr. Fischer is budgeting to have expenses just a little bit over revenues (just under \$60,000). The previous two years we have also budgeted to have some expenses are greater than revenues, and this year we expect to come in about even. That keeps our fund balance right around half a million dollars, which is good to have for technology costs as they continue to build. Mr. Fischer directed the Board's attention to a chart showing how MCCC's technology costs have grown over the years.

Mr. Fischer shifted to Auxiliary Activities, focusing first on the Bookstore Funds. When Mr. Fischer presented this slide at the study meeting in May, he was not sure how much how much the expenses would exceed revenues due to the introduction of eCampus. Mr. Fischer looked at where the major expenses were in that fund and then he ended up splitting some of the cost between the General Fund, and the Bookstore Fund. He then reviewed the number with Kelly Heinzerling, Director of Purchasing and Auxiliary Services and expected revenue to come in from each campus in the form of commissions, and then the expenses that the college would see. There is also a transfer included from the Food Service Fund. In the end, revenues are greater than expenses by

about \$15,000. That money is going to transfer to the Bookstore Fund to help cover some of that some of that loss. The 2021-22 year will be the Bookstore's first full year as an eCampus. Mr. Fischer expects to see a bigger hit this fiscal and this upcoming budget year fiscal year and in the upcoming fiscal year. That will allow him and his team to see what they need to do to get that fund balanced going forward. The \$15,000 transfer is from the commissions from Market Twenty 4 Seven.

Mr. Fischer said that lastly, he did budget some partial funding for Campus and Community events as activities start to get back on track. Tom Ryder is working diligently to start booking events for the season. Looking at combined auxiliary activities, the College is maintaining a healthy fund balance, even with the bookstore having some expenses over revenues. Mr. Fischer presented a chart that showed the attributes of the campus partnership and what it is actually offering MCCC students. The college is really taking a look at how can it can be student focused and it can best serve the students. Ms. Heinzerling and her team did a phenomenal job of implementing eCampus.

Mr. Fischer transitioned into the Restricted Funds the College records all the grants, financial aid, federal aid, state aid, and other sources. There is quite a large jump in the 2021-22 budget compared to the 2021 budget or actual expenses in 2019-20. This is largely a result of the money the College is receiving for the institution and the students from HEERF funding. HEERF is the Higher Education Emergency Relief Fund. That money has been dispersed to the college in three different categories through the CARES Act; the Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA); and the American Rescue Plan (ARP) funding (\$11.6 million). That money covers all of the HEERF funds, Perkins money, Upward Bound, and other grants, including state grants. The Restricted Funds are a balanced budget largely due to the HEERF funding.

Ms. Wetzel stepped in to talk about the Unexpended Plant Funds, which is where the College houses expense for HVAC renovation project. Page 54 of the budget book has the full schedule of HVAC payments through the entire process. The College has now reached the point where it could begin making prepayments or pay the loan off if we happen to have extra revenue. There are some prepayment penalties for this, but it does give the Board some options from now until the end of the loan period. The balance owed at June 30 is just under \$12 million. The fund set aside as of June 30th is \$1.6 million. When the College first began this project the goal was to be at least one year ahead on the loan payments, and we have reached that moment in time. The 2021-22 payments will equal \$1.4 million, and the College currently has \$1.6 million available to make those payments.

Transitioning to the DTMB Project Fund, Ms. Wetzel explained that this is where the funds are housed for Founders Hall. The Business office will be closing that fund out at the end of the 2021-22 fiscal year, although there are some trailing expenses and non-allowable charges to finish off a few things that will be paid this year. The total cost of the project ended up just over \$9.1 million dollars. Ms. Wetzel pointed out some non-allowable charges in addition to the approved funding by the state. The state indicates some things that the institution cannot spend the money but they are things that are necessary. For example, a phase one environmental study is a non-allowable cost, but it is something that has to be done in order to do the kind of construction that we did. Relocating or moving expenses or anything we had to do when we emptied those buildings and had to move those computer labs into the La-Z- Boy Center are also non-allowable expenses. We had to run a lot of electrical and wiring and those are all not allowable expenses. Groundbreakings are non-allowable but the state wants you to have. These are the types of things that make up that money. The building is open fully open and operating, and we're really excited to have a full complement of employees and students back on campus to enjoy the new building.

