

MINUTES OF THE FIVE HUNDRED SIXTY-SIXTH  
MEETING OF THE BOARD OF TRUSTEES  
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room Z-203  
La-Z-Boy Center  
6:00 p.m., February 27, 2017

Members Present: William T. Bruck, James E. DeVries, Lynette M. Dowler, Steven Hill, Marjorie A. Kreps, and Mary Kay Thayer

Not Present: Aaron Mason

Also Present: Grayson Bacarella (Student Government), Brian Bodell, Penny Bodell, Jack Burns Jr., Parmeshwar Coomar, Randy Daniels, AJ Fischer, Jean Ford, Mark Hall, Jeff Harbaugh, Aiden Higgins (Student Government), Paul Knollman, Brian Lay, Kimberly Lindquist, Molly McCutchan, Josh Myers, Michele Paled, Javed Peracha (Student Government), Tina Pillarelli, Kojo Quartey, Jim Russo, Valerie Russo, Leah Thomas (Agora Staff), Joe Verkennes, Tracy Vogt, Suzanne Wetzal, Grace Yackee, and Penny Dorsey (recording secretary)

1. Chair Dowler called the meeting to order at 6:01 p.m.
- B. 1. a. (1) 2. Chair Dowler polled the audience for delegations. There were no delegations present.
- B. 2. a. (1) 3. The Board pulled the following items from the Consent Agenda for further discussion:
  - B. 2. a. (2) Resolution of Commendation – Penny Bodell
  - B. 2. a. (3) Resolution of Commendation – James Russo
  - B. 2. a. (14) Alumnus of the Year Selection
- B. 2. a. (3) 4. *It was moved by Mrs. Thayer and supported by Mr. Hill that the following items on the consent agenda items be approved:*
  - B. 2. a. (1) Approval of the January 23, 2017 regular meeting minutes.
  - B. 2. a. (4) Authorization for the President to Execute a Continuing Faculty Contract to Administrator – Joshua Myers
  - B. 2. a. (5) Authorization for the President to Execute a Probationary Administrative Contract – Nicholas Prush
  - B. 2. a. (6) Authorization for the President to Execute a Probationary Administrative Contract – Andrew Fischer
  - B. 2. a. (7) Authorization for the President to Execute a Probationary Administrative Contract – Laura Manley
  - B. 2. a. (8) Authorization for the President to Execute a Continuing Faculty Contract – Michael Fuertes
  - B. 2. a. (9) Authorization for the President to Execute a Continuing Faculty Contract – Deminique Heiks
  - B. 2. a. (10) Authorization for the President to Execute a Third-year Probationary Faculty Contract – Shane Spaulding
  - B. 2. a. (11) Authorization for the President to Execute a Second-year Probationary Faculty Contract – Therese O’Halloran
  - B. 2. a. (12) Authorization for the President to Execute a Second-year Probationary Faculty Contract – Stephen Hasselbach
  - B. 2. a. (13) Recommendation of Group Three Directors

The motion carried.
- B. 3. a. (1) 5. There was no old business.
- B. 4. a. (1) 6. *It was moved by Mrs. Kreps and supported by Mr. DeVries that the following resolution of commendation for Penny Bodell be adopted:*

*WHEREAS, Mrs. Penny Bodell has decided to retire from her position of Administrative Assistant to the Vice President of Student and Information Services with Monroe County Community College, effective January 27, 2017, and*

*WHEREAS, Mrs. Bodell has been an outstanding support staff member at Monroe County Community College for over thirty-five years, first as a computer operator, then as the Administrative Secretary to the Director of Financial Aid, and finally the Administrative Assistant to the Vice President of Student and Information Services, and*

*WHEREAS, Mrs. Bodell has diligently served on numerous committees, task forces, and work groups dedicated to the improvement of services, processes, and procedures related to the operations of the College, and*

*WHEREAS, Mrs. Bodell has graciously assisted hundreds of students attending MCCC with compassion, empathy, and an extremely positive attitude, and*

