

MINUTES OF THE FIVE HUNDRED THIRTY-SECOND MEETING
OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room #Z-203
La-Z-Boy Center
7:30 p.m., February 25, 2013

Members present: William J. Bacarella Jr., Joseph N. Bellino Jr., William H. Braunlich, James DeVries, Marjorie A. Kreps, Linda S. Lauer, Mary Kay Thayer

Also present: David Nixon, Randy Daniels, Sue Wetzel, Grace Yackee, Molly McCutchan, Paul Knollman, Jim Blumberg, Mark Hall, Joe Verkennes, Penny Dorcey-Naber, Valerie Culler, Jamie DeLeeuw, Barbara McNamee, Denice Lewis, Dan Hamman, Kim Lindquist, Tracy Rayl, Rebecca Libstorff, Tom Scheer, Judith Hamburg, Jennifer Yarger, Bryan Rorke, Barry Kinsey, Brian Lay, David Waggoner, Dan Shaw, Josh Myers, Michael Meyer, Jim Ross, Paul Hedeem, Tina Pillarelli, Peter Coomar, Pat Nedry, members of the public, Agora staff reporter Katie Mullins, and Victoria McIntyre (recording secretary)

1. Chair Bacarella called the meeting to order at 7:30 p.m.
2. *It was moved by Mrs. Thayer and seconded by Mr. Braunlich that the minutes of the regular meeting of January 28, 2013 and the special meeting of February 18, 2103 be approved.*

The motion carried.

3. Chair Bacarella polled the audience for delegations. Dan Shaw, a representative of faculty council, presented the board with MCCC Faculty Council requests for membership on the Presidential Search committee. Valerie Culler, Administrator Council Chair, reported that the Administrator Council meeting resulted in a preliminary request for 3 representatives. She will take back discussion regarding a proposed smaller than originally anticipated committee. Jennifer Yarger, Staff Council Chair, reported that staff council is requesting a balanced approach to representation and would like equal representation as the other councils.

- B. 3. a. (1) 4. *It was moved by Mrs. Kreps and second by Mrs. Thayer that Policy 6.04, Designated Depositories, be revised as presented.*

The motion carried.

- B. 3. a. (2) 5. *It was moved by Mr. Braunlich and seconded by Mrs. Thayer that the revised named gift opportunities for the Career Technology Center be approved as presented.*

The motion carried.

- C. 3. a. (1) 6. Chair Bacarella read a letter from Trustee DeVries regarding questions about Administrator contract renewals. Dr. Nixon presented for rationale for renewing three-year Administrative contracts of Administrators. He explained the process of the renewals which included a brief history of policy 2.31, yearly evaluations of each administrator, and details on voluntary pay freezes at the college.

Staff Appointment

Michael Reaume, ITD Tech/Perkins Specialist, effective January 31, 2013
(replacing David Dowler)

Administrative Contract Renewals (effective 7/1/2013-6/30/2016):

James Blumberg, Director of Physical Plant
Bonnie Boggs, Director of Respiratory Therapy
Parmeshwar (Peter) Coomar, Dean of Industrial Technology
Randell Daniels, Vice President of Student and Information Services
Jean Ford, Director of Purchasing and Auxiliary Services
Mark Hall, Director of Admissions and Guidance Services
John Joy, Dean of Corporate and Community Services
Barry Kinsey, Director of Workforce Development
Paul Knollman, Dean of the Business Division
Brian Lay, Manager of Information Systems
Vincent Maltese, Dean of Science/Mathematics
Molly McCutchan, Director of Human Resources
Barbara McNamee, Director of Learning Resources
Tina Pillarelli, Director of Lifelong Learning
James Ross, Director of Data Processing
Joe Verkennes, Director of Marketing
Tracy Vogt, Registrar
Suzanne Wetzel, Vice President of Administration and Executive Director of
The Foundation at MCCC
Grace Yackee, Vice President of Instruction

Administrative Contract Renewals

Deborah Beagle, Director of Financial Services, third-year probationary
contract, effective 7/1/13-6/30/14
Valerie Culler, Director of Financial Aid, third-year probationary contract,
effective 7/1/13-6/30/14
Paul Hedeem, Dean of Humanities/Social Sciences, second-year probationary
contract, effective 7/1/13-6/30/14
Kimberly Lindquist, Dean of Health Sciences/Director of Nursing, second-
year probationary contract, effective 7/1/13-6/30/14

Continuing Faculty Contracts

Holly Boylan, Assistant Professor of Practical Nursing
 Penelope Dunn, Assistant Professor of Criminal Justice
 Kristine Gerlach, Coordinator of Disability Services
 Dawn Lymond, Assistant Professor of Nursing