Ms. Wetzel moved onto the Maintenance and Replacement Fund where the college houses the money for larger the maintenance projects on campus. This year the College has \$360,000 in projects planned in this fund. She showed a slide listing the projects to be worked on such as sidewalk repairs at both the main campus and the Whitman Center and tree removal and replacement of diseased trees (60 or 70 trees). Jack Burns, Director of Planning and Facilities, and his team will also work with a specialist to try to save some of them, but many are already too far gone to be saved and will have to be removed. The grounds crew came up with a great idea and will be starting a small tree farm on College property to start growing some of our own replacement trees as part of this project. There is a bridge on the College property that goes over Plum Creek on the

south end of campus that needs to be replaced. So that's included in this fund. The bridge is used by the by Tracy Rayl and her biology classes to do class projects, so it is really important that we repair the bridge for them, as well as for the maintenance team. Some of the other things include the marble floor, the parking lot drains, the drainage ditch, and the re-grouting of the restrooms. There is a large expense for the air handling system for welding. There's a project at Bridge Crane, and then moving a piece of welding equipment, and we need to then do an upgrade to the air handling system in the receiving area so this expense is included. Additionally, some HVAC system controllers that will link the old system that is still operating in some of our buildings, into the new controls working off the geothermal. Ms. Wetzel directed the Boards attention to the transfers to the General Fund (\$69,000). The College has \$925,000 set aside for a potential reimbursement to DTE for the tax revenues should they be successful in their request with the tax tribunal.

Next Ms. Wetzel walked the Board through the Millage Maintenance and Improvement Fund. She commented that she could never say thanks enough to all the people that have been working on all these projects. It is just unbelievable what they have done in addition to their regular jobs. Ms. Wetzel noted a few of the projects. The wireless network infrastructure upgrades (\$350,000 budgeted); the campus security and access control, which is mostly done. She commented that Rick Hubbert has done an unbelievable amount of work on that project, although there is still some outstanding billing to be paid toward that project. There is \$1.4 million budgeted for the maintenance garage and salt storage building. The bids for that project have been received and are currently being reviewed. The Campbell Learning Resources Center (CLRC) is an \$8 million project that is actually going to come in at about \$11.5 million because of the cost of construction at this time. The construction fence went up this week around the CLRC. Ms. Wetzel thanked the faculty and staff working in that building, and to the maintenance team, the IS Department, Ms. Heinzerling, and all the people that have worked so hard to relocate everyone from that building. Recently, the maintenance staff had a big furniture sale. The furniture was first offered to the K-12 schools. They came in and took a lot of furniture and we were happy to help them. An open sale was held last week, but there is still a lot of other stuff left, so the maintenance team is working on dismantling and moving all of that out to get ready for the construction, which will begin very shortly.

Chair Dowler paused the meeting noting that Trustee Bruck had joined the meeting (6:35 p.m.). She asked him to acknowledge his presence and state from where he was joining. Trustee Bruck responded that he was Fort Belvoir, Virginia.

Mr. Fischer continued with his presentation and moved on to the loan fund. This fund is something that the college has had for a while, when we used to provide loans to students in need, but that program has been discontinued. The last loan is coming due in 2021-22. It was a 10-year loan that the College is to collect. That fund balance would grow slightly to just over \$20,000, and then this could be the last year of reporting on this fund and the \$20,000 could potentially be used elsewhere.

Mr. Fischer presented a chart of the Endowment Fund, and highlighted two transfers of \$14,014,850 and \$164,259 respectively. He noted that he did touch on the General Fund transfer (\$164,259) earlier, which was also represented on the chart. The net proceeds from sale of the Hurd Road property (\$286,721), was transferred to the General Fund. A couple years ago, we sold a dynamometer for \$24,000. That is \$24,000 covering some of that cost and this upcoming budget year Mr. Fischer and his team are proposing a transfer of \$164,250. This is largely for instructional equipment. The balance remaining from the proceeds from the Hurd Road property is just under \$100,000 at \$98,262, making up that that ending net position (\$357,043).