*WHEREAS, Mrs. Bodell has coordinated the logistics for and assisted with several accreditation visits, professional development programs, and MCCC Strategic Planning Initiatives, and*

*WHEREAS, Mrs. Bodell served as the first advisor to the Gay-Straight Alliance Club and was responsible for the program that led to the selection and dedication of the “We Are One” diversity mural now on display in the Audrey M. Warrick Student Services/Administration Building, and*

*WHEREAS, under Mrs. Bodell’s leadership the GSA Club also received the Outstanding Student Program of the Year Award and the Outstanding Diversity Program of the Year Award, and*

*WHEREAS, Mrs. Bodell also received the MCCC Student Services Customer Service Award and the MCCC Enriching Lives Performance Award,*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Mrs. Penny Bodell 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 express their very best wishes for her continued success, well-being, and happiness on this Monday, January 23, 2017.*

The motion carried.

- B. 4. a. (2) 7. *It was moved by Mr. Hill and supported by Mrs. Kreps that the following resolution of commendation for James Russo be adopted:*

*WHEREAS, Mr. James Russo, has decided to retire from his position as General Maintenance Worker with Monroe County Community College, effective February 28, 2017, and*

*WHEREAS, for 24 years, he has been an outstanding employee with an exemplary work ethic who has served as both a custodian and groundskeeper on main campus and at the Whitman Center, and*

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

*WHEREAS, he has taken great pride in the upkeep of the college’s grounds and landscaping, sharing his vast knowledge of trees and plants and how to properly plant and maintain the wide variety found on main campus and at the Whitman Center, and*

*WHEREAS, he has assisted in the upkeep of college vehicles, tools, and equipment due to his extensive knowledge of small engines and his superb mechanical skills, and*

*WHEREAS, he has continually demonstrated his commitment to the college mission and dedication to our faculty, staff, and students both on-and off-campus.*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. James Russo, for his dedicated service and contributions to the college, our students, and the community, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, well-being, and happiness on this Monday, February 27, 2017.*

The motion carried.

- B. 4. a. (3) 8. *It was moved by Mrs. Kreps and supported by Mrs. Thayer that William J. Bacarella Jr. be selected as the recipient of the 2017 Alumnus of the Year Award.*
- C. 1. a. (1) 9. There were no delegations present.
- C. 2. a. (1) 10. Student Government Liaison, Aidan Higgins, President, Grayson Bacarella, and Treasurer, Javed Peracha gave an update on the activities of Student Government over the past two semesters.

Mr. Higgins presented a brief overview of Student Government (SG) activities for the 2016-2017 academic year. He thanked the Board for allowing him the opportunity to show them how SG uses the College's money. Mr. Higgins, from Newport, Michigan, is a freshman communications major. He says that Student Government works to improve the community college experience for students. Most of SG's activities are designed to attract students and foster relationships. These activities also provide SG with visibility, thereby encouraging students to join their organization, or another student organization. The bulk of SG activities take place on main campus, but the group does include the Whitman Center whenever possible. Their activities include the Welcome Back Barbecue, National Student Day, the Whitman Welcome, and Karaoke in the Cafeteria. Mr. Higgins noted that the Sweetheart Ball takes most of the year to plan. He thanked the co-chairs, Jessica Ryder and Katie Vandenbrink for organizing this major event, named "Unmask the Night," at which 100 tickets were sold.

Community service is also a major goal of the Student Government group. This past year's activities included two blood drives (October and January), the "Soctober" sock drive (during which the group collected 250 pairs of socks to donate to the homeless), Fall Downtown Decorating, Christmas Downtown Decorating, representing MCCC in the Ida Light Parade, serving food at St. Charles Church soup kitchen, and collecting eyeglasses in collaboration with the Bedford Lions Club. Javed Peracha chaired the eyeglass collection. Javed is a business management major in his sophomore year of college. In all, 61 pairs of glasses and four pairs of hearing aids were collected for the Lions Club.

Grayson Bacarella, President of Student Government, is a fifth year student at the Monroe County Middle College, majoring in business administration and political science. Mr. Bacarella is from Ida, Michigan. He thanked Mr. Higgins for putting together the PowerPoint for tonight's presentation, and he thanked Mr. Peracha for doing a "phenomenal job" for Student Government this year.

