

MINUTES OF THE FIVE HUNDRED SEVENTY-FIFTH
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., March 26, 2018

Present: William T. Bruck (arrived 6:28 p.m.), James E. DeVries, Lynette M. Dowler, Steven Hill, Aaron Mason, and Mary Kay Thayer

Not Present: Marjorie A. Kreps

Also Present: Janel Boss, Jason Young, Oneka Samet (WCCC), Clarence Madison (WCCC), Patrick Wise, Quri Wygonik, Peter Coomar, Kevin Cooper, Valerie Culler, Randy Daniels, AJ Fischer, Paul Hedeem, Kelly Heinzerling, Barry Kinsey, Paul Knollman, Kim Lindquist, Laura Manley, Joe Verkennes, Tracy Vogt, Suzanne Wetzel, Grace Yackee, and Penny Dorcey (recording secretary)

1. Chair Dowler opened meeting at 6:01 p.m.
- B. 1. a. (1) 2. Dr. Quartey introduced doctoral student, Oneka Samet, from the Wayne Community College. Ms. Samet expressed her appreciation to the Board for the opportunity to observe their meeting. She explained that her colleague, Clarence Madison, would also be joining them, but was delayed due to traffic.
- B. 2. a. (1) 3. The Board pulled the following agenda items from the consent agenda for further discussion.
 - B. 2. a. (4) Proposed Revision, Policy 3.05 – Tuition and Fees
 - B. 2. a. (5) Proposed New Policy – Policy 1.73, Web Accessibility Policy
 - B. 2. a. (6) Proposed New Policy – Policy 6.15, Information Security Plan
 - B. 2. a. (7) Michigan’s Coordinator to ACCT
- B. 2. a. (2) 4. *It was moved by Mrs. Thayer and supported by Mr. Hill, that the remaining items on the consent agenda items be approved as presented.*
 - B. 2. a. (1) Approval of February 26, 2018 minutes
 - B. 2. a. (2) Resolution of Commendation for Brian Merkle

The Board moved that the following resolution of commendation for Brian Merkel be adopted:

WHEREAS, Mr. Brian S. Merkle earned his associate of science degree from Monroe County Community College in 1999 and continued his education to earn a bachelor’s degree in mortuary science from Wayne State University in 2000, and

WHEREAS, he went on to a distinguished career as licensed funeral director, serving as a licensed funeral director at Bennett Funeral Homes before founding Merkle Funeral Services in 2007, which provides innovative, personal, full-service funeral planning services in north and south Monroe and in Erie, including an attached floral service, and

WHEREAS, he holds distinction in his field by twice being selected for the Pursuit of Excellence Award by the National Funeral Directors Association and providing various outreach services for the community such as monthly grief luncheons, bi-monthly widows luncheons, an annual memorial service, a clergy appreciation service, and multiple charity services, and

WHEREAS, he has further contributed to the quality of life in Monroe County through his role as an emergency medical technician for Monroe County Ambulance, a member of the board of directors at Trinity Lutheran Church, past president of the Monroe Exchange Club, past member of the President’s Advisory Council at MCCC, member of

the Monroe Aging Consortium, and a volunteer firefighter with the Monroe Township Fire Department from 1997-2010, and

WHEREAS, he has received numerous awards including the 2008-2009 Service Above Self Award from the Monroe Rotary Club, the 2014-15 “20 Under 40” Award that showcases young and dynamic leaders in Northwest Ohio and Southeast Michigan who are under the age of 40, and the Firefighter of the Year Award from the Kiwanis Club of Monroe, 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 Mr. Brian S. Merkle on his accomplishments and accolades, and

THAT IT FURTHER BE RESOLVED, that the Board of Trustees honor him with the 2018 Monroe County Community College Alumnus of the Year Award and expresses its sincere gratitude and appreciation on this Monday, March 26, 2018.

B. 2. a. (3) Resolution to Set the College Millage Levy for the 2018-19 Fiscal Year

The Board moved that that the following resolution to set the College millage levy for the 2018-19 fiscal year be adopted subject to Headlee rollback provisions

<i>Operating</i>	<i>2.1794 mills</i>
<i>Facilities/Infrastructure</i>	<i>.85 mills</i>

THEREFORE BE IT RESOLVED, that the clerks of the cities and townships of Monroe County be given written notice of this action. Each clerk shall be requested to forward such notice to the appropriate assessing officers of the cities and townships.

BE IT FURTHER RESOLVED, that taxes to be raised against property within any city, any portion of which lies within the community college district boundaries, may be levied and collected in the same manner and at the same time as the city taxes.

