

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

Board of Trustees Room, Z203
La-Z-Boy Center
7:00 p.m., January 26, 2015

BUSINESS MEETING AGENDA ITEM (Amended)

A. Call to Order

Call to Order by Chair of the Board

Administration of Oath of Office to William H. Braunlich, Lynette Dowler, and Mary Kay Thayer by the Honorable Michael Weipert.

B. Recommended Actions

1. Routine Matters

- a. Approval of minutes of the regular meeting of November 17, 2014 and the special meeting open minutes of December 15, 2014.
- b. Polling of audience for delegation recognition

2. Old Business

B. 2. b. (1) Response to Citizen Concern Regarding Lab Fee

3. New Business

- a. Written
- b. Verbal

~~B. 3. a. (1) Proposed Amendment to the Board of Trustees By-laws~~

~~Recommended motion: "that Policy 1.15, Bylaws of the Board of Trustees, Article III, be revised as presented."~~

B. 3. a. (1) Board Officer Elections

Election of Board Officers (Chair, Vice Chair, and Secretary) to Serve for Two-year Terms

Recommended motion: “*that _____ be elected Chair of the Board of Trustees for a two-year term; that _____ be elected Vice Chair of the Board of Trustees for a two-year term; that _____ be elected Secretary of the Board of Trustees for a two-year term.*”

B. 3. a. (2) Retirement Resolution – Nancy Adams

Recommended motion: “*that the following resolution of commendation for Nancy Adams be adopted:*

WHEREAS, Nancy Adams has decided to retire from her position as Administrative Assistant to the Vice President of Instruction, and

WHEREAS, she rendered loyal and dedicated service to Monroe County Community College and conducted all activities with the utmost competence and integrity for over 32 years, and

WHEREAS, she remained a steadfast supporter of the interests of students, faculty and staff throughout her employment, commencing as an administrative assistant in the Community Relations office and Graphic Arts department, and

WHEREAS, she evidenced a willingness to accept new challenges and cooperate in assisting the College to run smoothly and effectively, having served an interim appointment as the administrative assistant to the president during a period the incumbent was on extended leave, and

WHEREAS, she played a crucial and omnipresent role in the implementation of a robust, cutting-edge student information system, secured a sustainable foundation within the system on behalf of the Instructional Area and routinely and competently attended to identifying and adopting new ways for dealing with persistent data challenges, and

WHEREAS, she served as mentor and role model for administrative assistants in the Instructional Area and other areas at the College, willingly and enthusiastically offering to sharing time, knowledge, and expertise, and

WHEREAS, she volunteered hundreds of service hours directly impacting the success of dozens of Campus and community events, among them children’s programs, employee recognition receptions, and annual commencement ceremonies, and

WHEREAS, she has proven time and time again to be an unwavering confident and friend, and

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Nancy Adams for her steadfast, loyal service and extraordinary contributions to the College, its students, and the community, and

THAT IT BE FURTHER RESOLVED, the Board of Trustees expresses its very best wishes for Nancy’s continued well-being, success and happiness on this Monday, January 26, 2015.”

B. 3. a. (3) Retirement Resolution – Connie Zarb

Recommended motion: *“that the following resolution of commendation for Connie Zarb be adopted:*

WHEREAS, Mrs. Constance K. Zarb has decided to retire from her position as administrative assistant to the executive director of The Foundation at MCCC and the director of marketing and communications, effective February 27, 2015, and

WHEREAS, she joined the campus community in 2001 as an adult student after raising her two daughters, ultimately graduating with an associate’s degree in commerce as an electronic office specialist, and

WHEREAS, proving herself to be an exceptional student, she received high praise and earned a recommendation by MCCC faculty members to fill a temporary part-time position in the Office of Institutional Advancement to assist with The Foundation at MCCC’s first-ever “Realizing the Vision” capital campaign to construct what is now known as the La-Z-Boy Center. She then remained with the office as a student assistant until permanently joining the staff as the administrative assistant to the director of institutional advancement and executive director of The Foundation at MCCC, and

WHEREAS, she played an instrumental role in the implementation of a new STARS online scholarship system – a responsibility she volunteered for and dedicated many hours outside of the office to complete, and marshalled the conversion of all donor records to a new administrative software system, and

WHEREAS, she provided instrumental support to a number of annual special and Foundation events including the Great Pumpkin Pursuit, Foundation Scholarship Award Dinner, Alumni Association Golf Outing, Foundation Cultivation Luncheon, and chaired the Strikes, Spares, and Scholarships fundraiser, which has raised thousands of dollars in scholarships for deserving MCCC students, and

WHEREAS, she prepared agendas and kept the official minutes for The Foundation Board of Directors and four separate committees; maintained all financial records for The Foundation; and managed all gift processing and sensitive donor records while keeping with the highest standards of confidentiality and integrity, and

