

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

Board of Trustees Room, Z203
La-Z-Boy Center
5:00 p.m., March 22, 2021

Microsoft Teams meeting

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BUSINESS MEETING AGENDA ITEM

A. Call to Order

Call to Order by Chair of the Board

B. Recommended Actions

1. Routine Matters

a. Polling of the audience for delegation recognition

2. Consent Agenda

(All items on the Consent Agenda are considered routine by the Board of Trustees and will be approved by one motion unless a Trustee requests that an item be removed and acted upon as a separate agenda item. Pulled items will move to the 4. New Business area of the Agenda.)

B. 2. a. (1) Approval of the minutes of the regular meeting of February 22, 2021 (enclosure)

B. 2. a. (2) Board Authorization for President to Execute a Continuing Faculty Contract to Administrator (enclosure)

Recommended motion: *“that the Board authorizes the President to execute the following continuing faculty contract per Policy 2.31, Administrative Faculty Status:*

*Ijaz Ahmed, Director of Respiratory Therapy
Continuing Faculty Contract to Administrator
Effective July 1, 2021.”*

- B. 2. a. (3) Board Authorization for President to Execute a Continuing Faculty Contract to Administrator (enclosure)

Recommended motion: *“that the Board authorizes the President to execute the following continuing faculty contract per Policy 2.31, Administrative Faculty Status:*

*Kelly Heinzerling, Director of Purchasing and Auxiliary Services
Continuing Faculty Contract to Administrator
Effective July 1, 2021.”*

- B. 2. a. (4) Board Authorization for President to Execute a Third-year Probationary Administrative Contract (enclosure)

Recommended motion: *“that the Board authorizes the President to execute the following second-year probationary administrative contract:*

*Linda Torbet, Director of Human Resources
Third-year Probationary Administrative Contract
Effective July 1, 2021 to June 30, 2022.”*

- B. 2. a. (5) Resolution to Set College Millage Levy for 2021-22

Recommended Motion: *“that the following resolution to set the College millage levy for the 2021-22 fiscal year be adopted subject to Headlee rollback provisions*

*Operating 2.1794 mills
Facilities/Infrastructure .85 mills*

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.”

3. Old Business

- a. Written
- b. Verbal

4. New Business

- a. Written
- b. Verbal

B. 4. a. (1) Resolution of Commendation – Alumnus of the Year

Recommended Motion: *“that the following resolution of commendation for Mr. Benjamin Capaul be adopted:*

WHEREAS, Benjamin “Benny” David Capaul earned his associate of science degree from Monroe County Community College in 2011, where his great grandfather, Norman C. Capaul, was a member of the original board of trustees, and

WHEREAS, Mr. Capaul continued his education and earned a bachelor’s degree in mortuary science from Wayne State University in 2013, completing clinical training at Pawlak Funeral Home in Temperance in 2011-12 and Stark Funeral Home in Ypsilanti 2013, and

WHEREAS, he is a fourth-generation funeral director and a stockholder, director and attendant with Capaul Funeral Home in Ida, where he has served since 2004, and

WHEREAS, Mr. Capaul has made numerous clinical presentations over the years to local organizations, students and professional associations on topics such as career opportunities, death and how to help grieving children, as well as had his articles published in professional trade journals, and

WHEREAS, he has served the community as a board member for Gabby’s Ladder since 2019 and a member of the Ida Civic Club since 2012, and

WHEREAS, in 2021, Mr. Capaul was elected to the board of directors of the Michigan Funeral Directors Association, a professional organization serving 1,200 funeral directors and 500 funeral homes statewide and two-thirds of all mortuary science establishments in Michigan, and has served on numerous association boards over the years, and

WHEREAS, he is a founding member of the Michigan Funeral Directors Association’s Leadership Academy and Recently Licensed and Young Funeral Professionals group, 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 Benjamin “Benny” David Capaul on his accomplishments and accolades, and

THAT IT FURTHER BE RESOLVED, that the Board of Trustees honor him with the 2021 Monroe County Community College Alumnus of the Year Award and expresses its sincere gratitude and appreciation on this Monday, March 22, 2021.”

- B. 4. a. (2) Proposed Revision of Policy 2.25, Vacations, Policy 8.17, Vacations, and Policy 12.12, Vacations (Wetzel) (enclosures)

Recommended motion: “that Policy 2.25, Vacations; Policy 8.17, Vacations; and Policy 12.12, Vacations, be approved as presented.”

