

MINUTES OF THE FIVE HUNDRED FORTIETH MEETING
OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room Z-203
La-Z-Boy Center
7:00 p.m., January 27, 2014

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

Member absent: None

Also present: Kojo Quartey, Randell Daniels, Suzanne Wetzel, Brian Lay, Jean Ford, Joe Verkennes, John Joy, Josh Myers, Kimberly Lindquist, Jamie DeLeeuw, Mark Hall, Paul Hedeem, Barry Kinsey, Jim Ross, Tracy Vogt, Rick Hubbert, Dan Shaw, Joanna Sabo, Jack Burns, Tim Dillon, Agora staff reporter and guest, and Victoria McIntyre (recording secretary)

1. Chair Bacarella called the meeting to order at 7:00 p.m.
2. *It was moved by Mrs. Thayer and seconded by Mrs. Kreps that the minutes of the regular meeting of November 25, 2013 be approved as presented.*

The motion carried.

- B. 3. a. (1) 3. *It was moved by Dr. DeVries and seconded by Mrs. Thayer that Policy 4.01, College Calendar, be revised as presented.*

The motion carried.

- B. 3. a. (2) 4. *It was moved by Mrs. Thayer and seconded by Mr. Braunlich 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 Term Expiring December 31, 2016

Alan G. Barron

Florence Buchanan.

The motion carried.

- C. 2. a. (1) 5. The board received a holiday greeting card from Miss Monroe County, Breanna Davis.

- C. 2. a. (2) 6. The board received a thank you from Ann Gerweck for a memorial for Lillian Gerweck.

- C. 3. a. (1) 7. President Quartey reported on the following staff appointments and resignation:
- Staff Appointments:
Kimberly Latasse, Receptionist, effective 12/16/13
Bryan Rorke, Custodial Foreman, effective 1/13/14
- Resignation:
Kelly DeNunzio, Custodial Foreman, effective 1/16/14
- C. 3. a. (2) 8. The statement of General Fund Revenues and Expenditures for the period ending December 31, 2013 was presented. Revenue and expenditures percentages remain normal. Property tax revenue payments to the college are on schedule. Billable contact hours, technology fees, and Lifelong Learning enrollment are down.
- C. 3. b. (1) 9. President Quartey reported on strategies being developed to increase enrollment. The enrollment management plan includes the possibility of offering college classes at area high schools. It has been determined that there is a demand and the college is working out the details internally. Trustees support plans for a millage to move forward and recommend that a case statement needs to be finalized. It was recommended that the college begin looking for a firm to help with the process. Work on the strategic plan continues internally. The board will meet to discuss general objectives of the plan.
- C. 3. b. (2) 10. Dan Shaw reported on the 2013 study abroad trip to Spain and Portugal and showed a short video. He also reported that the Culinary Students will be traveling to Italy in 2014. Joanna Sabo presented details on the 2015 study abroad trip to Europe.
- C. 3. b. (3) 11. Tim Dillon, Associate Professor of English and Coordinator of Writing Across the Curriculum Program, gave a report on the Writing Across the Curriculum program. A written report was distributed to each Trustee. The program usually has about 30 writing fellows participating. The program is very successful and students appreciate the assistance they receive in the Writing Center. The tutoring sessions provide opportunities for students to interact one-on-one. Both tutors and those seeking help gain confidence which leads to higher retention.
- C. 3. b. (4) 12. Mark Hall, Director of Admissions, reported on winter enrollment. Enrollment is down approximately 9 percent. About 1,300 contacts were made to encourage students to register for classes. A one-stop registration was held at both main campus and at the Whitman Center. Efforts are underway to increase retention.

- C. 3. b. (5) 13. John Joy, Dean of Corporate and Community Services, distributed a report reflecting non-credit enrollment numbers. Overall enrollment is down with more people taking fewer classes. Training classes for area companies continue.
- C. 3. b. (6) 14. Vice President Wetzel reported on The Foundation Board meeting held December 9. Two new scholarships have been endowed. The cultivation luncheon will be held on April 4. Alan Barron and Florence Buchanan have been appointed to the board. Financial updates were presented. A report on One Book One Community and a report on the CRD Conference was given to the board. The annual fund drive is underway. The Strikes, Spares, and Scholarships event will be held on May 16.

Josh Myers reported that the Capital Campaign for the Career Technology Center is closing; however, donations and meetings with donors are on-going.

- C. 3. b. (7) 15. Jack Burns, Director of Campus Planning and Facilities, presented an update on the CTC. He highlighted work being done to mitigate sound concerns in the high-bay labs and heating issues in the main vestibule and lobby.
- C. 4. b. (1) 16. Chair Bacarella appointed Trustees Bellino, Lauer and DeVries to serve on the Selection Committee for the Alumnus of the Year award recipient. Trustees Braunlich, Kreps, and Thayer were appointed to serve on the Selection Committee for College Supporter of the Year.
17. Chair Bacarella reported that he had talked with Dr. Pam Fisher who facilitated the board study meeting last fall. She offered to come back to address topics left unfinished from the study meeting. Trustees agreed to set another time to meet with Dr. Fisher.
- C. 4. b. (2) 18. Upcoming events were noted.
19. *It was moved by Mrs. Thayer and seconded by Mr. Bellino that the meeting be adjourned.*

The motion carried, and the meeting was adjourned at 9:21 p.m.

Respectfully submitted,

William J. Bacarella Jr.
Chair

Linda Lauer
Secretary

vdm

These minutes were approved at the February 24, 2014 Board of Trustees meeting.