WHEREAS, she has adeptly handled the coordination of the bookkeeping and invoice payment for all college marketing and communications activities, such as advertising for branding and enrollment, college job postings and Campus/Community Events, as well as outside printing, contracted services and more, and

WHEREAS, in light of the changing landscape of phone use nationwide, she was charged with reviewing the college's advertising/listing contracts with telephone/Web directory providers serving the region, and then proceeded to overhaul the entire program, saving the college thousands of dollars per year, and

WHEREAS, she played a pivotal role in the coordination of events handled by the Office of Marketing and Communications over the over the years, such as the college's presence at the Monroe County Fair, Bedford Trade Fair, Christmas in Ida and more, as well as other major events the office assisted with or directed, including news conferences, groundbreakings, ribbon cuttings and ceremonies, and

WHEREAS, she has demonstrated a high level of professionalism and dedication to the college both on and off campus, and an eagerness to help solve any situation in which she can provide expertise and assistance, affectionately earning from her colleagues the appropriate nickname "SUPER Connie," and

WHEREAS, she has performed her duties and responsibilities with integrity, fairness and steadfast dedication to the college.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Constance K. Zarb for her dedicated service and contributions to the college, its students and the community, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for her continued success, well-being and happiness on this Monday, January 26, 2015.

B. 3. a. (4) Proposed Policy Revision (enclosure)

Recommended motion: *"that Policy 3.18, Student Employee Wage Rate, be revised as presented."*

C. Information and Proposals

1. Delegations

2. Non-staff Communications and Reports

C. 2. a. (1) Holiday greeting card from Miss Monroe County (enclosure)

- C. 2. a. (2) Holiday greeting card from Miss Monroe County Scholarship Program Board of directors (enclosure)

3. President and Staff

- C. 3. a. (1) Note of thanks from Denise Howe and family or the flowers at the loss of her mother (enclosure)
- C. 3. a. (2) Note of thanks from Bradley and Amanda Hesser and family for the flowers sent following the birth of their son (enclosure)
- C. 3. a. (3) Staff Appointments, Retirements and resignations, etc.

Staff Appointments:

George Welter, General Maintenance Worker, effective 12/01/14 (replacing Keith Gerweck, retired)

Annette Kiebler, Administrative Assistant to the VP of Instruction, effective 1/12/15 (replacing Nancy Adams)

Vicki Voyantzis, Payroll Accountant, effective 1/5/2015 (replacing Annette Russell)

Retirement:

Lana Shryock, Professor of Computer Information Systems, effective May 2, 2015

Resignations:

Becky Leonhardt, Administrative Assistant to the Dean of Business Division, effective 12/5/2014

Kelli Plumb, Administrative Assistant to the Director of Purchasing & Auxiliary Service, effective 1/16/2015

- C. 3. a. (4) Statement of General Fund Revenues and Expenses for the period ending December 31, 2014 (enclosure – Board members only)
- C. 3. b. (1) President's Report (Quartey)
- C. 3. b. (2) Report on Study Abroad Trip (Shaw, Thomas)
- C. 3. b. (3) Report on Global Studies Degree Designation (Sabo)
- C. 3. b. (4) Winter 2014 Enrollment Report (Hall)
- C. 3. b. (5) Foundation Report (Myers)

4. Board Member and Committee Reports

- C. 4. b. (1) Appointment of Selection Committee for Alumnus of the Year Award and College

Supporter of the Year Award

C. 4. b. (2) Board Self-evaluation Committee Progress Report (Braunlich)

C. 4. b. (3) Upcoming Events

January 29, MCCA Michigan Legislative Committee Summit, Lansing

February 6, 7:30 p.m. – Marshal Tucker Band

February 8, 2-4:00 p.m. – College Goal Sunday

February 9, 7:00 p.m. – The Foundation Board of Directors Meeting

February 9-12 – ACCT National Legislative Summit, Washington DC

February 22, 2:30 & 7:30 p.m. – Band and Chorale Collage Concert

February 23, 7:00 p.m. – Board of Trustees Regular Meeting

February 28, 7:00 p.m. – 28th Annual Black History Month Blues Series Concert

March 7, 7:30 p.m. – Gilbert Gottfried Concert

March 12-13 – MCCA Board of Directors – Oakland Community College

March 23, 7:00 p.m. – Board of Trustees Regular Meeting

March 24, 8:30 a.m. – Phi Theta Kappa Awards Luncheon, Lansing

March 24, 6:30 p.m. – Phi Theta Kappa Recognition Ceremony

March 27, 7:30 p.m. – River Raisin Ragtime Review

April 22, 11:30 a.m. – Culinary Commencement

May 1, 7:00 p.m. – MCCC Commencement

D. Adjournment

If you have a disability and need special accommodations, please contact the Office of Corporate and Community Services at least five business days before the scheduled meeting by calling (734) 384-4127, or by writing to this office at Monroe County Community College, 1555 South Raisinville Road, Monroe, MI