3rd Year Probationary Faculty Contracts

Maris Fonseca, Associate Professor of Biology
 Tracy Giacomini, Assistant Professor of Nursing Faculty
 Melissa Grey, Assistant Professor of Psychology
 Edmund La Clair, Assistant Professor of History
 Nicholas Prush, Instructor and Director of Clinical Education, Respiratory
 Therapy
 Jason Karamol, Instructor of Welding

2nd Year Probationary Faculty Contracts

Michelle Schwartz, Assistant Professor of Nursing

Non-renewal – DOL Welding Grant is Completed January 31, 2013

Joseph Czapiewski, Coordinator of Welding Grant

Resignation

Heather Kipf-Broadway, Administrative Assistant for Workforce
 Development, effective January 21, 2013

- C. 3. a. (2) 7. The Board received the Statement of General Fund Revenues and Expenditures for the period ending January 31, 2013. Vice President Wetzel reported improvements in the revenue stream compared to the previous six months. However, two of the three income streams – property tax and student tuition – have not recovered to pre-recession levels. The State appropriation for MCCC represents a 2% increase from the previous legislative year. Budget planning has begun for 2013-14.
- C. 3. a. (3) 8. Vice President Yackee led a discussion regarding the Michigan Community College Virtual Learning Collaborative (MCCVLC). Procedure 3.07(a) – Procedures for the Michigan Community was changed to reflect tuition increases. A small percentage of students use this service as tuition is typically higher through the MCCVLC than through their local college. MCCC benefits from VLC access for staff development and HLC requirements regarding distance learning. Trustee Thayer reported that MCCA will compete for a \$1 million in state funding to remodel the outdated VLC system.
- C. 3. a. (4) 9. Board members received a copy of the Federal Awards Audit 2010. The audit covered internal control and compliance. A schedule of findings is included.

- C. 3. b. (1) 10. President Nixon announced that Vice President Daniels and Denise Lewis had agreed to accept two-year appointments to serve as Group Four directors of The Monroe County Community College Foundation.
- C. 4. b. (2) 11. Jim Blumberg, Director of Physical Plant, reported that construction of the Career Technology Center is on schedule.
- C. 3. b. (3) 12. Capital Campaign Coordinator Josh Myers reported community and college volunteers continue to make presentations to prospective donors. The campaign has been in place for just under a year.
- C. 4. b. (1) 13. Trustees DeVries, Lauer, and Thayer spoke about the recent ACCT Trustee conference in Washington, D. C. regarding federal issues that affect community colleges. Sessions regarding presidential searches were attended.

{ Addition to minutes – per Trustee Lauer:

“In regards to Professional Development, I attended 3 days of very comprehensive and informative Trustee educational seminars – not just presidential search sessions. I feel it is important to dedicate more emphasis to Trustee reports from the conferences we attend. I feel the college invests a lot of money in sending trustees to conferences for professional development, and the information should be shared in depth with the entire board in a conducive learning environment.” }

14. Chair Bacarella re-opened the discussion on the presidential search and recapped the February 18 special meeting via video conference with ACCT. Trustees embraced Dr. Polonio’s suggestion that the ACCT method produces a pool of qualified candidates – a process that can begin immediately due to the data base of applicants already in the ACCT system.

It was moved by Mr. Bellino and seconded by Mr. Braunlich that Monroe County Community College hire Association of Community College Trustees to assist in the search for a new president at MCCC.

The motion carried.

15. Proposed members of the presidential search committee were outlined by Board Chair Bacarella. They included:

- 1 Administrative Council Representative
- 1 Faculty Council Representative
- 1 Staff Council Representative
- 1 MCCCFA Representative
- 1 Student Representative
- 1 Foundation Representative

- 1 Alumni Association Representative
- 3 Board of Trustee Representatives
- 5 Community Members to be named by the Board at a later time

It was moved by Mr. Braunlich and supported by Mr. Bellino that the board accepts the presidential search committee as outlined by Chair Bacarella.

The motion carried.

16. Chair Bacarella read a letter from a staff member who questioned the appropriateness of an individual Trustee attending staff meetings.
17. *It was moved by Mr. Bellino and seconded by Mr. Braunlich that the meeting be adjourned.*

The motion carried, and the meeting was adjourned at 9:23 p.m.

Respectfully submitted,

William J. Bacarella Jr.
Chair

Linda Lauer
Secretary

vdm

These minutes were approved with corrections at the March 25, 2013 Board of Trustees meeting.