The Physical Properties Fund is where when the College capitalizes its assets and records those and the depreciation. The depreciation expense is growing, as it should, with the number of huge projects that are going on, especially in the Maintenance and Improvement Millage Fund. We expect to have about \$3 million of depreciation expense. The proposed budget is \$10,000,661. A major part of that would be the renovation of the CLRC building. The ending position is \$72 million. Essentially, that is the cost of the beautiful campus buildings and all of that capitalized technology in there. So Mr. Burns, Mr. Lay, and their teams are really taking care of a \$72 million campus.

Next, Mr. Fischer talked about the Unrestricted Net Position or Reserves. He pointed out that the College is quickly spending down the money in the Maintenance and

Improvement Millage as it tackles new projects. This does include the millage funds coming in as well. When looking across all the other funds or working capital the funds did increase from just over 5 million to \$6 million in what is reported there. This is because we need to be able to cover three months of expenses. If, for some reason we were not collecting revenues for three months we would need to cover the expenses, cover payroll, and all the other payables expenses that come through, and that's about \$6 million over three months. Add in the contingencies as well and that is what makes up the General Fund balance. When really taking a look across working capital, contingencies, and auxiliary, it is fairly consistent year over year, 2018 through 2022. Mr. Fischer commented that The HVAC (long-term debt) is shrinking as we pay the bills, paying that debt down. The MPSERS net pension liability and net OPEB liability show what the College's share of the liability is.

Mr. Fischer presented a three-year forecast, which he has been doing now for several years. He explained the process of building his forecast to the Board. He looks at the 2021 approved budget and at the proposed budget for the upcoming year 2021-22, and then forecasts out three years. This requires making a number of assumptions to create a picture of the probable financial stability. Considering Mr. Fischer's assumptions put in place based on past years patterns, it appears that the MCCC's funds are already slightly behind where they have been in the past. This is expected and it is good to have a point of reference for the work that needs to be done for the coming years.

Trustee Thayer commented that she was totally impressed with the proposed budget and that she knows it couldn't have been easy to accomplish. She expressed her appreciation for the budget team. Ms. Wetzel thanked the Board and said she is confident that the team has built a good budget and some new initiatives. Ms. Dowler echoed Ms. Thayer's comments and commended Ms. Wetzel and her team on a phenomenal job and she appreciates their conservative and prudent assumptions. They have consistently brought forth a good budget year after year even in the midst of navigating some really important and exciting capital investments that are going to play out for our students, faculty, and staff for years to come. She gave kudos to everyone working on the budget and Board appreciates their work. Ms. Wetzel responded to a question regarding the negative numbers on the proposed 2021-22 budget. She referred the Board to pages 12 and 13 of the Budget book showing all the funds are carrying a positive balance, taking into consideration the proposed transfers.

A roll call vote was taken as follows:

Yes [7] Mary Kay Thayer, Aaron N. Mason, Florence M. Buchanan,
Krista Lambrix, Steve Hill, William Bruck, Lynette M. Dowler
No [0] None

The motion carried unanimously.

8. *It was move by Mr. Mason and supported by Ms. Thayer that the following items be approved as presented.*

B. 4. a. (2) Policy 2.19, Management Salary Schedule
B. 4. a. (3) Policy 8.08, Support Staff Salary Schedule
B. 4. a. (4) Policy 11.00, Adjunct Faculty Salary Schedule
B. 4. a. (5) Policy 11.01, Part-Time Support Staff Salary Schedule
B. 4. a. (6) Policy 12.05, Professional Staff Salary Schedule

A roll call vote was taken as follows:

Yes [7] Mary Kay Thayer, Aaron N. Mason, Florence M. Buchanan,
Krista Lambrix, Steve Hill, William Bruck, Lynette M. Dowler
No [0] None

The motion carried unanimously.

- B. 4. a. (7) 9. *It was move by Ms. Thayer and supported by Mr. Hill that the schedule of meetings of the Board of Trustees for the fiscal year 2021-22 be adopted with revision that the June 27th meeting be moved to June 20th:*

Time: 6:00 p.m. Place: Board of Trustees Room, Z-203 La-Z-Boy Center
*The April 25, 2022, meeting will be held at the MCCC Whitman Center, 7777
Lewis Avenue, Temperance, Michigan.*

<i>Monday, September 27, 2021</i>	<i>Monday, March 28, 2022</i>
<i>Monday, October 25, 2021</i>	<i>Monday, April 25, 2022 (Whitman)</i>
<i>Monday, November 22, 2021</i>	<i>Monday, May 23, 2022</i>
<i>Monday, January 24, 2022</i>	<i>Monday, June 27, June 20, 2022.”</i>

A roll call vote was taken as follows:

Yes [7]	Mary Kay Thayer, Aaron N. Mason, Florence M. Buchanan, Krista Lambrix, Steve Hill, William Bruck, Lynette M. Dowler
No [0]	None

The motion carried unanimously.

