

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

Via Microsoft Teams
And Room Z-203
La-Z-Boy Center
6:00 p.m., September 27, 2021

Please note, this will be an in-person meeting for Board members (minimum of a quorum required), and the President. All other college employees and guests are encouraged to join via Microsoft Teams so that the Board can socially distance.

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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 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.)

B. 2. a. (1) Approval of minutes of the regular meeting of June 24, 2021 and the special meeting of August 23, 2021 and (enclosures)

B. 2. a. (2) Resolution of Commendation – Ms. Lauren Pillarelli

Recommended motion: *“that the following resolution of commendation for Ms. Lauren Pillarelli be adopted:*

WHEREAS, Ms. Lauren Pillarelli retired from her position at Monroe County Community College, effective July 30, 2021, and

WHEREAS, she diligently served in various student service positions for the past 30 years, and

WHEREAS, she began her career at MCCC by serving as a student employee in the Office of Lifelong Learning before making the transition to her role as administrative assistant for the Office of Admissions and Guidance Services for the majority of her career, and

WHEREAS, she actively served on several committees, participated in staff development activities, attended and organized a variety of special events, and led students as an advisor for Phi Theta Kappa, an international honor society for two-year colleges, and

WHEREAS, she is known for her even-tempered and gentle demeanor, attention to detail, flexibility, positive attitude and willingness to always help students succeed.

THEREFORE, BE IT RESOLVED that the Board of Trustees recognize Ms. Lauren Pillarelli for her 30 years of dedicated service to Monroe County Community College, and

THEREFORE, BE IT RECORDED that the Board of Trustees expresses its very best wishes for her continued success, well-being, and happiness on this Monday, September 27, 2021.

B. 2. a. (3) Resolution of Commendation – Ms. Cynthia Yonovich

Recommended motion: *“that the following resolution of commendation for Ms. Cynthia Yonovich be adopted:*

WHEREAS, Ms. Cynthia Yonovich has retired from her position at Monroe County Community College, effective August 20, 2021, and

WHEREAS, she has diligently served as reference librarian for the past 15 years, and

WHEREAS, she actively served on several committees, presented regularly on reference guidance, initiated database development that helped get information directly into the hands of students, participated in staff development activities and community-wide events such as One Book One Community of Monroe County, and

WHEREAS, she was the consummate professional who went above and beyond her required duties when the physical MCCC campus was closed during the COVID-19 pandemic and she was often seen coming to and from campus to get materials for faculty, and

WHEREAS, Ms. Yonovich is known for her dedication to the college, students and faculty; her purpose as a reference librarian, and her sense of humor, as well as her care for students, which was evident in her smile.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Ms. Cynthia Yonovich for her 15 years of dedicated service to Monroe County Community College, and

THEREFORE, BE IT RECORDED that the Board of Trustees expresses its very best wishes for her continued success, wellbeing and happiness on this Monday, September 27, 2021.”

B. 2. a. (4) Resolution of Commendation – Mr. William Bennett

Recommended motion: “that the following resolution of commendation for Mr. William Bennett be adopted:

WHEREAS, Mr. William Bennett, has decided to retire from his position as general maintenance worker with Monroe County Community College, effective July 20, 2021, and

WHEREAS, for 22 years he has been considered an outstanding employee who has helped to foster an excellent maintenance program in the Campus Planning and Facilities Department, and

WHEREAS, he has maintained buildings and grounds with a variety of licenses and certifications over the years that have been invaluable to the upkeep and operations of the college, 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 willingly utilized his skillset as a talented artist to create the fun and whimsical Winnie the Pooh mural in the Childcare Center that greatly enhanced the environment of that space for the children.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. William Bennett 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, wellbeing and happiness on this Monday, September 27, 2021.”

B. 2. a. (5) Resolution of Commendation – Mrs. Terry Peterson

Recommended motion: *“that the following resolution of commendation for Mrs. Terry Peterson be adopted:*

WHEREAS, Mrs. Terry Peterson has decided to retire from her position as power systems operator with Monroe County Community College, effective August 31, 2021, and

WHEREAS, for 21 years she has been an excellent employee who has helped to foster a superb maintenance program in the Campus Planning and Facilities Department, and

WHEREAS, in the performance of these duties, she has secured a number of licenses and certifications to assist her in maintaining the college’s buildings, grounds and mechanical systems, and she has enthusiastically embraced new technology to insure the college’s systems are operating at peak performance, and

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

WHEREAS, she has continually demonstrated her commitment to the college mission and dedication to our faculty, staff and students both on- and off-campus by continuously seeking out new responsibilities, moving from general maintenance worker to maintenance trainee and, ultimately, to power systems operator.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mrs. Terry Peterson for her 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 her continued success, wellbeing and happiness on this Monday, September 27, 2021.”