B. 2. a. (8) College Supporter of the Year Selection – Joseph Connors and Monroe Plumbing and Heating

B. 2. a. (9) 2017-2018 Budget Revision

The motion carried.

B. 4. b. (1) 5. *It was moved by Mrs. Thayer and supported by Mr. Mason that Policy 3.05, Tuition and Fees, be revised as follows:*

<u>Tuition</u>	<u>Beginning Fall 2017</u>	<u>Beginning Fall 2018</u>
<i>Resident (per billable contact hour)</i>	<i>\$107.00</i>	<i>\$109.50</i>
<i>Non-Resident (per billable contact hour)</i>	<i>\$190.00</i>	<i>\$194.50</i>
<i>Out of State/International (per billable contact hour)</i>	<i>\$211.50</i>	<i>\$216.50</i>
<i>Non-Resident Student Apprentices (per billable contact hour)</i>	<i>Resident Rate</i>	<i>Resident Rate</i>
<i>Non-Resident Student Veteran (per billable contact hour)</i>	<i>Resident Rate</i>	<i>Resident Rate</i>
<i>Non-Resident Veteran Dependent Student using GI Bill Programs (per billable contact hour)</i>	<i>Resident Rate</i>	<i>Resident Rate</i>
<i>Non-Resident Student Active Duty Service Person & Spouse (per billable contact hour)</i>	<i>Resident Rate</i>	<i>Resident Rate</i>
<i>Non-Credit Instruction, including Continuing Education Units (CEU)</i>	<i>Resident Rate</i>	<i>Resident Rate</i>

Miscellaneous Fees

<i>Technology Fee (per billable contact hour)</i>	<i>\$20.00</i>
<i>Registration (per student for each semester registering)</i>	<i>\$40.00</i>

<i>Laboratory Fees</i>	<i>Fees vary according to the class</i>
<i>Special Fees (Required costs for specific materials, rentals, testing, etc.)</i>	<i>Fees vary according to the class/program</i>
<i>Transcript, per copy</i>	\$ 5.00
<i>Credit by Exam Fee (Non-refundable) – 1 contact hour</i>	\$35.00
<i>2 or more contact hours</i>	\$70.00

Suzanne Wetzel, Vice President of Administration/Treasurer explained that the proposal for Policy 3.05, Tuition and Fees is to increase in-district tuition to \$109.50, non-resident tuition to \$194.50, and out-of-state tuition to \$216.50. This correlates to a 2.34 percent increase for the in-district rate and to 2.37 percent for the out-of-district and out-of-state rate. There is not a proposed increase for registration or technology fees.

Mrs. Wetzel stated that it is the Board’s prerogative to set tuition. She presented spreadsheets and scenarios to demonstrate how various choices would affect the College, as well as showed where MCCC stands in terms of other colleges in the state.

In 2017, the community college state average for in-district tuition was \$110.68, and MCCC was at \$107.00. The state average for billable contact hours was \$114.23, and MCCC was at \$107. Mrs. Wetzel also presented a snapshot of the 2017-18 budget that included where it is projected to end this school year, and where it is at this moment. The budget-to-budget difference in revenue is about a 1.61 increase, which is a slight decline in budget to projected difference. Mrs. Wetzel’s team is used the assumption that tuition is increased by the 2.34 and 2.37 percent, the enrollment decline is 2 percent, and personal property tax (PPT) are 2 percent, on which to build the budget. The county is working off a 2.8 percent increase in property tax revenues. The College always uses the Governor’s proposed budget at this time of year, which is flat for community colleges, plus the PPT money, because he feels that that money makes up the difference. The House is currently proposing about a 1.2 percent increase in PPT. Four-year institutions are getting a 2 percent increase, while community college’s are hoping for a 1 percent increase. The final numbers will not yet be approved for a couple of months.

The Registrar’s office has the final enrollment numbers for spring, summer, fall and winter. When comparing contact hours for Fall 2016 and 2017, year over year, there is a -2.57 percent decrease, and for Winter 2016 and 2017, a -2.8 percent decrease. Headcount, however, is basically flat. Billable contact hours, as reported by the Registrar’s Office, are down 2.57 percent for fall, and 4.8 percent for winter. The Administration Office, then takes that money back in and divides it back out by tuition, to come up with its own set of billable contact hours, which do not necessarily agree with the Registrars Office because their numbers do not take into account whether a student is in-district, out-of-district, or out-of-state. The Administration offices take the dollars and place them in those categories to come up with the numbers on which they base their budget. The budget based on those numbers actually show billable contact hours for fall down 0.69 percent, and for winter, down 3.71 percent. For fall, the College budgeted \$3.5 million, but actually brought in \$3.47 million, a difference of -\$42,000 (4.2 percent). For winter the College budgeted \$3.35 million, and actually brought in \$3.2 million, a difference of -\$151,385 (4.52 percent). So far this year, the College is down 2.82 percent for the fall and winter semesters. In addition to the 2 percent the College budgeted being down, the actually money coming is down an additional 2.82 percent (\$193,598).

