

MINUTES OF THE FIVE HUNDRED FIFTY-SIXTH
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., February 25, 2016

Members present: Joseph N. Bellino Jr., James E. DeVries, Lynette M. Dowler, Edward R. Feldman, Marjorie A. Kreps, and Aaron N. Mason

Members absent: Mary Kay Thayer

Also present: Jack Burns Jr., Peter Coomar, Valerie Culler, Randy Daniels, Jamie DeLeeuw, Andrew Fischer, Jean Ford, Mark Hall, Dan Hamman, Paul Hedeon, Barry Kinsey, Paul Knollman, Brian Lay, Denice Lewis, Vinnie Maltese, Molly McCutchan, Barbara McNamee, Josh Myers, Tina Pillarelli, Kojo Quartey, Jim Ross, Joe Verkennes, Tracy Vogt, Suzanne Wetzell, Wendy Wysocki, Grace Yackee, and Penny Dorsey (recording secretary)

1. Chair Bellino called the meeting to order at 6:58 p.m.
2. There were no delegations.
3. *It was moved by Mrs. Kreps and seconded by Mr. Mason that the following consent agenda items be approved as presented:*

B. 2. a. (1) Approval of the minutes of the regular meeting of January 25, 2016

B. 2. a. (2) Authorization for the President to Execute a Continuing Faculty Contract to Administrator

B. 2. a. (3) Authorization for the President to Execute a Probationary Professional Staff Contract

The motion carried.

- B. 3. a. (1) 4. Dr. DeVries read the following statement to the Board: “On January 25 at our last Board meeting, I addressed the issue of credentials in a way that offended some people. I regret that this was the case; that was not my intent. I would ask you to understand that in my position I am a gatekeeper for ‘best practices’: and it is my duty, as a Board member. I called the question regarding qualifications. Perhaps I could have been more adept in the manner in which I questioned and I apologize for that. But I believe the issue I raised was legitimate.”

Dr. Quartey added that he and Molly McCutchan surveyed institutions similar to MCCC across the state, and the College is in line with credentialing standards and best practices.

B. 4. a. (1) 5. There was no new business.

C. 3. a. (1) 6. President Quartey reported the following staff appointment, administrative contract renewals, continuing faculty contract for administrator, continuing faculty contracts, second and third year probationary faculty contracts, staff resignation, and contract non-renewal.

Staff Appointment

Jack Larmor, Automotive Service Program Coordinator, effective February 15, 2016 (replacing Rouzbeh Oskui)

Administrative Contract Renewals (effective 7/1/2016-6/30/2019)

Jack Burns, Jr., Director of Campus Planning and Facilities
Parmeshwar (Peter) Coomar, Dean of Applied Science and Engineering Technology

Valerie Culler, Director of Financial Aid

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

Paul Hedeem, Dean of Humanities/Social Sciences

Barry Kinsey, Director of Workforce Development

Paul Knollman, Dean of the Business Division

Brian Lay, Manager of Information Systems

Kimberly Lindquist, Dean of Health Sciences/Director of Nursing

Vincent Maltese, Dean of Science/Mathematics Division

Molly McCutchan, Director of Human Resources

Barbara McNamee, Director of Learning Resources

Tina Pillarelli, Director of Lifelong Learning

James Ross, Director of Data Processing

Joseph Verkennes, Director of Marketing

Tracy Vogt, Registrar

Suzanne Wetzel, Vice President of Administration and Treasurer

Grace Yackee, Vice President of Instruction

Continuing Faculty Contract for Administrators

Jack Burns, Jr., Director of Campus Planning and Facilities, effective October 7, 2016

Continuing Faculty Contracts

Lindi McClure, Assistant Professor of Practical Nursing

Bradley Hesser, Associate Professor of Graphic Design

3rd Year Probationary Faculty Contracts

Michael Fuertes, Associate Professor of Chemistry
Deminique Heiks, Instructor of Criminal Justice

2nd Year Probationary Faculty Contract

Shane Spaulding, Respiratory Therapy Faculty/Director of Clinical Education

Staff Resignation

Sarah Briggs, Financial Aid Assistant, effective February 5, 2016

Contract Non-renewal

Rouzbeh Oskui, Automotive Service Program Coordinator, effective
February 13, 2016

- C. 3. a. (2) 7. The Board received a Statement of General Fund Revenues and Expenses for the period ending January 31, 2016.