- B. 4. a. (3) Proposed Revision, Policy 3.05 – Tuition and Fees (Wetzel)

Recommended motion: “that Policy 3.05, Tuition and Fees, be revised as follows, effective Fall 2021:

<u>Tuition</u>	<u>Beginning Fall 2020</u>	<u>Beginning Fall 2021</u>
<i>*Resident (per billable contact hour)</i>	<i>\$114.50</i>	<i>\$ _____</i>
<i>Non-Resident (per billable contact hour)</i>	<i>\$203.50</i>	<i>\$ _____</i>
<i>Out of State/International (per billable contact hour)</i>	<i>\$226.00</i>	<i>\$ _____</i>
<i>Non-Resident Student Apprentices (per billable contact hour)</i>	<i>Resident Rate</i>	<i>Resident Rate</i>
<i>Non-Credit Instruction, including Continuing Education Units (C.E.U. ’s)</i>	<i>Rates vary</i>	<i>Rates vary</i>

Miscellaneous Fees

<i>Technology Fee (per billable contact hour).....</i>	<i>\$25.00</i>
<i>Registration (per student for each semester registering).....</i>	<i>\$40.00</i>
<i>Graduation – Expenses Cap, Gown, Tassel Cost</i>	<i>Varies</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>	<i>\$ 5.00</i>
<i>Credit by Exam Fee (Non-refundable) – 1 contact hour.....</i>	<i>\$35.00</i>
<i>2 or more contact hours</i>	<i>\$70.00”</i>

- B. 4. a. (4) Proposed Revision, Policy 3.12 – General Requirements for College Courses (Behrens) (enclosures)

Recommended motion: *“that Policy 3.12, General Requirements for College Courses, be approved as presented.”*

- B. 4. a. (5) Resolution of Support – Monroe County Regional Enhancement Millage Renewal Proposal (Quartey)

Recommended motion: *“that the Board adopt the resolution of support for the Monroe County Regional Enhancement Millage Renewal Proposal.*

WHEREAS, the Monroe County Intermediate School District has a County-wide Technology Millage Renewal proposal on the May 4, 2021 ballot, and

WHEREAS, if passed, this millage will be distributed to local public school districts, New Bedford Academy, Triumph Academy and the Monroe County ISD based on a per pupil membership count, and

WHEREAS, this millage is designated solely for educational technology and related expenses; such as computer hardware and software, equipment, distance learning connections, teleconference, professional development for educators, technology integration and collaborative learning experiences, and

WHEREAS, Monroe County Community College recognizes that this educational technology offered to the students of Monroe County, is important to the betterment of the education of our children and the enhancement of our community, which will, in turn, attract people to live, learn, and move here.

NOW, THEREFORE, BE IT RESOLVED, that Monroe County Community College supports this Educational Technology Millage Renewal proposal and encourages the citizens of Monroe County to vote in the upcoming May 4th, 2021 election.

IN WITNESS WHEREOF, the undersigned Board members of Monroe County Community College have executed this Resolution this _____ day of _____ in _____, Michigan.

- B. 4. a. (6) Michigan’s Coordinator to ACCT

Recommended motion: *“that the Monroe County Community College Board of Trustees hereby authorizes _____ to serve in a voluntary role as Michigan’s Coordinator to the Association of Community College Trustees.”*

- B. 4. a. (7) Proposed Revision, Policy 2.01 – Administrative Organizational Chart

Recommended motion: *“that Policy 2.01, Administrative Organizational Chart, be approved as presented.”*

C. Information and Proposals

1. Delegations
2. Non-staff Communications and Reports
3. President and Staff

- C. 3. a. (1) Transfer, Administrative Contract Renewals, Continuing Faculty Contracts for Administrators, Probationary Contract for Administrator, etc.

Transfer

Erika Hunt, Administrative Assistant to the Dean of Business, effective March 8, 2021

Administrative Contract Renewals: (effective 7/1/2021-6/30/2022)

Ijaz Ahmed, Director of Respiratory Therapy
Kelly Heinzerling, Director of Purchasing and Auxiliary Services

Continuing Faculty Contract for Administrators: (effective 7/1/2021)

Ijaz Ahmed, Director of Respiratory Therapy
Kelly Heinzerling, Director of Purchasing and Auxiliary Services

3rd Year Probationary Contracts for Administrators: (effective 7/1/2021-6/30/2022)

Linda Torbet, Director of Human Resources

- C. 3. a. (2) Statement of General Fund Revenues and Expenses for the period ending February 28, 2021 (enclosures) (Wetzel)

- C. 3. a. (3) Procedure Updates - Procedure 3.09, Withdrawal from College Courses; Procedure 3.10 (a), Statement on Academic Honesty.

- C. 3. a. (4) RISC Survey Results (Wygonik)

- C. 3. a. (5) President's Goals and Measurable Objectives (Quartey)

- C. 3. b. (1) President's Report (Quartey)

- C. 3. b. (2) Online Bookstore Launch (Heinzerling)

4. Board Member and Committee Reports

- C. 4. a. (1) Date for Budget Study Meeting (Wetzel)

C. 4. a. (2) Board Retreat Update (Dowler)

C. 4. a. (3) Appointment of Board Nominating Committee (Dowler)

C. 4. b. (5) Upcoming Events

April 21, 6:00 p.m. – Honors Reception – Virtual Event

April 26, 6:00 p.m. – Board of Trustees Regular Meeting

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