Although headcount is staying flat, billable contact hours and the money it generates is declining. This is because the increase in headcount is from part-time students who are taking less contact hours. About a third of the College’s enrollment is from dual enrolled students. Another factor is that in 2009-10, unemployment was extremely high, and a number of students were required to attend full-time based on the aid they were receiving such as No Worker Left Behind (buyouts), the change in insurance coverage (students no longer had to attend full-time to stay on their parents insurance), and the Veterans Training and Assistance Program (VRAP). The end result is that about 75 percent of MCCC students are now part-time enrollment.

Mrs. Wetzel presented an analysis to the Board to demonstrate how the College budgets for revenue for tuition and fees. The analysis gives three years of actuals, then shows what the College budgeted in 2017-18, and what the College plans to budget at this moment, and what that would do to MCCC’s projected enrollment and

projected funds, based on enrollment. The goal with credit tuition was to try and stabilize that funding source, and the administration is planning to propose a budget for credit tuition of \$7.4 million. A history of previous years' numbers was also included for comparison.

Last year, MCCC was the only Michigan community college that froze its tuition. This year, Macomb Community College and Washtenaw Community College have frozen their tuition. The other community colleges in the state have implemented increases ranging from 1 to 3 percent.

There are several other factors that may affect the College's budget as well. First, the College does not yet know what is going to happen with the DTE tax appeal. If they do decide to pursue that option, the College will have to do a tax set-aside to cover the \$260,878 of revenue loss. This represents 25 percent of the tax money MCCC receives from the Monroe Power Plant for the General Fund. If the city and DTE cannot reach an agreement on the taxable value of the power plant, then DTE has the option to file to the tax tribunal. If approved, DTE can collect tax money from moment they filed with the tax tribunal. Because of this, it would be prudent for the College to for prepare for that possibility and set-aside now. If the tax valuation does not happen, there are several options for which the College can use the money.

Second, State Appropriations will affect the College's budget. AJ Fischer talked to the State who instructed him that the institution should budget \$184,000 for the PPT that would be coming back to replace the money lost through legislation. The College received a check for \$809,115, and is now trying to project for 2018-19. The \$272,076 would be the 100 percent the College could count on, but there is additional money over the 100 percent that the Governor would like to distribute between all 28 community colleges. There are three that do not receive any PPT money because they didn't lose any. Some colleges were hit pretty hard and others not so much.

Third, there are several other revenues that will affect the College budget. The budget team will have to look at where at this moment it thinks revenues will fall.

The impact to the College if it gives out-of-state students in-district tuition is \$159,000 for the fall semester and \$118,000 in the winter semester. If the College keeps tuition level, projected revenue would go from \$8.25 million to \$8.15 million, costing the College \$100,000. Looking at just tuition and fees versus just cost of instruction minus support services, it pays about three quarters of the cost to deliver the class. Local tax dollars and state funds make up for the lack of tuition.

When looking at the tuition rates of other community colleges, Oakland Community College has the lowest tuition rate at \$90 per credit hour. Mott Community College has the highest rate at \$137.60 per credit hour. Washtenaw Community College charges \$107 for in-district tuition and \$118 for out-of-district tuition. Owens Community College charges \$153 for in-state tuition and \$306 for out-of-state tuition. If Whitmer High School students took some of their classes at the Whitman Center, their tuition would still be lower than tuition at Owens.

The motion carried.

- B. 4. b. (2) 6. *It was moved by Mr. Hill and supported by Dr. DeVries that Policy 1.73, Web Accessibility Policy, be adopted as presented.*

Joe Verkennes, Director of Marketing and Communications, briefed the Board on Policy, 1.73, Web Accessibility Policy. He explained there was a complaint to the Office of Civil Rights regarding the College's webpage accessibility. One of the Fitness Center pages was missing an ALT tag. Static pictures were not linked, causing a problem for visually impaired individuals who use screen readers to tell them what a photo is. He worked with Beth Waldvogel, Web Services/Business Learning Lab Technician, to run a wave audit of MCCC's webpages. Mr. Verkennes formed a taskforce with Molly McCutchan, Brian Lay, and Suzanne Wetzal, who met with risk management through the Michigan Community College Association to talk about the complaint. These types of complaints have been a trend over the past couple of years. Other colleges with complaints filed against them include Oakland Community College, Schoolcraft Community College, Henry Ford Community College and three more colleges in Michigan. There have been 200 cases nationwide.