- B. 4. a. (4) 10. *It was moved by Ms. Lambrix and supported by Mr. Bruck that the following individuals be designated to represent the Board before the Michigan Community College Association Board of Directors for the 2021-22 year:*

<i>Trustee Director:</i>	<i>Mary Kay Thayer</i>
<i>Alternate Trustee Director:</i>	<i>Aaron Mason</i>
<i>President Director</i>	<i>Dr. Kojo A. Quartey.”</i>

A roll call vote was taken as follows:

Yes [7]	Mary Kay Thayer, Aaron N. Mason, Florence M. Buchanan, Krista Lambrix, Steve Hill, William Bruck, Lynette M. Dowler
No [0]	None

The motion carried unanimously.

- B. 4. a. (10) 11. *It was moved by Ms. Thayer and supported by Mr. Mason that that the Board authorizes the President to execute the following First Year Probationary Administrator Contract:*

*Leon Letter
Dean of Business
Effective July 6, 2021 to July 5, 2022.*

A roll call vote was taken as follows:

Yes [7]	Mary Kay Thayer, Aaron N. Mason, Florence M. Buchanan, Krista Lambrix, Steve Hill, William Bruck, Lynette M. Dowler
No [0]	None

The motion carried unanimously.

- B. 4. a. (10) 12. *It was moved by Mr. Hill and supported by Mr. Mason that that the Board authorizes the President to execute the following part-time professional staff contract:*

*Charles Abel
Chief of Safety Services
Effective July 1, 2021 to June 30, 2022.*

A roll call vote was taken as follows:

Yes [7]	Mary Kay Thayer, Aaron N. Mason, Florence M. Buchanan, Krista Lambrix, Steve Hill, William Bruck, Lynette M. Dowler
No [0]	None

The motion carried unanimously.

- C. 3. a. (1) 13. President Quartey reported the following Staff Appointment, Promotion, 1st Year Probationary Administrative Contract, 1st Year Probationary Administrative Contract, Non-continuing Contract Renewal, etc.

Staff Appointment
Erica Crooner, Receivables Accountant, effective June 7, 2021 (replacing

Toni Bean)

Promotion

Charles Abel, Chief of Security Services, effective July 1, 2021 to June 30, 2022 (Part-time position moved from Support Staff category to The Professional Staff category)

1st Year Probationary Administrative Contract

Leon Letter, Dean of Business, effective July 6, 2021 to July 5, 2022 (replacing Paul Knollman)

Dr. Grace Yackee, Vice President of Instruction, commented that Mr. Letter came to MCCC from Southwestern Community College in Dowagiac, Michigan. She is excited to bring Mr. Letter on board. He begins on June 6th as Dean of Business. Mr. Letter holds both a Juris Doctorate and a Master's Degree in International Economics from the law school at Wayne State University, and a bachelor's degree in Economics and Political Science from Central Michigan University. He has a wealth of experience as a full time faculty who has played significant administrative roles. He checked off all the boxes in terms of having a grasp of the position, what will be involved in the position, as well as having the experience to support those activities; and as the Workforce Development and Lifelong Learning offices are moving under the Business Division, that was really important. Mr. Letter established a firm understanding of non-credit programming, and the partnership between credit and non-credit programming is all under the business division.

Dr. Yackee commented that when she arrived at the College, for many years, MCCC had a Corporate and Community Services Division, and much of the community services activities and outreach at the college was housed in that division, including Workforce Development, but also in a broader sense the theater and a number of other activities that have been moved across other areas of the college. So now the focus is on Workforce Development, and Lifelong Learning, and non-credit programming. Two directors are heading those areas, so she feels it is very doable to have those departments falling under the business division and really harnessing the human resources, and will help those areas to be a little bit more efficient in operation and also have a broader outreach to the business community. So we welcome yeah he's not here yet, but we will see him here on campus. Mr. Letter will be on campus beginning July 6th.

