

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

The Board of Trustees Room
Conference Rooms S-173bcd
Warrick Student Center
5:30 p.m., September 22, 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 minutes of the special meeting of the regular meeting of June 23, 2025, the special meeting of August 7, 2025, and the special meeting of August 29, 2025 (enclosures)

- B. 2. a. (2) Proposed Resolution for Adherence to Best Practices (enclosure – to be delivered under separate cover – Board only)

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 2025, as the attached table demonstrates.”*

- B. 2. a. (3) Authorization for the President to Execute an Administrative Contract (enclosure – delivered under separate cover)

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

*Frank Thomas, Vice President of Finance and Administration
First-Year Probationary Contract
Effective September 2, 2025 through June 30, 2026.”*

- B. 2. a. (4) Authorization for the President to Execute an Administrative Contract (enclosure – delivered under separate cover)

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

*Brian Bertram, Director of Campus Planning and Facilities
First Year Probationary Contract
Effective August 29, 2025 Through June 30, 2026.”*

- B. 2. a. (5) 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 faculty:*

*Kayla Ford, Respiratory Therapy Instructor
Continuing Faculty Contract
Effective January 6, 2026.”*

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

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following professional staff:*

*Levi Good, Apprentice Coordinator,
One-Year Professional Staff Contract
Effective August 4, 2025 to August 3, 2026.”*

- B. 2. a. (7) Authorization for the President to Execute a Professional Staff Contract (enclosures – delivered under separate cover)

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following professional staff:*

*Jason Aaron, Adult Learner Advocate
One-Year Professional Staff Contract
Effective September 8, 2025 to September 9, 2026.”*

- B. 2. a. (8) 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 2025-2026 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 2025-2026 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 2025 '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 22, 2025."

B. 4. a. (9) Recommendation of Foundation Director Appointment

Recommended motion: "that the MCCC Board of Trustees approve the appointment of Thomas Fritz as a Group III Director who is being recommended by The Foundation Board of Directors, pursuant to Section 5.4 of the Bylaws of The Foundation at Monroe County Community College, for a Three-Year Term Expiring December 31, 2028."

4. New Business

B. 4. a. (1) Resolution of Commendation – Mr. Robert Semanske

Recommended motion: "that the following resolution of commendation be for Mr. Robert Semanske be adopted.

"WHEREAS, Robert has decided to retire from his position as Welding Lab Technician with Monroe County Community College, effective August 30, 2025; and

WHEREAS, He has long been regarded as an outstanding technician, having first built a career at Ford Motor Company as Millwright journey person and then serving as technician in the MCCC Welding Program for 11 years; and

WHEREAS, During those 11 years he consistently demonstrated a high level of competence and skill in the upkeep and maintenance of the welding laboratories at both the Main Campus and the Hurd Road facility; and

WHEREAS, He played a vital role in the relocation of the former welding lab from East and West Tech to the Career Technology Center; and

WHEREAS, Through his expertise with material handling equipment, he saved the College significant expenses by reorganizing laboratories, equipment, and machinery; and

WHEREAS, He was instrumental in the decommissioning of the Hurd Road welding lab upon the expiration of the facility lease; and

WHEREAS, Robert has supported faculty and staff in the Applied Science and Engineering Technology Division at numerous public events, including the Electric Car Show, weekend workshops, and division-wide open houses; and

WHEREAS, He has also volunteered his time beyond the scope of his official duties, contributing to college millage renewal efforts and other initiatives; and

WHEREAS, He has been an active member of his church and community, devoting countless hours in service to the underprivileged; and

WHEREAS, He has been a trusted colleague and valued member of the Applied Science and Engineering Technology Division (formerly the Industrial Technology Division) for more than a decade;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Monroe County Community College recognizes and commends Robert Semanske for his dedicated service and contributions to the College, its students, and the community; and

THAT IT FURTHER BE RESOLVED, that the Board of Trustees extends its very best wishes to him for continued success, health, and happiness in retirement, adopted this 22nd day of September, 2025."