Mr. Verkennes and his team were able to fix the error on the College's website

quickly. He signed a resolution agreement with Office of Civil Rights at Department of Education and per the OCR created policy, which must be submitted to the OCR by May 1, 2018. After 180 days the OCR will complete its initial audit and measure the results against the Colleges technical standards in the policy.

Mr. Verkennes went over the new policy with the Board. Third party sites that MCCC links to are also affected. The College needs to ensure that all pages are completely accessible.

Guidelines College must comply with to be ADA compliant:

- Provide text alternatives for any non-text content so that it converted into other forms that people need; such as large print, braille, speech, symbols, or simpler language
- Provide alternatives for time-based media (audio and video)
- Create content that can be presented in different ways (for example simpler layout) without losing information or structure
- Make it easier for users to see and hear content, including separating foreground from background
- Make all functionality available from a keyboard
- Provide users enough time to read and use content
- Do not design content in a way that is known to cause seizures
- Provide ways to help users navigate, find content and determine where they are
- Make text content readable and understandable
- Make web pages appear and operate in predictable ways

The policy also establishes the following Web Accessibility Coordinators:
TITLE II/SECTION 504 COORDINATOR FOR STUDENTS AND OTHERS

Vice President of Student and Information Services

Audrey M. Warrick Student Services/Administration Building, Room 133

Phone: (734) 384-4244

Email: rdaniels@monroeccc.edu

This position oversees the admissions and guidance, records and registration, financial aid, learning resources, data processing, information systems, student activities and security operations at MCCC.

TITLE II/SECTION 504 COORDINATOR FOR EMPLOYEES

Director of Human Resources

Phone: (734) 384-4245

Audrey M. Warrick Student Services/Administration Building, Room 138

Email: mmccutchan@monroeccc.edu

The next step is for the task force to present the policy as an information item to all three councils. Once approved, the team will work on procedures to accompany the policy. Mrs. Wetzel meets quarterly with a risk management group to look at trends colleges might want to get ahead of. The College also receives alerts from the Higher Learning Commission MCCA, and the Association of Community College Trustees.

The motion carried.

- B. 4. b. (3) 7. *It was moved by Mr. Hill and supported by Mr. Mason that Policy 6.15, Information Security Plan, be adopted as presented.*

Dr. Randy Daniels, Vice President of Student and Information Services, and Valerie Culler, Director of Financial Aid, became aware that the Department of Education, FAFSA, and the IRS are looking at college data protection procedures. They convened a team to draft a policy to protect data and promote compliance. The College already has some protections in place such as Red Flag, HIPPA and FERPA. The new policy more accurately reflects what the College is doing and will be doing to protect its data. The team will also develop procedures to accompany the policy.

The motion carried.

- B. 4. b. (4) 8. *It was moved by Mr. Hill and supported by Mr. Mason that the Monroe County Community College Board of Trustees hereby authorizes Mary Kay*

Thayer to serve in a voluntary role as Michigan's Coordinator to the Association of Community College Trustees.

The motion carried.

- C. 3. a. (1) 9. President Quartey reported the following staff retirement, etc.

Retirement

Jill Denko, Assistant Professor of Counseling, effective May 31, 2018

Dr. Roop Chandel, Professor of Materials Technology, effective May 3, 2018

- C. 3. a. (2) 10. The Board received a Statement of General Fund Revenues and Expenses for the period ending February 28, 2018.

Suzanne Wetzel, Vice President of Administration/Treasurer. Work on the 2018-2019 budget continues and the system is now locked. Cabinet will begin meeting on budget requests this week.

Mrs. Wetzel and the steering team began design meetings with the architect. The Barton Malow contract is nearly completed. User group meetings will resume soon to help determine their needs and wants for the new building. The preliminary design plans are back from State of MI, and Mrs. Wetzel will be submitting a letter to the State stating that the College has its share of the money for the project.

The Life Science Building project is near completion. Site restoration will begin when the weather allows. The HVAC project is basically done, with only a few minor adjustments needed.

- C. 3. b. (1) 11. President Quartey summarized his reports to the Trustees, which he sends every other week.

In response to recent school shootings, the College has accelerated safety on campus and has purchased a new door security system called Bearcade. This is an award winning system that ensures greater safety on campus pending millage renovations. Installation is ongoing.

