

MINUTES OF THE FIVE HUNDRED THIRTY EIGHTH
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., October 28, 2013

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

Members absent: William H. Braunlich

Also present: Kojo Quartey, Sue Wetzel, Grace Yackee, Deb Beagle, Molly McCutchan, Brian Lay, Steve Mapes, Barry Kinsey, Vinnie Maltese, Jim Ross, Peter Coomar, Joe Verkennes, Jack Burns, Paul Knollman, Tracy Vogt, Pat Nedry, Jean Ford, Jeff Harbaugh, Bill McCloskey, Jamie DeLeeuw, Kim Lindquist, Josh Myers, Paul Hedeem, Valerie Culler, Mark Hall, Robert Sielski, Robert Boonin, Agora staff reporter Katie Mullin, 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 Ms. Lauer that the minutes of the regular meeting of September 23, 2013 be approved as presented.*

The motion carried.

3. There were no delegations present.
- B. 3. a. (1) 4. *It was moved by Mrs. Thayer and seconded by Mrs. Kreps 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 Section 230 of Michigan Public Act 60 of 2013, the education omnibus appropriations act for fiscal year 2014, as the attached table demonstrates.*

Vice President Wetzel gave an overview of reporting requirements per P.A. 60 of 2013. The state budget director may withhold a community college's funding if it does not comply with the reporting requirements.

The motion carried.

- B. 3. a. (2) 5. *It was moved by Mr. Bellino and seconded by Mrs. Thayer that the Five-Year Capital Outlay Plan be approved as presented.*

Vice President Wetzel noted that the plan is submitted each year in accord with state requirements. Capital outlay projects must be submitted with the report to be considered by the state.

The motion carried.

- B. 3. a. (3) 6. Appointment of Group Three Directors (Directors at Large) to The Foundation at Monroe County Community College Board of Directors

Section 5.4 Election, Classification and Terms

(C) Group Three Directors (Directors at large) are recommended to the Board of Trustees for approval, by vote of The Foundation’s directors, and shall serve three (3) year terms following the initial staggered terms.

It was moved by Mrs. Thayer and seconded by Mrs. Kreps 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

*Victor S. Bellestri
Marjorie McIntyre Evans
Dr. Gerald L. Howe
Molly Luempert-Coy
Susan R. S. Miller
Laurence W. Wilson.*

The motion carried.

- B. 3. a. (4) 7. *It was moved by Mrs. Thayer and seconded by Dr. DeVries that the Board authorize the President to execute an administrative contract for the following administrator:*

*Jack Burns, Jr., Director of Campus Planning and Facilities
First-Year Probationary Contract
Effective October 7, 2013 to June 30, 2014.*

The motion carried.

- C. 3. a. (1) 8. Dr. Quartey reported on the following staff appointment and retirement:

Staff Appointment

Jack Burns, Jr., Director of Campus Planning and Facilities, effective October 7, 2013

Beth Waldvogel, Web Services/Computer Lab Technician – Whitman Center, effective October 28, 2013 (from Part-time Main Campus to full-time Whitman)

- C. 3. a. (2) 9. The statement of General Fund Revenues and Expenditures for the period ending September 30, 2013 was presented.

Deb Beagle, Director of Financial Services, reported that the auditors will present a recap of the audit report at the November Board meeting. In addition to the report for September 2013, the financial report for June 2013 was reviewed. Appropriations from the State included a payment of \$250,000 received in August. The payment was for the Unfunded Actuarial Accrued Liability for the MPSERS retirement plan. The College had until September 9, 2013 to pay the funds to the Michigan Public School Employee Retirement System. The State appropriation is because of the cap placed on the UAAL the employer has to contribute in accordance with PA 300 of 2012. The College expects to receive nearly \$627,000 in fiscal year 2013-14 for this purpose.

- C. 3. b. (1) 10. Dr. Quartey presented the President's report on the following: written reports to Trustees each week; ACCT Congress in Seattle; MCCC Strategic Plan and tactics; Enrollment Management; one-on-one meetings with superintendents in the county regarding collaboration on educational opportunities; "Education Matters" the college's new show on MPACT; attendance at the Bedford Business Association meeting with assurances that the Whitman Center will not close; continuing support of Veterans and Native Americans; one-on-one meetings with faculty, administrators, and staff; success of the SolidWorks consortium at the college with over 100 attendees; MCCA Board meeting in Lansing; and continued efforts in building relationships and breaking down silos.
- C. 3. b. (2) 11. Vice President Wetzel gave an update on the October 17 Foundation meeting. Two new scholarships working toward endowed status were announced – the Dave and Judy Nixon Scholarship and the Exchange Club Scholarship. Over \$140,000 in private donor scholarships have been awarded this year. The 19th Annual Alumni Golf Outing raised over \$11,800. Funds originally allocated for a major act for the 50th Anniversary celebration in the amount of \$50,000 have been reallocated for other activities, events, and performers. Dr. Yackee and Kim Lindquist gave a presentation on nursing accreditation. Updates on the Pumpkin Pursuit, Color Dash, and Title III Grants were presented.
- C. 3. b. (3) 12. Steve Mapes, Associate Professor of Student Services, reviewed the Student Profile Data Report for Fall 2013. There were no big shifts in the typical student profile. Out-of-state student enrollment is down 56 students which may be from increased efforts to identify Pell Runners. Downriver enrollment is up. Dual enrollment is up 18 percent. Middle College student enrollment is up 49 percent. There are 72 Veterans enrolled who are receiving benefits.