B. 4. a. (2) Proposed Policy Revision – Policy 4.01, College Calendar (enclosure)

Recommended motion: *"that Policy 4.01, College Calendar be approved as revised."*

- B. 4. a. (3) Proposed Policy Revision – Policy 3.05 Tuition and Fees (enclosures – delivered under separate cover)

Recommended motion: *“that Policy 3.05, Tuition and Fees, be revised to reflect in -county tuition of \$134.33 in place of \$134.43.”*

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

Recommended motion: *“that the Board approves Policy 6.04 Designated Depository, as revised.”*

- B. 4. a. (5) Appointment of Treasurer to the Board of Trustees

Recommended motion: *“that Frank Thomas, Vice President of Finance and Administration, 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. (6) Proposed 2025-2030- Strategic Plan (enclosures – delivered under separate cover)

Recommended motion: *“that the Board approve the 2025-2030 Strategic Plan as presented.”*

C. Information and Proposals

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

- C. 3. a. (1) Staff Appointments, Professional Staff Appointment, Professional Staff Contract, Promotions, Position Upgrade/Promotions, 1st Year Probationary Administrative Contract, Resignations, Termination, etc.

Staff Appointments:

Marie Halason, Custodial Maintenance, effective August 18, 2025

Shauna Hansen, Custodial Maintenance, effective September 10, 2025

Professional Staff Appointment:

Dana Marshall, Human Resources Assistant, effective August 12, 2025
(replacing Emily Wilcock)

Angela Elliot, Assistant to vice President of Enrollment Management and Student Success (replacing Jodie Hollis)

Professional Staff Contract:

Levi Good, Apprentice Coordinator, effective August 4, 2025 to August 3, 2026

Jason Aaron, Adult Learner Advocate, effective September 8, 2025 to September 9, 2026

Position Upgrade/Promotion:

Greg Giannetti, Power Systems Operator, effective July 1, 2025

George Welter, Power Systems Operator, effective August 20, 2025 (Promotion from Power Systems Trainee to Power Systems Operator (passed licensure))

1st Year Probationary Administrative Contract:

Frank Thomas, Vice President of Finance and Administration, effective September 2, 2025 (Replacing Curtis Creagh)

Brian Bertram, Director of Campus Planning and Facilities, effective August 29, 2025 (replacing Jack Burns, Jr.)

Continuing Faculty Contract:

Kayla Ford, Respiratory Therapy Instructor, effective January 6, 2026

Resignations:

Randy Bennett, Adult Learner Coordinator, effective June 23, 2025

Mark Young, Student Success Support Specialist, August 8, 2025

Kellie Schreiber, Educational Advocate, effective August 14, 2025

Katie Navock, Director of Enrollment Management, effective August 19, 2025

Michael Fuertes, Professor of Chemistry, effective August 22, 2025

Michelle Leicht, Administrative Assistant – Lifelong Learning, effective September 2, 2025

Robert Bomia, Grounds Maintenance Trainee, effective September 19, 2025

Termination:

Shane Theisen, Custodial Maintenance, effective June 25, 2025

- C. 3. a. (2) Fall 2025 Enrollment Update/KPIs (McCarty/Wygonik)
- C. 3. a. (3) Statement of General Fund Revenues and Expenses for the Periods Ending July 31, 2025 and August 31, 2025 (enclosures - delivered under separate cover)
- C. 3. a. (4) Summer 2025 Enriching Lives Award Presentation (Yackee)
- C. 3. b. (1) President's Report (enclosure)
- C. 3. b. (2) Presidents Contract
- C. 3. b. (3) Foundation Update (Myers)

- C. 3. b. (4) Heck's Market Item of the Month – Toilet Paper (Myers)
- C. 3. b. (5) Closed Session – 2025-2028 MCCC Faculty Contract – Appendix B and C
(enclosures – delivered under separate cover)

Recommended motion: “that the Board move into *Closed Session in accordance with Sections 8(c) and 8(h) of the Michigan Open Meetings Act to discuss issues related to negotiations of a collective bargaining agreement. and 8(h).*

3. Board Member and Committee Reports

- C. 4. b. (1) Update: MCCA 2025 Summer Conference, Mackinac Island,
June 30, 2025 – August 1, 2025 (Thayer, Goodman, Quartey)
- C. 4. b. (2) Upcoming Events
September 25-26 – MCCA 2025 Fall Board of Directors Meeting,
Battle Creek
September 30, 5:00 p.m. – The Foundation Scholarship Dinner
October 22-25 – ACCT 2025 Leadership Congress, New Orleans
October 27 –MCCC Board of Trustees Meeting

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

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
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