Dr. Quartey mentioned that he was involved in the process, and two critical questions that he posed were had to do with community involvement, and entrepreneurship. This person definitely has to be a critical part of the community, involved in the community, and also push entrepreneurship. We do not want to just train students who go out and ask someone for a job; we want to train students to go out and create opportunities for themselves and for others. That is where we want to take this entire community as we move forward with the LINK plan and the MCCC Maker Space and Innovation and Entrepreneurship Center. The hope is that Mr. Letter will help the College get there.

Trustee Buchanan expressed she was pleased to hear about the initiative to reach out to with the business community more, and also about the non-credit certificate programs, as that is something the business community is really focused.

Non-continuing Contract Renewal

Anthony Quinn, Director of Upward Bound, non-continuing contract, effective August 31, 2021 through September 1, 2022 (Title II Grant-paid position)

- C. 3. a. (2) 14. The Board received a Statement of General Fund Revenues and Expenses for the period ending May 31, 2021.

Suzanne Wetzel, Vice President of Administration and Treasurer, commented the Trustees have the report in front of them and that if they have any questions she would be happy to answer them. She gave them a brief update on the audit agent. She has met I with the auditors and now has the audit schedule. The auditor's will be on campus for first time on the 28th of June for about a week doing the preliminary audit, which includes the bookstore inventory and payroll. On August 30th, they will be back for about a week doing The Foundation audit. Then on September 20th, Plante Moran will be on campus to start the Financial Aid Audit for about a week. Beginning September 27th, the auditors will be here through October 15th, doing the College audit. Once they are finished, the auditors will meet with the Board Audit Committee to review the results with them. Chair Dowler thanked Ms. Wetzel for her

report and mentioned that Plante Moran was once again listed as the number one audit firm in the region out of a list of 25 in Crane Magazine.

- C. 3. b. (1) 15. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey announced that the College has lifted mask and social distancing mandate based on state guidelines. The Senate has passed a bill allowing for the budget delay beyond June 1st. There may be additional funds available for Futures for Frontliners. Due to campus renovations, MCCC had extra furniture available and allowed the school districts to access them first.

MCCC has been awarded a grant from MCAN (Michigan College Access Network) for an additional position by to assist with Frontliners. They gave us a whole position for a call center navigator for the Frontliners grant to help ensure retention of these students. Restructuring continues with the Library now reporting to Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, effective July 1st. Events continue to boost morale on campus, including Human Resources working with Dr. Behrens' team to hold an event at Munson Park last week, and having Vince's food truck on campus this week.

President Quartey commended Ms. Wetzel, Mr. Fischer, and the vice presidents for bringing a balanced budget to the Board and for bootstrapping and being as frugal as they could be. The MCCA presidents met last week. We are still hoping for money for Michigan Reconnect. In terms of grants, Three "Concept Notes" have been presented to the Ralph C. Wilson Foundation, and one to Consumer's Energy. These are essentially concepts on funds sought for various institutional projects. Dr. Quartey will be out of town from June 30th through July 7th. More details about who will be in charge will be forthcoming.

Dr. Grace Yackee, Vice President of Instruction, presented information on the fall schedule of classes as it now stands. At the May meeting, Trustee Bruck requested information on the instructional modalities for the fall semester and then the Board requested Dr. Yackee do a brief presentation on how MCCC instruction will be delivered in the fall semester due to COVID and related restrictions. MCCC had more instruction delivered in the online format than usual, with very little instruction on campus (when allowed) for the skilled trades base, including this current semester. Dr. Yackee presented a chart to Trustees that showed all the modalities offered in the fall semester at MCCC. Face-to-face classes (green) range anywhere from fully face-to-face where every section meets on campus to blended where the face to-face interactions are in a virtual setting, sometimes via Microsoft Teams, but also commonly via Zoom. Currently, 249 of 450 sections have some face-to-face component involved in the delivery of the instruction, and that comprises approximately 55 percent of the total sections at the college.

