

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

Warrick Student Center
Conference Rooms S-173bcd
5:30 p.m., November 24, 2025

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 27, 2025, regular meeting minutes (enclosure)

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

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

*Omaira Ortiz, Director of Enrollment Management
First Year Probationary Contract
Effective November 10, 2025 to November 9, 2026.”*

B. 2. a. (3) Authorization for the President to Execute an Administrative Contract (enclosure)

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

Erin Steel, Director of Development and Major Gifts

*First Year Probationary Contract
Effective November 17, 2025 to November 16, 2026.”*

3. Old Business

None

4. New Business

B. 4. a. (2) Authorization for the Board Chair to Engage Legal Counsel

Recommended motion: *“that the Board authorizes the Board chair to engage legal counsel to provide the Board with an opinion and consultation regarding a compliance review of several items related to the proper separation of millage PAC activities from use of college resources.”*

B. 4. a. (3) Proposed revision of Board of Trustees 2025-2026 Regular Meeting Schedule

Recommended motion: *“that the Board approves the 2025-2026 Regular Meeting Schedule of the Board of Trustees as revised.”*

C. Information and Proposals

1. Delegations

2. Non-staff Committee Reports

3. President and Staff

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

Staff Appointment:

Austin Bray, Student Success Support Specialist, effective November 10, 2025 (replacing Mark Young)

Kyle Boron, Grounds Maintenance Trainee, effective November 24, 2025 (replacing Robert Bomia)

Administrator Contract/Promotion:

Omaira Ortiz, Director of Enrollment Management, effective November 10, 2025 (replacing Katie Navock)

Administrator Contract:

Erin Steel, Director of Development and Major Gifts, effective November 17, 2025 to November 16, 2026 (new position)

Retirement:

Anthony Napier, Automotive Lab Tech, effective January 25, 2026

Resignation:

Nick DeArmond, Power Systems Trainee, effective November 4, 2025

- C. 3. a. (2) Statement of General Fund Revenues and Expenses for the Period Ending October 31, 2025 (enclosures)
- C. 3. b. (1) 2024-25 Audit Report (enclosure Board members only – delivered under separate cover) (F. Thomas; T. Moon, AHP)
- C. 3. b. (2) 2024-2025 Annual Report (Verkennes)
- C. 3. b. (3) President's Report
- C. 4. b. (4) Heck's Market Item of the Month – Peanut Butter (J. Myers)

3. Board Member and Committee Reports

- C. 4. b. (1) Update: 2025 MCCA Board of Directors Meeting, Battle Creek, September 28-29 (Thayer)
- C. 4. b. (2) Update: 2025 ACCT Leadership Conference, New Orleans, October 22-25 (Thayer)
- C. 4. b. (3) Appointment of Officer Nomination Committee (Mason)
- C. 4. b. (4) Upcoming Events

December 2, 7:30 p.m. – Community Orchestra & Agora Chorale Holiday Concert, Meyer Theater

December 6, 7:00 p.m. – The Taylor Swift Experience, Meyer Theater

December 8, 5:00 p.m. – Licensed Practical Nursing Pinning Ceremony, Meyer Theater

December 11, 6:30 p.m. – MCCC Destination Dance School Holiday Showcase, Meyer Theater

December 15, 7:30 p.m. – College Community Symphony Band Holiday Concert, Meyer Theater

December 17, 11:30 a.m. – President's Holiday Luncheon, La-Z-Boy Center, Atrium

December 18, 6:00 p.m. - Registered Nursing Pinning Ceremony, Meyer Theater

2026 Upcoming Events

January 24, 8:00 p.m. – Kenny Dolly Real Love: Kenny Rogers & Dolly Parton Tribute, Meyer Theater

January 26, 5:30 p.m. – Board of Trustees Meeting, Warrick Student Center, S-173 bcd

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

Happenings Newsletter <https://www.monroeccc.edu/happenings>
Meyer Theater Events <https://www.monroeccc.edu/events>
Tech Update – https://www.monroeccc.edu/sites/default/files/ASET-TU-Fall25_1.pdf

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

Procedure by Which Citizens Will Address Trustees at Board Meetings (Policy 1.66)

Policy Statement: The Open Meetings Act provides an individual or group an opportunity to address the Board and is not intended to offer a forum for debate among individuals or groups. Therefore, in order to ensure an orderly procedure, the trustees shall permit citizens to address the Board during the portion of the meeting set aside for C. 1. - Delegations. A delegation is defined as an individual or a group. A delegation shall be permitted to address a public meeting under the following conditions and subject to the following limitations:

- A. A person shall state on a card provided by the Secretary his/her name, address and subject matter upon which he/she wishes to speak;
- B. A person shall be permitted to speak at C. 1. - Delegations, of the agenda;
- C. A person may speak on an agenda matter, or at any time during the meeting when a majority vote of the trustees grants permission; otherwise the public is limited to stated times on the agenda;
- D. A person shall be limited to three (3) minutes on one subject and in the event more than one person wishes to speak on the same subject, the time allocated shall be divided among the number of persons wishing to speak on the subject;
- E. If the subject matter is not within the jurisdiction of the governmental body, the presiding officer may rule that the person will not be permitted to address the meeting;
- F. The presiding officer shall limit the person addressing the meeting to the subject matter stated in the request;
- G. The presiding officer shall not permit the public meeting to be used for a personal, abusive, vulgar or defamatory attack on any person;
- H. A person must be recognized, speak at the podium provided, and address the presiding officer on the subject matter;
- I. In order to facilitate planning for time allotments during the meeting, an advance notice of a person or group's request to speak is desirable but not mandatory;
- J. In the event that a group of more than twenty persons is planning to attend the board meeting, the group is required to give at least three (3) days advance notice to the District so that prior arrangements can be made to accommodate the meeting, as the Board Room is limited in seating capacity. The President's Office should be notified by no later than the Friday preceding the scheduled meeting.

These rules may be waived in whole or in part upon a majority vote of the members present of the body.