Suzanne Wetzel, Vice President of Administration, reported that revenues and expenses are running right on schedule. Property tax revenues are coming in as they are received in January, February, and March. The transfer to the 71 Fund approved by the Board last month will take place in early March. The College is depositing funds into the set-aside account, as required by the loan agreement, to cover the Tax Anticipation Note. It is anticipated that the last set-aside will be made in March, and the College will pay off the note at the end of March. A review of Fall and Winter credit tuition revenues indicates revenues unfavorable to budget by just over \$305,000. The first payment for the HVAC loan is due March 30. This interest only payment is \$143,348.66 with funds made available in the 71 Fund to make the payment. Budget work continues in the departments and divisions. Proposed budgets are due by March 14 to the Administration Office.

The Administration Office is working on revenue estimations for the 2016-2017 fiscal year. The Governor's Budget recommends a 2.5 percent increase in State funding for MCCC, the average for all Michigan community colleges is 2.4 percent. This translates into \$73,500 in new funding should this be the approved budget. Property tax revenue numbers are not yet in; however, a 1 to 2 percent increase in property tax revenues is anticipated. Final numbers will be ready in May 2016. Regarding tuition and fee revenues, the Governor's budget requires universities to hold their tuition increases to 4.38 percent or less; however, he is not proposing tuition restraint for community colleges.

- C. 3. b. (1) 8. President Quartey summarized his reports to the Trustees, which he sends every other week. The HVAC work continues. The final HLC report has not arrived. Grace Yackee, Vice President of Instruction, noted that finalization of the report is making progress. The HLC team completed the report and sent it to the Higher Learning Commission, and it is now in the hands of the

Institutional Action Committee for a final review. The report does not go to the Board of Commissioners because it is not an action on the College's accreditation. The Institutional Actions Council simply accepts or does not accept the report from the team. What the team recommendation includes is compliance on all five criterion for accreditation, in which all standards were met, and all federal compliances were met. The report is a positive recommendation from the team, but the College must wait to hear that the Council has met and accepted the report. MCCC will received the final team report the day after the Institutional Actions Council meets, which should be sometime in March.

Millage plans continue. Suzanne Wetzel and Jack Burns are pulling numbers together for Kojo in terms of focus, which will be facilities. The goal is to present a millage plan to the Board at the March meeting.

Meetings with Spring Arbor University continue to finalize a lease agreement regarding sharing space at the Whitman Center. They offer most of their classes in the evenings and on weekends.

The College is having conversations with the Patriot Group, a local construction company contemplating purchasing the Hurd Road facility. The group will meet again this week. If the purchase goes through, the Patriot Group will allow the College to lease the portion of the facility currently used for the welding program at the cost of \$1 per year. Once all of the details are decided, the offer will come before the Board for approval. The final price for the facility is \$300,000, and the College is in receipt of a letter of intent. The College must rent the space from the new owners because there is not enough room on main campus for the welding classes that currently take place at the Hurd Road property. The Patriot group will allow the College to lease the space for the next five years with the possibility to renew at the end of the term.

Negotiations continue with MCCCFA. Trustee Scholarships have been revamped. A news article by Dr. Quartey focusing on Monroe County's College Promise, is forthcoming. The Center for Independent Living approached Dr. Quartey regarding holding the Michigan Hidden Talent Tour at MCCC. This event is a statewide tour to inspire Michigan companies to hire workers with disabilities. The tour will feature speakers Lt. Governor Brian Calley and Michigan Supreme Court Justice Richard Bernstein. The event takes place on March 21 at 6:00 p.m. in the La-Z-Boy Center Atrium.

Dr. Steve McNew, Monroe County Intermediate School District (MCISD) Superintendent, asked the College for support of the MCISDs millage renewal request, which will be on the May ballot. The ISD would like the Board to approve a resolution of support at its next regular meeting. The ISD has pledged support to the College for its next millage campaign.

