

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

La-Z-Boy Center,  
Board of Trustees Room, Z-203  
5:30 p.m., November, 2023

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 the October 23, 2023, regular meeting minutes (enclosure)

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

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

*Christopher Gossett, Manager of Enterprise Data Services  
First-Year Probationary Contract  
Effective October 30, 2023 through June 30, 2024.”*

3. Old Business

None

4. New Business

B. 4. a. (1) Resolution of Commendation for – Florence M. Buchanan

Recommended motion: *“that the following resolution of commendation for Florence M. Buchanan be adopted:*

*WHEREAS, Florence M. Buchanan served as an elected trustee of Monroe County Community College from 2019-2023; and  
WHEREAS, she is a strong advocate of the college who devoted countless hours to promoting it as an affordable, quality and student-centered higher educational option for Monroe County residents; and*

*WHEREAS, she served on numerous board committees over the years, such as the Board Officer Nomination Committee and the Presidential Evaluation Tool Review Committee, and served as secretary during her last year on the Board; and*

*WHEREAS, she represented the college and the Board of Trustees at the Association of Community College Trustees Virtual Governance Leadership Institute; and*

*WHEREAS, she served for many years as a member of The Foundation at MCCC Board of Directors; and*

*WHEREAS, she exhibited an exceptional record of leadership, service and accomplishment during her tenure on the board, serving during critical points in the college's history, such as the renewal of the 5-year Maintenance and Improvement Millage, the navigation of the college through the global pandemic and the renovations of the Life Sciences Building classrooms, Founders Hall, Campbell Academic Center and portions of the Warrick Student Center; and*

*WHEREAS, she had a profound impact on MCCC and the community through her expertise in the areas of strategic planning and Board accountability, which she honed as an executive who has dedicated an entire professional career to the leadership of local and regional organizations via voluntary service and entrepreneurship, and prior to that as a vice president of a large, regional cable provider; and*

*WHEREAS, she has played a key role in the Monroe County Link Plan, helping guide future economic development for our community; and*

*WHEREAS, she has displayed an unwavering commitment to keeping higher education accessible for the citizens of Monroe County, and*

*WHEREAS, she represented the college with dignity and professionalism, promoting the ideals of higher education and the mission of Monroe County Community College, and*

*WHEREAS, Monroe County Community College has benefited greatly from her devoted service.*

*THEREFORE, BE IT RESOLVED, that the citizens of the Community College District of Monroe County, Michigan, and the students, faculty, staff and administration of the college commend Florence M. Buchanan for services she has rendered to the district from 2019-2023, 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, November 27, 2023.”*

B. 4. a. (2) Resolution of Commendation for – David Reiman

Recommended motion: *“that the following resolution of commendation for Mr. David Reiman be adopted:*

*WHEREAS, David Reiman will retire from his position as associate professor of business management and marketing at Monroe County Community College, effective December 14, 2023, and*

*WHEREAS, David Reiman has been an exceptional member of the MCCC community serving as director of learning resources from 1999 to 2005 and faculty within the Business Division from 2005 to 2023, and*

*WHEREAS, David Reiman has served in a number of key roles on college committees and initiatives that had a significant positive impact on the college, and*

*WHEREAS, David Reiman has taught a wide variety of business and marketing courses and is a valued and highly esteemed professor in the Business Division, and*

*WHEREAS, David Reiman has created a positive learning environment in numerous classes that has allowed students to develop academically as well as personally, serving them well both at MCCC and beyond.*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes David Reiman for his dedicated service and contributions to the college, his students, and the community, and*

*BE IT DECIDED that by the president’s recommendation, David Reiman shall hereby be granted faculty emeritus status, and*

*BE IT RECORDED that the Board of Trustees wishes for David Reiman continued success, good health, and happiness on this day, November 27, 2023.”*

B. 4. a. (3) Resolution of Commendation for Karen Kuhl

Recommended motion: *“that the following resolution of commendation for Mrs.*

*Karen Kuhl be adopted:*

*WHEREAS, Karen Kuhl retired from her position at Monroe County Community College as Testing Center coordinator and e-learning support specialist, effective August 1, 2023, and*

*WHEREAS, she diligently served students and the community since she was hired initially as a temporary part-time lab technician at the college's Whitman Center in Temperance in 1995, and*