- C. 3. b. (4) 13. Molly McCutchan, Director of Human Resources, reported that the college changed Workers' Compensation carriers as of October 1 to Eastern Alliance for a savings of about \$13,000.
- C. 3. b. (5) 14. Vice President Wetzel reported that the Career Technology Center reached substantial completion in May and classes started in the building in August. The internal signage is complete. About \$500,000 remains for additional furniture, fixtures, and equipment.

Josh Myers said there were no principal pledges to be announced. Pledges are being paid. Cuisine 1300 is being utilized to meet with donors as the campaign begins to wind down.

- C. 3. b. (6) 15. In November, the college will begin an all-county "Listening Tour" in which the public will be invited to participate in conversations about the perceptions and expectations of the college. They will take place at library branches around the county. Trustees are encouraged to attend.
16. *It was moved by Mrs. Thayer and seconded by Dr. DeVries that the board go into closed session in accordance with Section 8 (c) of the Open Meetings Act regarding MCCCFA negotiations*

A roll call vote was taken as follows:

Yes: DeVries, Bellino, Lauer, Kreps, Thayer, Bacarella
No: None

The motion carried and the meeting was closed at 9:01 p.m.

Open session resumed at 10:08 p.m.

- C. 4. b. (1) 17. Trustee Thayer and Dr. Quartey reported on the MCCA Board of Directors Meeting that was held October 17-18 in Lansing. Reauthorizing the Higher Education Act is in limbo. Actions are being taken to grant Veterans college credit for military service. It is recommended that the Legislative Committee would allow annexation of non-contiguous areas into a community college district. The Center for Global Initiatives is working on international programs with colleges.
- C. 4. b. (2) 18. Reports on the ACCT Annual Congress October 1-4 in Seattle were presented by Chair Bacarella, Trustee Thayer, and Dr. Quartey. Chair Bacarella and Dr. Quartey participated in a panel discussion on presidential contracts. Community college/K12 collaborations have been met with favorable outcomes. Accelerated learning programs maximize student success. Retention Action Teams are being formed to increase graduation/transfer rates.

- C. 4. b. (3) 19. Chair Bacarella appointed Marge Kreps as Group One Director (MCCC Trustee) to The Foundation at MCCC for a three-year term expiring December 31, 2016.
- C. 4. b. (4). 20. Upcoming events were noted.
21. *It was moved by Mr. Bellino and seconded by Dr. DeVries that the meeting time for the regular board meetings be changed from 7:30 p.m. to 7:00 p.m.*
- The motion carried.
22. The meeting was adjourned by Chair Bacarella at 10:18 p.m.

Respectfully submitted,

William J. Bacarella Jr.
Chair

Linda S. Lauer
Secretary

vdm

These minutes were approved at the November 25, 2013 Board of Trustees meeting.

RECAP OF THE WORKSHOP
OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

MBT 4th Floor Assembly Room
10 Washington Street, Monroe, MI
10:00 a.m., October 26, 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

Members absent: None

Also present: Pamila A. Fisher, Kojo Quartey, Victoria McIntyre

1. Dr. Pamila Fisher, Association of Community College Trustees (ACCT) facilitator opened the workshop at 10:00 a.m. with an introduction of herself as well as an overview and expected outcomes of the workshop.
2. Trustees introduced themselves and offered reasons they became Trustees.
3. “Best Practices of Effective Board Members” were discussed. They included: The Board/President Team, Roles and Responsibilities, Policy vs. Operations, Code of Ethics/Code of Conduct, and Communication Protocols
4. Topic “How Do We Measure Up?” was discussed. It included: Self-Assessment, Strengths and Vulnerabilities, Effective Board Meetings, A Coordinated Approach to Board Self-Assessment and President’s Evaluation, and Board Professional Development.
5. “Ensuring the President’s Success” was discussed. It included: Expectations, The Evaluation Process, and 2013-2014 Goals.
6. Topic “Supporting Your New President” was discussed.
7. Next steps include input from all Trustees regarding development of an MCCC Trustee Code of Ethics and Board self-assessment, review of Board by-laws, and strategic plan input.
8. The workshop concluded at 3:55 p.m.

Submitted by,

Victoria McIntyre
Recorder

vdm

This recap was approved at the November 25, 2013 Board of Trustees meeting.