

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

Dining Room
Warrick Student Center
5:30 p.m., January 23, 2023

BUSINESS MEETING AGENDA ITEM

A. Call to Order

Call to Order by Chair of the Board

Administration of Oath of Office to Julie M. Edwards and Nicole R. Goodman by the Honorable Judge Cheryl Lohmeyer.

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 November 28, 2022 (enclosure)

B. 2. a. (2) Proposed Foundation Policy Revision – Policy 3.01, Designated Depositories (enclosure)

Recommended motion: *“that Foundation Policy 3.01, Foundation Designated Depositories be approved as revised.”*

B. 2. a. (3) Recommendation of Group Three Directors

Appointment of Group Three Directors (Directors at Large) to The Foundation at Monroe County Community College Board of Directors

Section 5.4 Election, Classification and Terms

(C) Group Three Directors (Directors at Large) are recommended to the Board of Trustees for approval, by vote of The Foundation’s directors, and shall serve three (3) year term.

Recommended motion: *“that the following individuals be appointed Group Three Directors on The Foundation at Monroe County Community College Board of Directors for a three-year term expiring as indicated:*

Three-Year Terms Expiring December 31, 2025

*Alan G. Barron
Victor S. Bellestri
Marjorie McIntyre Evans
Molly Luempert-Coy
Susan R.S. Miller
Rosemarie Walker.”*

- B. 2. a. (4) Authorization for the President to Execute a One-Year Professional Staff Contract

Recommended motion: *“that the Board authorizes the President to execute a one-year probationary professional staff contract for the following individual:*
(enclosures)

*Amanda Althouse, Coordinator of Student Success
One-Year Probationary Contract
Effective January 17, 2023, through January 16, 2024.*

- B. 2. a. (5) Authorization for the President to Execute a One-Year Professional Staff Contract

Recommended motion: *“that the Board authorizes the President to execute a one-year probationary professional staff contract for the following individual:*
(enclosures)

*Brianna Pio, Retention and Completion Analyst
One-Year Probationary Contract
Effective December 19, 2023, through December 18, 2024.*

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

Recommended motion: *“that the Board authorizes the President to execute a contract for the following administrator:*

*Curtis Creagh, Vice President of Administration and Finance
First-Year Probationary
Effective December 15, 2022, through June 30, 2023.”*

- B. 2. a. (7) Authorization for the President to Execute an Administrative Contract (enclosures)

Recommended motion: *“that the Board authorizes the President to execute a contract for the following administrator:*

*Gerald McCarty II, Dean of Student Services
First-Year Probationary Contract
Effective December 26, 2022 – June 30, 2023.”*

- B. 2. a. (8) Authorization for the President to Execute a Faculty Contract (enclosures)

Recommended motion: *“that the Board authorizes the President to execute a contract for the following administrator:*

*Kerwyn Dobbs, Assistant Professor Automotive Engineering Technology
First Year Probationary Contract
Effective January 3, 2023, through January 2, 2024”*

3. Old Business

None

4. New Business

- B. 4. a. (1) Election of Board Officers (Chair, Vice Chair, and Secretary) to Serve for a Two-year Term

Recommended motion: *“that _____ be elected Chair of the Board of Trustees for a two-year term;*

that _____ be elected Vice Chair of the Board of Trustees for a two-year term;

that _____ be elected Secretary of the Board of Trustees for a two-year term.”

- B. 4. a. (2) Appointment of Treasurer of the Board of Trustees

Recommended motion: *“that Curtis Creagh be named Treasurer of the Board of Trustees of the Community College District of Monroe County, Michigan for a two-year term.”*

- B. 4. a. (3) Proposed Policy Revision – Policy 6.04, Designated Depositories

Recommended motion: *“that Policy 6.04, Designated Depositories for College Funds, be approved as presented, effective January 23, 2023.”*

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

Recommended motion: *“that Policy 2.10, Administrative Organizational Chart be approved as revised.”*

B. 4. a. (5) Resolution of Commendation – Ms. Tracy Vogt

Recommended motion: *“that the following resolution of Commendation for Ms. Tracy Vogt be adopted:*

WHEREAS, Tracy Vogt has retired from her position at Monroe County Community College, effective January 27, 2023, and

WHEREAS, she diligently served students and the community for 25 years, and

WHEREAS, she began service at Monroe County Community College as a student assistant in the Financial Aid Office, and

WHEREAS, she accepted a full-time position in 1997 as secretary to the director of financial aid, and

WHEREAS, in 2003, she joined the administrative ranks as the director of financial aid and immediately brought the department into the digital age with the implementation of Colleague’s financial aid module, and

WHEREAS, she made financial aid a front-line service by bringing services directly to high school students with events such as financial aid nights, which continue to this day, and

WHEREAS, in 2009, her supervisor noted that Tracy continuously overcame the challenges of being short-staffed while continuously improving services, and

WHEREAS, in 2010, she implemented processes to digitize document storage and implemented two new Pell grants, and

WHEREAS, during the 2010-2011 academic year, she became the college registrar, and

WHEREAS, in 2012, her team took over the planning of the Commencement Ceremony, and

WHEREAS, in 2017, she led the digitization of the issuance of credentials, and

WHEREAS, she recently implemented the Student Planning System, and

WHEREAS, she was twice nominated for Faculty of the Year, and

WHEREAS, in 2022, she implemented data-driven processes that decreased the number of unnecessary classes students take while increasing graduation rates.

THEREFORE, BE IT RESOLVED that the Board of Trustees recognize Tracy Vogt for her many 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, January 23, 2023.”