Dr. Yackee went on to point out that the online (blue) courses, when looking at the same metrics, 201 sections out of 450 are being delivered online. That is approximately 45 percent of all the sections on campus. When looking at enrollment capacity and percentage capacity. MCCC has approximately five 5048 seats (Face-to-face) available today. As of today, 1,755 of those seats are taken, so there's approximately 35 percent of available seats and classes that involve some type of face-to-face instruction that are currently filled. Looking at online classes, that number is almost doubled at 63 percent. Of the 3,636 seats available in online instruction 2,280 seats are filled. Looking at the very last percentage in the bottom right hand corner of the chart, you can see the total percentage of seats filled today, of the total seats available for the fall semester (57 percent). The deans are also adding section daily as needed.

In terms of masking, the campus-wide masking and social distancing has been lifted; however, there are some programs that will still have those requirements due to the nature of the instruction or even the population service, such as early childhood education where students will be in some of those field settings with children or vulnerable populations who cannot be vaccinated. The College is moving ahead and opening up. There will be much more activity on campus this fall semester. Dr. Yackee will forward the chart to Ms. Dorcey to send onto the Board. Classes that are advertised as delivered online now, will remain online. The online sections that students have already started enrolling in or in some cases are full cannot be adjusted because at this point students are anticipating they do not have restrictions on time,

they may already have work schedules or other plans so classes that are running fully online will continue in that format for the fall semester.

Dr. Yackee explained that capacity on the chart refers to the total seats available at this moment in time. For example, when looking at the total of all face-to-face and online classes, there are 8,684 seats available today for students and 57 percent of them are filled. Theoretically we are offering 1,684 seats so we would staff those classes, the majority of those already have instructors, assigned, but if every seat were to fill we would have to provide the staffing through both full-time and adjunct faculty. Again, keep in mind; the average class size is 24 to 35 students. Faculty loads are four to five classes.

- C. 3. b. (1) 16. Trustee Lambrix reminded the Trustees that back in April they discussed information that Ms. Wetzel provided regarding in-county rates for non-resident employees of county businesses. After reviewing the data, Chair Dowler created a subcommittee to further research the topic. Ms. Lambrix gave a brief background of what prompted her to look into in-county rates for non-resident employees of county businesses. In short, she would like to create a way to make college more affordable for this group of students, as tuition can be a major roadblock to out-of-county or out-of-state students. After conducting some in-depth research, Ms. Lambrix and Ms. Dowler came up a recommendation to the Board. They believe that all non-resident students who are employed by Monroe County businesses who pay taxes in the county should receive in County tuition rates, regardless of whether or not the employer is paying their tuition or not. These students need to provide proof of in-county employment for at least six months prior to enrollment and for each new semester of enrollment thereafter. A detailed discussion followed considering the pros and cons of determining whether or not a business is truly a Monroe County tax paying enterprise. For example, there may be an enterprise that wants their employees who commute into the state for work to benefit from the college and Monroe County Community College might be the great opportunity, but that enterprise may not directly pay taxes. This ties back to an employer paying direct taxes, which can be complicated if they are renting a facility to run their business when it is actually the landlord who is paying taxes. The Board needs to consider how to properly word their recommendation.

Also, the College does not know how many out-of-county students actually work in the county, and are current going to community college, or could potentially come to Monroe County Community College. Trustee Mason postured that this is a huge opportunity for the business community in Monroe County to attract businesses on the borders to the north and south of the county. They can offer the benefit of in-county tuition to those who come work for them. Although this may be a great marketing and recruitment opportunity, it does have a budget impact which should be considered. Questions to consider are how many students MCCC actually losing because the students do not want to pay out-of-county rates? If the policy changes, how many students are currently paying out-of-county rates, who would otherwise be paying in-county rates? A suggestion was made to do a trial run and see the impact it makes on students and the budget. It might also be probable that people, especially from the Toledo area, who are coming into Monroe County to work, may also be more likely to stay in Monroe to attend a college class, rather than take a class in Toledo if they could pay in-county tuition.

Ms. Wetzel commented that a taskforce, including AJ Fischer, Director of Financial Services; Dr. Valerie Culler, Director of Financial Aid; Tracy Vogt, Registrar; James Ross, and herself, worked on this topic. The taskforce met a few times to talk about the recommendations that the Board forwarded to them. This policy revision is certainly doable. The Board will need to approve a revision to Policy 3.05, Tuition and Fees Policy. Ms. Wetzel noted that currently, there is a provision in that policy that says, if an in-county employer is paying a student's tuition, that employer pays in-county rates. We would need to insert another item under residency status that would sound something like something like "if a student's tuition is paid by the student and their employer is in the county, the student pays in-county rates. The taskforce also discussed the rules that would need to be in place, such as students would have to work at least six months at that place of business, they would have to provide proof on their company letterhead each semester that they were employed, they would need to work a minimum of 20 hours a week for that employer.