Dual Enrollment Public Act 11 of 2018 (former HB 4735) allows Michigan high school students to go across borders to take dual enrollment classes and Michigan pays for their tuition. Lourdes College has offered Summerfield High School students direct college classes for \$58 per credit hour. MCCC is the only community college in the state losing students because of this legislation. Muchmore, Harrington, Smalley and Associates are proposing language in an effort to reverse the legislation. An out-of-state institution coming across the border to deliver classes in Michigan high schools may be an issue. The ISD supported the legislation. MCCC is trying to get it reversed.

On March 10, the College delivered its first Adult Workforce Boot Camp. This is a grant-funded program that Barry Kinsey, Director of Workforce Development, and Parmeshwar Coomar, Dean of Applied Science and Engineering Technology, worked on. The 18 students in the boot camp will receive six weeks of training in six different areas of instruction. To date, the students have received instruction in electronics, CAD, and welding. Upon completion of the camp, the goal is to encourage the students to enroll in credit classes. Mr. Kinsey will collaborate with Michigan Works to instruct the students in soft skills.

Under the new Sexual Assault Legislation, liability can go back as far as 1997. The bill is now going to the House.

The Governors Marshal Plan for Talent is an investment of \$100 million over five years to re-orient Michigan schools. This includes funds for competency certification and funding for scholarships and careers. MPSERS is not clear on how part-time student retirement should be treated. The Michigan Community College Association (MCCA) supports the exemption of payment into a retirement fund for part-time students. There are two bills associated with this initiative. MCCC currently does pay into a retirement fund for these students, but some other institutions do not.

The Governor has proposed flat funding for community colleges. The campus speech resolution would amend Michigan's Constitution and grant the legislature authority to pass laws affecting freedom of speech, expression, and assembly at public institutions of higher learning. It is important to retain local control. HB 4814-4815 restricts millage taxing units to hold millage elections only in August and November. The committee did not vote.

SB 584-586 will allow individuals with a special endorsement to carry concealed weapons within areas currently prohibited, including community colleges. It passed 25-12 and now goes before the House Judiciary Committee.

There is a \$3.9 billion increase for Department of Education programs. These programs include Pell Grants, Perkins, WIOA, Federal Work Study, TRIO, and several other state grant programs. This is good news because many of these programs were under threat because of the large increases in defense spending.

- C. 3. b. (2) 12. Discussion of the Presidential evaluation was moved to the end of the agenda by unanimous consent
- C. 4. b. (1) 13. The President's Office has received tickets to the Tiger's Game for April 13, 2018, at 7:10 p.m. This date is the same date as the Honor's Reception, so Dr. Quartey will not be in attendance. Trustees should let Penny Dorsey, Executive Assistant to the President/Secretary to the Board of Trustees, know if she would like to attend.
- C. 4. b. (2) 14. Mr. Mason read Dr. Quartey's response to Mr. Kevin Dahm's request to purchase College property. Dr. Quartey received a cordial response back from the Dahms. Mrs. Jean Dahm offered to help with the community gardens.
- C. 4. b. (3) 15. Mrs. Thayer on the Association of Community College Trustees 2018 National Legislative Summit in Washington, DC.

Mrs. Thayer noted that she and Dr. Quartey were able to meet with Senators Stabenow and Peters. Congressman Tim Walberg was in Monroe while they were in DC. Veteran's services were also addressed. Mrs. Thayer suggested the College apply for a grant through Department of Defense, as they announced they have plenty of money for grants.

- C. 4. b. (4) 16. Dr. Quartey covered the MCCA 2018 Spring Board of Directors Meeting in his President's report earlier in the meeting.
- C. 4. b. (4) 17. The Board will discuss their self-evaluations at the April 23rd meeting.
- C. 4. b. (2) 18. Suzanne Wetzel, Vice President of Administration/Treasurer, will send possible dates for the Board Study meeting to Penny Dorsey, who will set a date after polling the Board.
- C. 4. b. (2) 19. Chair Dowler noted the upcoming events.
- C. 4. b. (2) 20. Dr. Quartey requested that the Board meet in closed session in accordance with section 8 (a) of the Michigan Open Meetings Act to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.

A roll call vote was taken as follows:

Yes [6] William T. Bruck, James E. DeVries, Lynette M. Dowler,
Steven Hill, Aaron N. Mason, Mary Kay Thayer

No [0] None

- 21. The Board moved into closed session at 7:47 p.m.
- 22. Open session resumed at 8:24 p.m.
- 23. *It was moved by Mr. Hill and supported by Mr. Mason that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:05 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

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These minutes were approved at the April 23, regular meeting of the Board of Trustees.