Mr. Bacarella remarked that after the millage passed, "Dr. Kojo" mentioned some things that stuck with him, one of which was, "keeping the community in community college." With the passing of the millage, it is important to make the campus and the county aware of what the College does, and make them aware that the millage was a good investment. Activities that facilitate this are volunteering and making television and radio appearances to spread the news. He thanked the student ambassador club and their president, Katie Vandenbrink for their work throughout the community over the past year as well.

Trustee Thayer remarked that the eyeglasses that were collected for the Bedford Lions Club, are given to a physician who goes into Guatemala and other South American countries, where he tests people's eyes and matches them up with glasses. The four hearing aids that were collected can become a lifeline for many people. She thanked Student Government for their work. Mr. Peracha presented the glasses and hearing aids to Trustee Thayer who is a member of the Bedford Lions Club.

Mr. Bacarella commented that the members of Student Government have a genuine love of people and community. Out of Student Government's 35 members, about 10 are Middle College students.

- C. 3. a. (1) 12. President Quarthey reported the following staff appointment and retirements:

Staff Appointment:

Ann Gerweck, Administrative Assistant to the Vice President of Student and Information Services, effective January 30, 2017 (transfer replacing Penny Bodell)

Administrative Contract Renewals

Joshua Myers, Executive Director of The Foundation, effective 7/1/17-6/30/19

Continuing Faculty Contracts for Administrators

Joshua Myers, Executive Director of The Foundation, effective July 1, 2017

Probationary Administrative Contract Renewals

Nicholas Prush, Director of Respiratory Therapy, third-year probationary contract, effective 7/1/17-6/30/18

Andrew Fischer, Director of Financial Services, second-year probationary contract, effective 7/1/17-6/30/18

Dr. Laura Manley, Director of the Library, second-year probationary contract, effective 7/1/17-6/30/18

Continuing Faculty Contracts

Michael Fiertes, Associate Professor of Chemistry

Deminique Heiks, Instructor of Criminal Justice

3<sup>rd</sup> Year Probationary Faculty Contract

Shane Spaulding, Respiratory Therapy Faculty/Director Clinical Education

2<sup>nd</sup> Year Probationary Faculty Contract

Therese O'Halloran, Assistant Professor of Art

Stephen Hasselbach, Instructor of Welding

Retirements

Cheryl Johnston, Assistant Professor of Reading and English, effective May 4, 2017

Charles Kelly, Professor of Computer Information Systems, effective May 4, 2017

Denice Lewis, Administrative Assistant to the Director of Learning Resources, effective March 24, 2017

James Russo, General Maintenance Worker, effective February 28, 2017

Joanna Sabo, Professor of Political Science and Global Studies Coordinator, effective December 15, 2017

Terry Telfer, Professor of English, effective May 4, 2017

Dr. Yackee noted that there is an active search to replace Cheryl Johnston as Coordinator of *One Book, One Community*, and Joanna Sabo as Global Studies Coordinator.

- C. 3. a. (2) 13. The Board received a Statement of General Fund Revenues and Expenses for the period ending January 31, 2017.

Suzanne Wetzel, Vice President of Administration, stated that the January statement is an analysis of seven months of the fiscal year. All accounts are in line with expectations at this point. All transfers are complete (\$1,480,000). This is money that has been set aside for the HVAC payments. There is \$825,000 in the Tax Anticipation Note (TAN) set-aside account. The final set-aside deposit will happen in early March and the note will be paid off at that time.

Fall and winter tuition revenue is favorable to budget (\$261,000). Enrollment appears to be stabilizing. The next HVAC payment is due in March. This will be the first principle and interest payment (\$718,000). The account balance in the Unexpended Plant Fund, where the College has been setting aside funds to make the payments, has just over \$1.9 million available for the payment. It is important to continue to set aside money for the payments so that the General Fund is not impacted.