B. 4. a. (6) Resolution of Commendation – Ms. Suzanne McKee

Recommended motion: *“that the following resolution of Commendation for Ms. Suzanne McKee be adopted:*

WHEREAS, Suzanne McKee retired from her position as computer systems analyst at Monroe County Community College, effective December 23, 2022, and

WHEREAS, she diligently served as computer operator (1989-2003), computer programmer (2003-2017) and computer systems analyst (2017-2022), spanning a career of more than 33 years, and

WHEREAS, as computer operator, she utilized a scheduling software package to automate overnight computer operations, thus extending the use of the mainframe computer in 1993 without the addition of a night shift, and

WHEREAS, as computer operator, she provided a backbone of operations support as the college converted to the Ellucian Colleague administrative software system in 2002, and

WHEREAS, in her role as computer programmer, she greatly assisted in a major Colleague software conversion in 2007 by converting numerous modules to a new programming standard, and

WHEREAS, she became very proficient with a new report-writing software package in 2008 and applied her skill set to create hundreds of queries that are used by departments throughout the college, and

WHEREAS, she continued to upgrade her programming skills by enrolling in classes at the college and vendor-supplied courses, and

WHEREAS, using her knowledge of database systems, she created systems to track Fitness Center and Writing Fellow activity as well as process student accommodations for the Disability Services Office, and

WHEREAS, she was instrumental in the conversion of all Informer queries to a new SQL database technology in 2016, and

WHEREAS, due to her attention to detail in documenting custom software and complex procedures and in utilizing her problem-solving skills, she has been a go-to person for all of the departments served by the Data Processing Department over the years.

THEREFORE, BE IT RESOLVED that the Board of Trustees recognize Ms. Suzanne McKee for her many 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, January 23, 2023.”

C. Information and Proposals

1. Delegations

2. Non-staff Communications and Reports

C. a. 2. (1) CTE Presentation (Patrick Lambrix)

3. President and Staff

C. 3. a. (1) Staff Appointments, Probationary Administrative Contract, Probationary Faculty Contract, Promotion, Retirements, Position Upgrade, Resignations, etc.

Staff Appointments:

Nicki Hampsher, Assistant Director of Financial Aid, effective January 4, 2023
(replacing Andrew Munguia)

Andrew Robertson, General Maintenance Worker, effective January 3, 2023
(replacing Terry Cusac)

One-year Probationary Professional Staff Contract:

Amanda Althouse, Coordinator of Student Success, effective January 17, 2023
(Grant-funded position)

Promotion, One Year Probationary Professional Staff Contract:

Brianna Pio, Retention and Completion Analyst, effective December 19, 2022
(New, Grant-funded position; Professional Staff)

First-year Probationary Administrative Contract:

Curtis Creagh, Vice President of Administration and Finance, effective
December 15, 2022 (replacing Suzanne Wetzel)

First-year Probationary Faculty Contract:

Kerwyn Dobbs, Assistant Professor Automotive Engineering Technology, effective January 3, 2023 (replacing Chris Sweeney)

Position Upgrade, First-year probationary Administrator Contract:

Gerald McCarty II, Dean of Student Services, effective December 26, 2022 (Position Upgrade, new position)

Retirements:

Suzanne McKee, Computer Systems Analyst, effective December 23, 2022
Tracy Vogt, Registrar, Effective January 27, 2023

Resignations:

Michelle Beaudrie, Financial Aid Assistant, effective November 25, 2022
Tracy Perry, Director of Enrollment Management, effective January 6, 2023
Mark Jager, (Faculty) Instructor Materials, Technology, and Welding, effective December 23, 2022

- C. 3. a. (3) Statement of General Fund Revenues and Expenses for the periods ending November 30, 2022, and December 31, 2023 (delivered under separate cover)
- C. 3. a. (4) 2022 Winter Enrollment Report (Behrens)
- C. 3. a. (5) Redefining Student Success/Grants Presentation (Behrens)
- C. 3. b. (1) President’s Report (Quartey)
- C. 3. b. (2) HLC Update and Progress Report (Yackee, Wygonik)
- C. 3. b. (3) Non-credit Enrollment Report (Yackee)
- C. 3. b. (4) Enriching Lives Award Fall 2022 (Kinsey)
- C. 3. b. (5) The Foundation Report (Myers)
- C. 3. b. (6) Closed Session – Monroe County Community College Faculty Association (MCCCFA Negotiations)

Recommended Motion: *“that the Board meet in closed session in accordance with Sections 8 (c) and 8 (h) of the Michigan Open Meetings Act to discuss issues related to the negotiation of a collective bargaining agreement.”*

3. Board Member and Committee Reports

- C. 4. b. (1) Presidential Evaluation Tool Review and Board By-laws Review Committees (Buchanan, Lambrix) (enclosures)

- C. 4. b. (2) Update: MCCA Board of Directors Meeting, via Zoom, January 6, 2023 (Thayer) (enclosure - delivered under separate cover – Board Only)
- C. 4. b. (3) Appointment of Selection Committee for Alumnus of the Year Award. (Nominations for Alumnus of the Year are due by January 30, 2023. Recommendations from the committee are due at the February Board Meeting.)
- C. 4. b. (4) Appointment of Selection Committee for College Supporter of the Year Award. (Nominations are due by March 15, 2023. Recommendations from the committee are due at the April Board Meeting.)
- C. 4. b. (5) Upcoming Events
 - January 26, 12:30 p.m. – President’s Town Hall, via Microsoft Teams
 - February 5-8 – ACCT Community College National Legislative Summit, Washington DC
 - February 13, 6:00 p.m. – The Foundation Board of Directors Meeting
 - February 25, 7:00 p.m. – The Big Gig! – Meyer Theater
 - February 27, 6:00 p.m. – Board of Trustees Regular Meeting**
 - February 28, 9:00 a.m.- 4:00 p.m. – Board Retreat, Location TBA**

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