Ms. Wetzel commented that there is a lot of staff work connected with this shift in the policy. If this program takes off, staff will have to meet with these students every

semester to validate their eligibility, and then closely track each student every semester. Dr. Culler explained the potential impact on financial aid. Per the Department of Education, tuition rates do impact a student's financial aid eligibility. Students would mostly be impacted by how much loan money for which they would be eligible the College provided them with this reduction. The College would want to make sure that it is proactive with the students and let them know in a very timely manner before any aid pays for tuition, fees, or books that this could impact their student loan eligibility so that we can meet with them and help them to budget appropriately. We don't want to give them the impression that they qualify for more funding than they actually would end up receiving, particularly for our health profession students, since we know they have restrictions on how much they can work and they rely on those financial aid funds and refund checks to help with their cost of living expenses. Ms. Wetzel stated that additionally, the proof must be supplied before the beginning of the semester in order to qualify for these special residency statuses. So, the reduction would not be retroactive if someone came in after the semester started. Once the policy revisions are drafted, the taskforce would bring the proposed changes back to the Board for approval. There are many different pieces and parts as we step forward. Discussion continued regarding the intricacies and widespread benefits of revising the policy for in-county rates for non-resident employees of county businesses.

To wrap up the conversation, Chair Dowler suggested that the Board reach out to the business community. Ms. Lambrix is leading the subcommittee and she may engage some of the other board members to help with that. The Trustees will conduct a scan of a variety of businesses, whether through Mr. Lake at the Monroe County Business Development Center (BDC) or Michelle Dugan from the Chamber of Commerce. MCCC has some pretty big businesses on this Board with the bank, the hospital, and the utility, so we can get a good semblance of small and large business feedback, and parallel our work with Ms. Wetzel, Ms. Culler and the team to come back with a more distinct recommendation at the September meeting. Today's goal was to have discussion. If the committee and the administration get things done quickly, the Board could consider a special meeting over the summer. At this point it does not appear that MCCC is ready to implement in-county rates for non-resident employees of county businesses even if we had a special board meeting three weeks from now.

Ms. Wetzel commented that if the Board passed the revised policy three weeks prior to the start of the semester it could be possible to implement it, as that would give the registrar's office enough time to adjust. The Registrar's and the Financial Aid offices work closely with the students and would also know how this would affect their financial aid and scholarships. If the Board decided to go in in this direction, it could be done. Chair Dowler and Trustee Lambrix will pull some of the Board members in to help. Trustee Buchanan knows when all the BDC meetings are and we may hold a special meeting. We may call a special board meeting in a few weeks to bring back additional information. If there is specific information the Board would like, or specific businesses they would like Ms. Dowler and Ms. Lambrix to reach out to, or that the Trustees have a connection to and they can reach out to them, Please let the committee know so that they can make sure they've left no stone unturned. Again, it is not yet clear whether this will affect one student or one hundred students. Dr. Quartey noted that he sits on the BDC Board as well and would be happy to speak to them. Ms. Buchanan suggested that it would be great to have this information announced by President Quartey at a BDC board meeting.

In closing, Ms. Lambrix asked that if anybody needs anything from her regarding in-county rates for non-resident employees of county businesses, such as having her speak, engage, or communicate her ideas, please reach out to her. She will be talking to Darrin Arquette, President and CEO of ProMedica Regional Hospital, tomorrow to brief him on tonight's discussion. She thanked everybody for the great dialog.

- C. 4. b. (3) 17. Chair Dowler noted the upcoming events.
- C. 4. b. (4) 18. *It was moved by Ms. Thayer and supported by Ms. Buchanan that the meeting be adjourned.*

A roll call vote was taken as follows:

Yes [7] Mary Kay Thayer, Aaron N. Mason, Florence M. Buchanan,
Krista K. Lambrix, Steve Hill, William T. Bruck, Lynette M.
Dowler

No [0] None

The motion carried and the meeting adjourned at 7:09 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

pd/

these minutes were approved at the September 27, 2021 regular meeting of the Board of Trustees.