The College is working on building the 2017-2018 budget. The Governor has proposed a flat budget for community colleges with no tuition restraint. Monroe County is estimating approximately a one percent increase in property tax values. The College administration is working on tuition and fees estimates to bring forward as a recommendation to the Board at the regular meeting in March for approval before students begin registering on April 10. Early enrollment projections for next fiscal year at community colleges throughout the State are sitting at a three percent decline in enrollment.

Mrs. Wetzel updated the Board on the Personal Property Tax Reform and its effect on College revenues. Later this month, the College will receive a check from the Local Community Stabilization Authority in the amount of \$484,060.89 (a 265% proration). Mrs. Wetzel stated that the College will be receiving a PPT payment on an annual basis in perpetuity. The payments are based on personal property losses using 2016 as the “base” year going forward. For the fiscal year 2017-2018, the College should receive a check in February 2018 for \$184,000.

The Millage Maintenance and Replacement Fund (81 fund) is the fund where the College is tracking millage revenues and expenditures for the designated projects. Currently, there is just under \$3.7 million in that fund.

Mrs. Wetzel outlined the process for the renovation of the East and West Technology Buildings. The College has posted a Request for Qualifications for Architectural Services (RFQ) with proposals due by March 20, 2017. Once the RFQs are returned, Jack Burns Jr., Director of Campus Planning and Facilities, and Mrs. Wetzel will review and prepare them for evaluation by the Board’s Architect Selection Committee.

- C. 3. a. (3) 14. The Board received a note of thanks from Jim and Gail Ross for the kind sympathies and memorial sent a the death of Gail’s father, J.C. Clark.
- C. 3. b. (1) 15. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey welcomed back Jack Burns Jr., Director of Planning and Facilities, after his extended leave. The Life Sciences Building will be the first building to be renovated using the 5-Year Maintenance and Improvement funds. The first projects include replacing the sunshades and adding the extension for the student space. The Curriculum Committee has approved the agricultural program that MCCC will deliver in collaboration with Michigan State University. Paul Knollman, Dean of Business, noted that the degree would be an Associate of Applied Sciences – Agriculture, with possible spin off concentrations in the future. Mr. Knollman stated that is a huge demand for agricultural courses from both the community and the College Agricultural/Farm Action Board. This program will make MCCC a viable option now for high school students planning a career in agriculture.

The President’s ‘Thank you’ millage tour is ongoing as he continues to thank the townships one by one for their support of the millage. A relationship building retreat is in the planning stages for the Trustees and the President. This was a topic of discussion at the recent Association of Community College Trustees National Legislative Summit in Washington, DC.

Plans are also underway for the College to move toward paperless Board meetings. After several training sessions, the Board will eliminate paper Board packets in lieu of electronic packets that are preloaded onto netbooks. These changes will take place over several meetings to give Trustees time to adapt to and learn the new system.

Dr. Grace Yackee, Vice President of Instruction, responded to the letter read by Dr. DeVries at last month’s Board of Trustees meeting regarding the hiring of full-time faculty. She expressed concern about Trustee DeVries’ statement that there had been a serious erosion of full-time faculty in the Humanities and Social Sciences Division since his retirement in 2010. She reassured the College that the most recent comprehensive review report in 2015, acknowledged that, despite enrollment decline, the College has been able to maintain sufficient numbers in continuative full-time faculty to ensure oversight of curriculum, expectations for student performance, and the assessment of student learning. Our full-time faculty currently teach 52-55 percent of instruction with the students, and the student to faculty ratio is 12:1.

Faculty are what MCCC does, they are the lifeline to the students in the classroom, so the administration does take the assessment of every position very seriously. For example, in the Humanities and Social Sciences Division, in 2010, there were 16 full-time faculty and currently there are 16 full-time faculty positions, including the most recently added one in Sociology.