*WHEREAS, she earned two degrees from Monroe County Community College, including an associate of commerce and an associate of applied science, and went on to continue her higher education, earning a bachelor's degree in applied science from Siena Heights University, and*

*WHEREAS, she engaged in continual professional development, earning 10 Microsoft Specialist certificates in 2016, and*

*WHEREAS, she served for many years as an adjunct instructor at MCCC, teaching word processing courses for the Business Division, and*

*WHEREAS, she took on more responsibilities when the college faced budget challenges, doing so quietly behind the scenes to ensure that operations continued to operate at a high standard, and*

*WHEREAS, she played a key role in the implementation of important changes to the computer lab and Testing Center operations at MCCC, and*

*WHEREAS, she is a true testament to the student and community focus of Monroe County Community College.*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Karen Kuhl 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, November 27, 2023."*

- B. 4. a. (4) Proposed Policy Revision – Policy 2.33, Administrator Leaves and Absences (enclosure)

*Recommended motion: "that the Board approves Policy 2.33, Administrator Leaves and Absences, as presented."*

- B. 4. a. (5) Proposed Policy Revision –Policy 12.10, Professional Staff Leaves and Absences (enclosure)

*Recommended motion: "that the Board approves Policy 12.10, Professional Staff Leaves and Absences, as presented."*

C. Information and Proposals

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

- C. 3. a. (1) Staff Appointment, Professional Staff Appointment, Administrative Contract, Resignation, etc.

Staff Appointment – Promotion:

Kim Letasse, Financial Aid Specialist – State Programs Coordinator, effective November 6, 2023 (formerly Financial Aid Assistant, support staff, replacing Aaron LaDuke)

Professional Staff Appointment - Promotion:

Emily Willcock, Human Resources Assistant, and Diversity Equity and Inclusion Lead, effective November 17, 2023 (formerly Human Resources Assistant)

1<sup>st</sup> Year Probationary Administrative Staff Contract, Promotion:

Christopher Gossett, Manager of Enterprise Data Services, effective October 30, 2023, through June 30, 2024 (formerly Computer Systems Analyst, Support Staff)

Resignation:

Kimberly Lindquist, Dean of Health Sciences/Director of Nursing, effective December 18, 2023

- C. 3. a. (2) The Board received an email from Linda Marsh, Human Resources Specialist, thanking them and the campus for the memorial gift sent at the passing of her father, Michael Walters.
- C. 3. a. (3) Statement of General Fund Revenues and Expenses for the Period Ending October 31, 2023 (enclosures)
- C. 4. a. (4) 2022-23 Audit Report (enclosures) (Creagh, Auditors)
- C. 4. a. (5) Strategic Plan Update (Wygonik, Verkennes)
- C. 4. a. (6) CCSSE Report (Wygonik)
- C. 4. a. (7) Annual Report Update (Verkennes)
- C. 4. a. (8) Annual Foundation Report (Myers)

- C. 4. a. (9) Financial Aid and Advising Update (McCarty)
- C. 4. b. (1) President’s Report (enclosure)
- C. 4. b. (2) Closed Session – Discussion of the Presidential Evaluation, and the President’s Measurable Goals and Outcomes (enclosures – Delivered under separate cover)

Recommended motion: *“that the Board of Trustees go into Closed Session to discuss a matter exempt from disclosure under Section 15.268(d) of the Open Meetings Act.”*

- C. 4. b. (3) Summary of the President’s Evaluation (Mason)

3. Board Member and Committee Reports

- C. 4. b. (1) Appointment of Alumnus of the Year Selection Committee
- C. 4. b. (2) Appointment of College Supporter of the Year Selection Committee
- C. 4. b. (4) Upcoming Events

December 6, 7:30 p.m. – Agora Chorale Holiday Concert, Meyer Theater  
December 11, 7:30 p.m. – College/Community Symphony Band Holiday Concert, Meyer Theater  
**December 11, 5:30 p.m. – The Foundation Annual Meeting and Holiday Party, Founders Hall**  
December 14, 11:30 a.m. – President’s Holiday Luncheon, La-Z-Boy Center, Atrium  
January 6, 7:00 p.m. – Skittle Bots Performance, Meyer Theater  
January 12, 8:00 p.m. – Detroit Symphony Orchestra, Meyer Theater  
**January 22, 5:30 p.m. – Board of Trustees Meeting**

For more events happening at MCCC please click on the following links

[Events at MCCC](#)

[MCCC Happenings](#)

C. 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**