B. 2. a. (6) Authorization for the President to Execute an Administrative Contract (enclosure)

Recommended motion: *“that the Board authorizes the President to execute an administrative contact for the following administrator:*

*Scott Behrens, Vice President of Enrollment Management and Student Success
Second-year Probationary Administrative Contract
Effective July 1, 2021 through June 30, 2022.”*

B. 2. a. (7) Proposed Resolution Proclaiming October, United Way Month

Recommended motion: *“that the following resolution proclaiming October, United Way Month be adopted:*

WHEREAS, the United Way of Monroe County is entering its 2021-2022 campaign and will set another milestone goal that will see campaign pledges of over one million dollars, and

WHEREAS, the United Way is the largest single voluntary organization in Monroe County through which volunteers can channel their concern for people in need, and

WHEREAS, the United Way, largely because of the continued generosity and caring of employees of Monroe County Community College, can continue to grow and support a wider range of health and human care needs that directly benefit residents of Monroe County.

THEREFORE, BE IT RESOLVED by the Monroe County Community College Board of Trustees, that the College employees be encouraged to participate in the 2021-2022 United Way Campaign of Monroe County and receive the highest commendations and vote of thanks for their generous gifts to this vitally important cause, and

THAT IT BE FURTHER RESOLVED that the Monroe County Community College Board of Trustees proclaims the month of October 2021 ‘United Way Month’ throughout the College district to emphasize the value and positive contribution United Way of Monroe County offers to our community and its residents on this Monday, September 27, 2021.”

4. New Business

- B. 4. a. (1) Resolution of Commendation for College Supporter of the Year – Mr. & Mrs. Don and Patricia Roof:

Recommended motion: *“that the following resolution of commendation be adopted for College Supporters of the Year, Don and Patricia Roof:*

WHEREAS, Don Roof and his wife Patricia met at Dundee High School, married shortly after graduation, and moved into married housing at Eastern Michigan University where they both worked while Don was earned his college degree, and

WHEREAS, the couple returned to Dundee where they made their home and raised three daughters while Don worked a variety of executive positions in finance and accounting as well as management, including serving as chief financial officer and chief executive officer for several NYSE companies, and

WHEREAS, Don’s father had been trained as a tool and die maker and Patricia’s father had also worked as a skilled tradesman, and Don’s professional experience made him aware of the increasing need for skilled, well-trained individuals in manufacturing, and

WHEREAS, Don and Patricia learned more about the programs and training MCCC offered, especially within the Applied Science and Engineering Technology Division, and

WHEREAS, Don and Patricia made the decision in 2014 to add The Foundation at MCCC to the organizations they support through their family foundation and started funding scholarships for students with plans to study in one of the college's 13 ASET programs, and

WHEREAS, since 2015, eight students have received the Roof Family Foundation scholarship, and

WHEREAS, Don and Patricia have been extremely generous over the course of the COVID-19 pandemic, continuing to fund their family scholarship and contributing an additional \$17,500 to help students via MCCC's Project Persist initiative that provides emergency aid.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Don and Patricia Roof as the 2021 College Supporter of the Year in appreciation of their continued support of Monroe County Community College and its programs, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its sincere gratitude to Don and Patricia on this Monday, September 27, 2021."

- B. 4. a. (2) Proposed Resolution for Adherence to Best Practices (delivered under separate cover)

Recommended motion: "that the Monroe County Community College Board of Trustees certifies that Monroe County Community College not only meets but exceeds the best practice standards required by the education omnibus appropriations act for fiscal year 2021, as the attached table demonstrates."

- B. 4. a. (3) Proposed Policy Revision – Policy 2.01, Administrative Organizational Chart

Recommended motion: "that Policy 2.01, Administrative Organization Chart be approved as revised."

- B. 4. a. (4) Naming of Security Office (Abel)

Recommended motion: "that the following resolution naming the new safety services office be adopted:

WHEREAS, William "Bill" Myers served as a decorated Monroe County Deputy Sheriff for 33 years before his retirement in 2004 – many of those years serving as the MCCC campus detail from the Sheriff's department, and

WHEREAS, Bill Myers was hired after his retirement by MCCC as the college's first chief of security, where he worked for the college for an additional 15 years, and

WHEREAS, Bill Myers served for 48 years as a law enforcement officer, in total working over 25 years on the MCCC campus, and

WHEREAS, Bill Myers assembled a highly qualified team of former law enforcement officers who he believed must have “the right demeanor and attitude” to serve and protect the students and staff of MCCC.

THEREFORE, BE IT RESOLVED, that the Board of Trustees honors the life and contributions to the campus community of Bill Myers, and

THAT IT FURTHER BE RESOLVED, in recognition of over a quarter century of service dutifully given to the MCCC campus by Bill Myers, that the Board of Trustees dedicates the new MCCC Safety Services Office as the ‘Bill Myers Safety Services Office.’”

