

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

Board of Trustees Room, Z-203
La-Z-Boy Center
7:30 p.m., June 24, 2013

BUSINESS MEETING AGENDA ITEM

A. Call to Order

Call to Order by Chair of the Board

Public Hearing - Suspend the regular order of business to conduct the public hearing on the 2013-14 budget. The Chair will entertain questions from the audience with regard to the 2013-14 budget material. The millage rate to be levied for operating purposes for the 2013-14 fiscal year will be reaffirmed as 2.1794 mills of ad valorem property taxes. If there are no further questions, the Chair will declare the public hearing adjourned.

B. Recommended Actions

1. Routine Matters

- a. Approval of the minutes from the special meetings (2) of May 20, 2013, regular meeting of May 20, 2013, the special meetings (2) of May 21, 2013, the special meetings (3) of May 22, 2013, and the special meeting of May 30, 2013 be approved as presented.
- b. Polling of audience for delegation recognition

2. Old Business

3. New Business

- a. Written
- b. Verbal

B. 3. a. (1) Retirement Resolution – Diana Cramer

Recommended Motion: *“that the following resolution of commendation be adopted:*

WHEREAS, Mrs. Diana Cramer has decided to retire from her position as Director of the Monroe County Community College Child Care Center effective May 17, 2013, and

WHEREAS, for 33 years, she has been considered an outstanding support staff member, who has helped to provide excellent service for students attending MCCC, and

WHEREAS, Mrs. Cramer attained an Associate of Science degree from Marion College, and has brought a significant level of knowledge in the area of early childhood education, and she has served as an institutional leader for maintaining the standards required for licensed child care in the State of Michigan, and

WHEREAS, her dedication to MCCC has enriched the lives of students by providing a service necessary to their educational success, and

WHEREAS, she has served on several College committees that have contributed to the governance of the institution, and

WHEREAS, she has demonstrated a high level of professionalism and dedication both on and off campus, and

WHEREAS, she has volunteered countless hours to College activities, such as Family Fun Night and the Commencement Ceremony, and

WHEREAS, she has lovingly touched the lives of hundreds of children in this community since August of 1980.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mrs. Diana Cramer for her dedicated service and contributions to the College, our students, and the children in this community, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees express its very best wishes for her continued success, well-being, and happiness on this Monday, June 24, 2013.”

B. 3. a. (2) Retirement Resolution – Mark Spenoso

Recommended Motion: *“that the following resolution of commendation be adopted:*

WHEREAS, Mr. Mark Spenoso has decided to retire from his position as digital imaging specialist at Monroe County Community College effective June 30, 2013, and

WHEREAS, for 14 years, he has been considered an outstanding member of the MCCC support staff and Institutional Advancement team;

WHEREAS, he has provided excellent service to the faculty and staff of MCCC in the areas of Copy Center operations and photography, and

WHEREAS, Mr. Spenoso has played a lead role in expanding the services of the Copy Center to include custom items like dry-mounting; large-format posters and signage; intricate, tabbed booklets; commemorative programs for special events such as Commencement, Honors Night and more; high-end, black-and-white brochures and fliers; and other promotional materials, and

WHEREAS, in the early 2000s, he took photography classes and purchased his own digital camera equipment to develop his skills, later accommodating some of the college's photographic responsibilities as a result of a resignation; and

WHEREAS, Mr. Spenoso was promoted in 2004 to take over all of the college's photographic responsibilities, which were woven in with his full-time Copy Center duties into a new position entitled "digital imaging specialist," and

WHEREAS, he has left a tremendous impression on employees and the community with his excellent photography, the breadth and depth of which can be seen throughout all of MCCC's promotional efforts, and

WHEREAS, Mr. Spenoso attained a bachelor's degree in sociology from the University of Akron, bringing with him to the college more than 10 years of experience in picture framing and many more years of experience from his initial career path of employee training and retraining – all of which contributed to his high-level of customer service and solid project management skills for MCCC, and

WHEREAS, he has demonstrated a high level of professionalism and dedication both on and off campus, and

WHEREAS, he has shown great passion for the MCCC mission, and through his work and volunteerism has enriched the lives of many since his arrival on campus in August 1999.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. Mark Spenoso 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 express its very best wishes for his continued success, well-being, and happiness on this Monday, June 24, 2013."

B. 3. a. (3) Retirement Resolution – Dennis Bezeau

Recommended Motion: *"that the following resolution of commendation be adopted:*

WHEREAS, Mr. Dennis Bezeau, has decided to retire from his position as General Maintenance Worker with Monroe County Community College, effective July 26, 2013.

WHEREAS, for 16 years, he has been considered an outstanding employee who has helped to foster an excellent maintenance program in the Physical Plant, and

WHEREAS, he has served as a mentor, role model and trainer for his co-workers and has helped foster a high level of professionalism within the maintenance staff, 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. Dennis Bezeau, 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, June 24, 2013.”

- B. 3. a. (4) Resolution to Adopt the 2013-14 Budgets and Reaffirm Millage Rate (to be delivered under separate cover - Board members only)

Recommended motion: “that the 2013-14 MCCC budget be approved as presented and that the millage rate to be levied for operating purposes for the 2013-14 fiscal year be reaffirmed as 2.1794 mills of ad valorem property tax.”