What has changed over the years is not the numbers, but Higher Learning Commission's (HLC) requirements for qualifications of full-time faculty, which has forced leadership to take a little more time with their faculty position analysis. In the past, a faculty might be hired for one position, yet be able to teach across disciplines. Now the HLC is very strict about requiring that the faculty have 18 graduate credit hours in the discipline of the classes in which the faculty is teaching. For example, Dr. John Holladay was an exception. He actually did have 18 graduate hours in both philosophy and English. The College did not have enough enrollment for a full-time philosophy position, so they hired Dr. Holladay to teach Philosophy and English. It is important to realize the requirements for faculty are different today than they were in the past and administration is keeping a close eye on enrollment. Enrollment has declined 25 percent since 2011. The faculty and staffing have remained relatively the same, but the College must ensure that faculty have their required workload. The new faculty qualifications go into full effect in the fall of 2017. The new requirements affect all disciplines across the College, the Humanities and Social Sciences and the Science and Mathematics in particular because they have the master's degree requirement. In the occupational area, there is more flexibility in determining equivalent experience beyond a bachelor's degree.

In specific response to what Dr. DeVries was referencing in his communication, there are six open faculty positions, two of which are Art faculty positions. These were posted and filled with one faculty. The other position was used for the full-time Sociology faculty position. A hiring committee is currently reviewing applications for that position. There are four open English faculty positions. We are posting two temporary full-time English positions. Because of enrollment decline and the changes in qualifications, Dean Hedeem met with the faculty and they are currently analyzing how those positions should be filled. Administration decided, with the support of the faculty, to offer two temporary full-time positions. It is important to note that faculty are involved in these conversations and decisions. Analyzing faculty loads can be difficult in some of the areas because we have to hire full time faculty in that may not have enough students to make load.

Dr. DeVries commented that smaller community colleges are particularly at risk for not being able to offer courses they have offered successfully before. Dr. Yackee responded that the College is offering courses that the universities are accepting for four-year degrees, and it needs to think seriously about the effect it has on transfer agreements. The bigger issue is giving faculty more than just introductory classes.

After Dr. Yackee response, Dr. Quartey finished his President's report. In September, President Quartey and Mrs. Thayer plan to deliver a presentation on the millage at the ACCT Congress in Las Vegas. The title of the presentation is Against All Odds. Suzanne Wetzel, Vice President of Administration and Joe Verkennes, Director of Marketing and Communications, are working on branding for the millage investment in action. Mr. Verkennes will issue a major news release laying out the projects over the next several years. He will also add more pieces back into the marketing plan as he looks at his budget. It is hard to reach a community of Monroe's size with very little postage budget.

The next State of the College Address will be in early to mid-April. Details will be forthcoming.

- C. 3. b. (1) 16. President Quartey presented his revised Goals and Measurable Outcomes to the Board. His goals reflect more manageable ranges rather than straight percentages. The Board agreed they like the revised goals and unanimously approved of the changes.
- C. 3. b. (2) 17. Joshua Myers, Executive Director of The Foundation, gave the Board a summary of the January 13, 2017 meeting of The Foundation.

Mr. Myers thanked the Board for extending his contract. The January meeting was the first full meeting with the new officers. Mr. Myers introduced the new Alumni Association Chair, Emily Hodge, to The Foundation Board. The Alumni Chair sits on

The Foundation Board. He announced the new Edward and Henrietta Knabusch Trust #2 Scholarship. This year, \$20,000 was donated from the trust to The Foundation, which was split in half, leaving \$10,000 for an endowment account and \$10,000, which is dedicated to five (5) \$2,000 scholarships this year.

President Quartey nominated Paul Hedeem and Tom Kleman to serve as Group 4 Directors and they have accepted. Group Four Directors are employees that sit on the board for two years, nominated by the President and replacing Bill McCloskey and Pat Nedry.

Mr. Myers remarked that in 2007 The Foundation was named in the Flora Mae Younglove Wolf Estate for approximately \$37,000. The money is designated to the music program. Thanks to Dean Hedeem, Mr. Myers was able to reach out to Mark Felder and Cathy Brodie to develop a list of backlogged items for the Band and choir that almost came to \$37,000. Until now, these items have never been able to be worked into the budget. They will greatly improve the performing music programs.