B. 4. a. (5) Naming of the MCCC Food Pantry (Myers)

Recommended motion: *“that the board authorizes the creation of a donor naming opportunity for the MCCC Food Pantry and further establishes the minimum gift amount at \$10,000, pursuant to MCCC Policy 1.69.”*

C. Information and Proposals

1. Delegations

3. President and Staff

C. 3. a. (1) Staff Appointments, Transfers, Rehire, Administrative Contracts, Faculty Contracts, etc.

Staff Appointments:

Teresa Drouillard, General Maintenance Worker, effective June 28, 2021
(Replacing Dale Parker)

Brianna Pio, Student Success Navigator – Math, effective July 19, 2021
(new grant-funded position)

Tyler Simmons, Full-time Temporary, State Special Programs Coordinator,
effective August 9, 2021 (New position)

Jennifer St. Charles, Administrative Assistant to the Dean of Applied Science and
Engineering Technology, effective August 9, 2021, (Replacing Jennifer Golen)

Damaris Sargent, Student Success Navigator – Retention & Completion, Effective
September 1, 2021 (New position repurposed from Administrative
Assistant/Student Success Center position)

Jonathan Brown, Student Success Navigator, Analytics, effective September 27,
2021 (Replacing Lauren Pillarelli. Rewritten position, formerly Administrative
Assistant to the Director of Admissions)

Transfers

Kessie Drouillard, Registrar’s Office Assistant and Processor, effective

June 28, 2021 (Transfer from Part-time Registration Assistant to Registrar’s Office Assistant and Processor. New position title – formerly Administrative Assistant to the Registrar, replacing Courtney Slater)

Kim Letasse, Financial Aid Assistant, effective August 16, 2021 (Transfer from Cashier to Financial Aid Assistant. Replacing Kessie Drouillard)

Laura Manley, Technical Services/References Librarian, effective August 25, 2021 (Transferred from Director of Library. Replacing Thomas Adamich)

Vickie LaValle, Cashier, effective October 4, 2021 (Transferred from Culinary Technician)

Rehire

Zachary Moore, CIS Instructor: Computer Science and Computer Programming, effective August 23, 2021

Temporary Full-time Faculty Contract

David Peck, Public Services/Reference Librarian, effective August 30, 2021 (Temporary until December 2021. Replacing Cynthia Yonovich)

2nd Year Probationary Administrative Contract

Scott Behrens, Vice President of Enrollment Management and Student Success, effective July 1, 2021 through June 30, 2022

Retirements

Lauren Pillarelli, Administrative Assistant to the Director of Admissions, effective, June 30, 2021

Bill Bennett, General Maintenance Worker, effective June 30, 2021

Cindy Yonovich, Reference/Public Services Librarian, effective August 20, 2021

Terry Peterson, Power Systems Operator, effective August 31, 2021

Resignations

Robert Stawkey, Power Systems Operator, effective August 5, 2021

Token Conde, General Maintenance Operator, effective August 19, 2021

Kellie Kull, Administrative Assistant to the Director of Admissions, effective September 9, 2021

Ryan Rafko, Director of Admissions/Guidance Services, effective October 8, 2021

- C. 3. a. (2) The Board received a note of thanks from Thomas Kleman for the donation to Alzheimer’s research in memory of his mother, Mary Martha Kleman (enclosure).
- C. 3. a. (3) The Board received a note of thanks from Kimberly Lindquist and family for the planter sent in memorial of her step-mother, JoAnn Checker (enclosure).
- C. 3. a. (4) Statement of General Fund Revenues and Expenses for the Periods Ending July 31, 2021 and August 31, 2021 (enclosures)
- C. 3. a. (5) Strategic Planning Progress Report (Verkennes, Wygonik)

C. 3. b. (1) President’s Report (enclosure)

C. 3. b. (2) Presentation of Summer 2021 Enriching Lives Award (Verkennes)

C. 3. a. (3) Fall 2021 Enrollment Report (enclosure) (Behrens)

4. Board Member and Committee Reports

C. 4. b. (1) Update: MCCA 2021 Virtual Summer Conference, July 20-22, 2021 (Buchanan, Dowler, Mason, Thayer, Quartey)

C. 4. b. (2) Update on In-county Rates for Non-resident Employees of County Businesses (Dowler, Lambrix)

C. 4. b. (3) Board Retreat Update (Dowler)

C. 4. b. (4) Upcoming Events

October 13-16 – ACCT 2021 Leadership Congress, San Diego

October 11, 6:00 p.m. – The Foundation Board of Directors

September 30 – October 1 – MCCA Fall Board of Directors Meeting (Hybrid meeting)

October 25 –MCCC Board of Trustees Meeting, Microsoft Teams

November 3 – BDC “Focus on the Future,” Meyer Theater

D. Adjournment

If you have a disability and need special accommodations, please contact the Office of Human Resources at least five business days before the scheduled meeting by calling (734) 384-4245, or by writing to this office at Monroe County Community College, 1555 South Raisinville Road, Monroe, MI