- B. 3. a. (5) Board of Trustees Schedule of Meetings for the Fiscal Year 2013-14

Recommended motion: “that the schedule of meetings of the Board of Trustees for the fiscal year 2013-14 be adopted as follows:

*Time: 7:30 p.m.
Place: Board of Trustees Room, Z-203*
La-Z-Boy Center*

**The April 28, 2014 meeting will be held at the MCCC Whitman Center, 7777 Lewis Avenue, Temperance, Michigan.*

<i>Monday, September 23, 2013</i>	<i>Monday, February 24, 2014</i>
<i>Monday, October 28, 2013</i>	<i>Monday, March 24, 2014</i>
<i>Monday, November 25, 2013</i>	<i>Monday, April 28, 2014 (Whitman)</i>
<i>Monday, January 27, 2014</i>	<i>Monday, May 19, 2014</i>
	<i>Monday, June 23, 2014.”</i>

B. 3. a. (6) MCCA Representation for 2013-14

Recommended motion: *“that the following individuals be designated to represent the Board before the Michigan Community College Association Board of Directors for the year 2013-14*

<i>Trustee Director</i>	<i>Mary Kay Thayer, Trustee</i>
<i>Alternate Trustee Director</i>	<i>Marge Kreps, Trustee</i>
<i>President Director</i>	<i>Dr. Kojo A. Quartey.”</i>

B. 3. a. (7) Proposed Policy Revision – Policy 2.19, Management Salary Schedule (enclosure)

Recommended motion: *“that Policy 2.19, Management Salary Schedule be revised to reflect the recommendations of the budget committee.”*

B. 3. a. (8) Proposed Policy Revision – Policy 8.08, Support Staff Salary Schedule (enclosure)

Recommended motion: *“that Policy 8.08, Support Staff Salary Schedule be revised to reflect the recommendations of the budget committee.”*

B. 3. a. (9) Proposed Policy Revision – Policy 11.00, Adjunct Faculty Salary Schedule (enclosure)

Recommended motion: *“that Policy 11.00, Adjunct Faculty Salary Schedule be revised to reflect the recommendations of the budget committee.”*

B. 3. a. (10) Proposed Policy Revision – Policy 11.01, Part-Time Support Staff Salary Schedule (enclosure)

Recommended motion: *“that Policy 11.01, Part-Time Support Staff Salary Schedule be revised to reflect the recommendations of the budget committee.”*

B. 3. a. (11) Proposed Policy Revision – Policy 12.05, Professional Staff Salary Schedule (enclosure)

Recommended motion: *“that Policy 12.05, Professional Staff Salary Schedule be revised to reflect the recommendations of the budget committee.”*

B. 3. a. (12) Proposed Policy Revision – Policy 4.02, College Parallel and Career Programs (enclosure)

Recommended motion: *“that Policy 4.02, College Parallel and Career Programs be revised as presented.”*

B. 3. a. (13) New Proposed Policy – Policy 4.09, Policy for Awarding Credit (enclosure)

Recommended motion: *“that Policy 4.09, Policy for Awarding Credit be adopted as presented.”*

B. 3. a. (14) Authorization for a Special Liquor License

Recommended motion: *“that Monroe County Community College, in accordance with MCCC Policy 6.21 and Procedure 6.21(a), apply for a Special License from the Michigan Liquor Control Commission (MLCC) to serve alcohol in conjunction with the following special events which will be held in the La-Z-Boy Center:*

*Nixon Farewell Reception – July 19, 2013
1964 – September 28, 2013
Heywood Banks – October 11, 2013
Crystal Bowersox – October 19, 2013
Hot August Nights – November 16, 2013
Late Nite Catechism – December 7, 2013
Hotel California – January 18, 2014
Elvis Presley Jr. – March 8, 2014
Livingston Taylor – March 21, 2014.”*

C. Information and Proposals

1. Delegations
2. Non-staff Communications and Reports

C. 2. a. (1) Thank you from Alee Hill for receiving the Board of Trustees Scholarship (enclosure)

C. 2. a. (2) Letter of Appreciation – US Naval Sea Cadet Corps (enclosure)

3. President and Staff

C. 3. a. (1) Staff Appointment, Retirement, Resignation, etc.

Staff Appointment:

Robert Stawkey, Maintenance Trainee – Power Systems Operator, effective May 28, 2013

Kojo A. Quartey, President, effective July 8, 2013

Retirement:

Diana Cramer, Child Care Center Coordinator, effective May 17, 2013

Mark Spenoso, Digital Imaging Specialist, effective June 30, 2013

Dennis Bezeau, General Maintenance Worker, effective July 26, 2013

Resignation:

David E. Nixon, President, effective July 31, 2013

- C. 3. a. (2) Statement of General Fund Revenues and Expenditures for the Period Ending May 31, 2013 (enclosure - Board members only)
- C. 3. a. (3) New Procedure – Procedure 4.09 (a), Procedure for Awarding Credit (enclosure) (Yackee)
- C. 3. b. (1) Foundation Quarterly Update (Wetzel)
- C. 3. b. (2) Career Technology Center Update (Wetzel)
- C. 3. b. (3) Career Technology Center Capital Campaign Update (Myers)
- C. 3. b. (4) Learning Bank Update (Yackee)

4. Board Member and Committee Reports

- C. 4. b. (1) Upcoming Events
 - July 25-26 – MCCA Summer Workshop, Traverse City
 - August 12, 7:00 a.m. – Foundation Board of Directors
 - August 17 – Miss Monroe Pageant – Meyer Theater
 - August 27 – Employee Fall Recognition Breakfast
 - August 28 – Scholarship Recognition Dinner
 - September 6 – MCCC Alumni Association Golf Outing
 - October 2-5 – ACCT Congress, Seattle
 - October 14, 7:00 a.m. – Foundation Board of Directors
 - October 17-18 – MCCA Board of Directors, Lansing Community College
 - October 28, 7:30 p.m. – Board of Trustees Meeting (tentative)

D. Adjournment

<p>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.</p>
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