Mr. Myers relayed he had delivered an annual fund presentation to the Foundation Board. The Foundation had a very successful annual fund campaign last year, and they are off to a good start this year. The annual fund starts around November. To date, The Foundation has put out five different solicitations; a main mailer that goes out to about 13,000 households, a donation sheet in the annual report, an internal employee campaign, a media post that reaches approximately 11,000 people, and a New Year's Eve email to pick up any end-of-year donors. Mr. Myers thanked Joe Verkennes, Director of Marketing and Communications, and his staff. He noted that Doug Richter, Graphic Designer, is exceptionally talented. The goal this year was \$30,000. Total contributions for 2017 is \$68,000. If anyone has not yet made his or her annual fund donation, please consider doing so.

Three remaining initiatives include the implementation of an emergency aid fund; continued work to increase endowed scholarships; and continued outreach to donors who have not yet made their annual contribution.

The Board approved a resolution of commendation for Rose Walker. Mrs. Walker has served 15 years as secretary to The Foundation. Mr. Myers made mention of the two new Foundation Board members, which the Board approved earlier in the evening. This is a feedback loop to the board of directors. The MCCC Board grants the authority to each one of those directors, with the exception of the Group IV and Group I Directors.

- C. 4. b. (1) 18. Chair Dowler noted that six out of seven Trustees, four student ambassadors, President Quartey and Vice President Wetzel attended the January 25, Michigan Community College Association (MCCA) Legislative Summit in Lansing. The group met with Senator Dale Zorn, Representative Sheppard and Representative Joe Bellino (former MCCC Board of Trustee). She remarked That, “not only did they welcome us into their office, but they clearly support our college.”

The student ambassadors included Gunner Badillo, Aidan Higgins, Javed Peracha, and Katie Vandenbrink. Mr. Higgins noted it was an honor to meet the Speaker of the House and that the meetings were very informative. Mr. Peracha remarked that this was his first time to Lansing and that he was happy to meet Representatives Sheppard, Bellino, and Senator Zorn. As a result of this meeting, Miss Vandenbrink will begin an internship in Representative Bellino's office today. In addition, Mr. Badillo has an opportunity to work with Senator Zorn.

Dr. DeVries mentioned Senator Zorn's “deep concern” with remedial education at the community college level.

President Quartey thanked Mrs. Dowler for driving their entire group to Lansing and back. She was able to obtain the DTE van for transportation purposes. The group shared some great camaraderie on the trip to and from Lansing. He stressed the importance of the College continuing to ensure its credit hours transfer to four-year universities.

- C. 4. B. (2) 19. Dr. Quartey and Mr. Thayer attended the 2017 ACCT National Legislative Summit in Washington, DC, February 13-16. The speakers stressed the need to re-institute year round PELL Grants. The two visited Congressman Walberg, Senator

Stabenow, and Senator Peters. He reported that Mrs. Thayer was the first person to bring up remedial education.

Trustee Thayer stressed, “We all have an advocacy roll.” Community colleges have the ability to changed lives, whether they are a student’s first college or the last chance. There was discussion of eliminating entrance exams for community colleges (this is separate from placement testing). Other topics included, making the case for year-round Pell and Re-Authorization of the Higher Ed Act; community colleges’ ability to be flexible and quickly respond to the needs of their students and community; community college internships; the need for better tracking of students in Jr. High and through high school; simplifying the FAFSA; and blending Department of Labor and Commerce and education dollars.

Thursday morning’s General Session’s Breakfast speaker was Secretary of Education Betsy DeVos. She thanked her friend, “Mary Kay Thayer and all the representatives [of], especially from the Great Lakes State, community colleges” for their dedication to our students and community. Ms. DeVos’ speech can be viewed at <http://www.acct.org/search/content/2017%20National%20Legislative%20summit>.

- C. 4. b. (3) 20. Chair Dowler noted the upcoming events.
21. *It was moved by Mrs. Kreps and supported by Mr. Hill that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:30 p.m.

Respectfully submitted,

Lynette M. Dowler  
Chair

Mary Kay Thayer  
Interim Secretary

/prd

These minutes were approved with corrections at the March 27, 2017 regular meeting of the Board of Trustees.