The College is hosting the “CEO Culinary Clash” on April 14, 2016. This fundraising event is a collaboration between MCCC and the River Raisin National Battlefield Park Foundation. The “CEO Culinary Clash” is a charitable event that brings local business, political, social, and religious leaders together to support Monroe County Community College and the River Raisin National Battlefield Park Foundation. Proceeds support the work of both MCCC and the Battlefield Foundation in providing educational opportunities to area residents. A group of local CEOs will provide three recipes each to MCCC culinary students for their consideration. Only one recipe from each CEO will be chosen for the event. The students then prepare the recipe, and the CEOs compete for best dish.

The February 16, Townhall meeting went well.

- C. 3. b. (2) 18. Jamie Deleeuw, Coordinator of Research, Evaluation and Assessment, summarized the 2013-2014 Graduate Follow-up Survey. There were 522 students who completed the requirements of his or her degree/program(s) between the dates of July 1, 2013 and June 30, 2014. The response rate of graduates was 23.8%. Demographic characteristics of respondents were representative of the graduating class, including the occupational and transfer program response rates.

In addition to contacting graduates, employers of graduates were also contacted. The employer names were supplied by the graduate as part of their survey. Fifty surveys were sent to employers and the response rate was 36%. Employers supplied their perception of the preparation and education of their MCCC graduate.

Dr. DeLeeuw’s complete report can be downloaded at <https://www.monroecc.edu/institutionalresearch/surveyresults/2013-2014%20Graduate%20Follow%20Up%20Survey.pdf>.

- C. 3. b. (3) 19. Joshua Myers, Executive Director of The Foundation, reported on the February 8, 2016 board meeting. The board welcomed three new Directors: Keith Masserant, Group III Director, Richard Greer, Group II Director and Dr. James DeVries, Group I Director. Julie Edwards and Bill Braunlich were welcomed as returning Group III Directors. Two new scholarships were announced; the Giuseppe Chirco Vocational Scholarship for construction students, and Rose Walker completed her endowed scholarship, which will be awarded to culinary students. The Foundation is offering over \$175,000 dollars’ worth of private donor scholarships this year. The scholarship application process has been streamlined and automated so that it is easier for students to apply. Mr. Myers presented the new system to a group of high school counselors recently, and they seemed pleased with the new process.

The Foundation brought in just over \$223,000 through fundraising efforts. Revenue for the beginning of the fiscal year is about \$384,000. These funds have been disbursed to the College for a variety of projects.

The Enhancement Grants Program typically disburses \$20,000 to fund programs each year. Revenues have been dwindling for several years and expenses for the program have gone up. Individuals are designating their gifts more often, and there has been a significant decline in unrestricted gifts. This year the program has \$5,000 available to fund programs. Mr. Myers recommended to the board that they not fund Enhancement Grants this year. This issue will be presented as a "Request for Input" to the Councils to gather ideas as to how the program might be revitalized.

Molly Luempert-Coy made a motion to create a committee to look at dedicated fundraising for the Enhancement Grants program. Traditionally the committee funds as many projects as possible. The annual fund raised \$23,025 just short of its \$25,000 goal. Tickets go on sale next week for the "CEO Culinary Clash." They are \$40 each. *One Book, One Community's* "Celebrity Waiter Night," is February 29, at the Public House. "Antiques in April" is April 2 and 3. "Strikes, Spares, and Scholarships" takes place May 20. The Foundation is still looking for auction items, sponsorships and teams. A Career Technology Center Donor Recognition event is being planned for May 25. Details will be forthcoming.

- C. 4. b. (1) 20. Dr. Quartey summarized the February 8, 2016 American Community College Trustees (ACCT) National Legislative Summit in Washington DC. The President attended seminars on the America's College Promise and Pell Grants. He met with U.S. Senator Debbie Stabenow, U.S. Congressman Gary Peters, U.S. Congressman Tim Walberg, and Representative Debbie Dingell. The conference was beneficial, and all four representatives support MCCC's upcoming millage attempt and grant writing endeavors.
- C. 4. b. (2) 21. Dr. Quartey asked the Board to review the Board Self-evaluation instrument they developed last year, and bring suggestions to the next Board meeting.
- C. 4. b. (3) 23. Chair Bellino noted the upcoming events.
24. *It was moved by Dr. DeVries and supported by Mr. Mason that the meeting be adjourned.*

The motion carried and the meeting ended at 7:50 p.m.

Respectfully submitted,

Joseph N. Bellino
Chair

James E. DeVries
Secretary

/prd