

MINUTES OF THE FIVE HUNDRED SIXTY-NINTH
MEETING OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room Z-203
La-Z-Boy Center
6:00 p.m., May 22, 2017

Members Present: William T. Bruck, James E. DeVries, Lynette M. Dowler, Steven Hill, Marjorie A. Kreps, Aaron Mason, and Mary Kay Thayer

Also Present: Jack Burns Jr., Parmeshwar Coomar, Valerie Culler, Randy Daniels, Jamie DeLeeuw, AJ Fischer, Jean Ford, Melissa Grey, Mark Hall, Paul Hedeem, Barry Kinsey, Paul Knollman, Brian Lay, Kimberly Lindquist, Laura Manley, Molly McCutchan, Nicolas Prush, Tina Pillarelli, Kojo Quartey, Joe Verkennes, Tracy Vogt, Suzanne Wetzel, Grace Yackee, and Penny Dorcey (recording secretary)

1. Chair Dowler called the meeting to order at 6:00 p.m.
- B. 1. a. (1) 2. There were no delegations present.
- B. 2. a. (1) 3. The Board pulled the following items from the Consent Agenda for further discussion:
 - B. 2. a. (2) Resolution of Commendation – Thomas Harrill
 - B. 2. a. (4) Proposed Revision – Policy 4.02, College Programs
 - B. 2. a. (5) Request to Reinstate Select instructional Scholarships
- B. 2. a. (3) 4. *It was moved by Mrs. Thayer and supported by Mr. Hill that the following items on the consent agenda items be approved:*
 - B. 2. a. (1) Approval of the April 24, 2017 regular meeting minutes and the April 29, 2017 special meeting minutes.
 - B. 2. a. (3) Special Liquor LicenseThe motion carried.
- B. 3. a. (1) 5. There was no old business.
- B. 4. a. (1) 7. *It was moved by Mrs. Kreps and supported by Mr. Mason that the following resolution of commendation for Thomas Harrill be adopted:*

WHEREAS, Thomas Harrill has decided to retire from his position as Assistant Professor of Electronics Technology with Monroe County Community College, effective June 28, 2017, and

WHEREAS, he has long been considered an outstanding professor who has taught and developed excellent curriculum in the field of Electronics Technology for 12 years, allowing students the opportunity to earn a livelihood by teaching them in the field of Electronics Technology, Computers and Renewable systems, and

WHEREAS, he has long been considered a caring and concerned professor who has encouraged, mentored, set high standards, and provided an inspirational example for all students, always with their best interests in mind, and

WHEREAS, during those 12 years he has demonstrated a high level of professional competence, involvement and dedication through memberships in Professional Societies in the Electronics, Society of Automotive Engineers, Electric Vehicle and Hybrid systems, and

WHEREAS, during those years he has been instrumental in sustenance, maintenance and development of the Electronics AAS degree in Electronics Technology, and

WHEREAS, he expended considerable time and effort to secure much needed resources for the College in terms of equipment and supplies donation for the Electronics, Renewable and Automotive programs, securing grants and scholarships, garnering business and industry support, and placement of students in industry, and

WHEREAS, he has volunteered many hours of his personal time designing a working Electric vehicle that was displayed at the North American International Auto Show, at Cobo Hall in Detroit, Michigan among numerous other venues winning much accolade for the program and the college, and

WHEREAS, he has been instrumental in installing Electric Charging Stations on the campus of MCCC, and promoting the acceptance of this emerging technology through numerous shows and displays, and

WHEREAS, he has spent many hours promoting the College, Applied Science and Engineering Technology Division, and the Electronics and Automotive programs in various on and off campus events, and

WHEREAS, he has always been a vital and influential member of many committees at MCCC including the Curriculum Committee as division representative for many years, and

WHEREAS, he has played a vital role in designing, planning and advising in the construction of the Career Technology Center, being singularly responsible for helping construct two very fine labs for hands on exposure of the students in the Electronics and allied technology fields, and

WHEREAS, he has been a trusted friend and important member of the Applied Sciences and Engineering Technology (formerly Industrial Technology Division) for 12 years.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognized Mr. Thomas Harrill for his dedicated service and contributions to the College, our students, the community, and

THAT IT BE FURTHER RESOLVED, that by the President's recommendation, Thomas Harrill shall hereby be granted faculty emeritus status, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees express its very best wishes for his continued success, wellbeing and happiness on this day, May 22, 2017.

The motion carried.

- B. 4. a. (2) 8. *It was moved by Mrs. Thayer and supported by Mr. Mason that Policy 4.02, College Programs be approved as presented.*

Dr. Grace Yackee, Vice President of Instruction, stated that this policy revision is routine matter. Every year prior to the catalog going to print, the Instructional area provides an update to the Board of programs that have been combined, deactivated, or added. One of the new programs the Automotive Service Technician Program, which was approved by the Higher Learning Commission (HLC). The HLC now requires approval of all certificates and programs. Other new programs include the Entrepreneurship Certificate and the LPN to RN option. This option will be expanded in the fall to allow additional students into the program. Other programs have been combined due to low enrollment. The Registrar, Tracy Vogt, maintains an active list of inactive programs, which no longer are presented in the catalog, but which we need to ensure students are able to complete the program. Once those programs expire, they are removed from the list.

The motion carried.

- B. 4. a. (3) 9. *It was moved by Mrs. Thayer and supported by Mr. Mason that Policy 3.11(w), Instructional Merit Scholarships be approved as presented.*

President Quartey, remarked that one year ago, the Board voted to repurpose Instructional Scholarships into Trustee merit Scholarships. While this change had a positive effect on enrollment, it does not work for all students. Last fall, MCCC awarded 363 Trustee Merit Scholarships, but only 114 the students awarded enrolled at the College. Just over \$121,000. This will be the second year of awarding Trustee Merit Scholarships and the number of students who take advantage of them is expected to increase.

On the same day as Commencement 2017, Monroe County Community College held its first Countywide Accounting Competition. This competition is designed to draw students into the accounting program at the College. Five students earned qualifying scores to receive scholarships; however, the scholarships cannot be awarded because the Instructional Scholarships no longer exist. Dr. Quartey would like to reinstate select Instructional Scholarships (to be renamed Instructional Merit Scholarships) for the area of accounting at this time, and then add scholarships in other areas later. The scholarships are merit based. To be eligible, student must be enrolled for a minimum of six credit hours and enroll for both the fall and winter semesters. The scholarship is a non-renewable, one-time award. The amount of the award is variable and will be split equally between fall and winter semesters. Scholarship availability will be determined on an annual basis and must be pre-approved by the President by December 31 of the year immediately preceding the academic year in which it will be awarded.

The motion carried.

- C. 1. a. (1) 13. NONE
- C. 2. b. (1) 14. The I-75 Corridor Report is postponed until further notice.
- C. 3. a. (1) 14. President Quartey reported the following retirements:

Retirements:

Thomas Harrill, Assistant Professor of Electronics and Computer Technology, effective June 28, 2017

Robert Leonard, Assistant Professor of manufacturing Technology, effective May 4, 2017

- C. 3. a. (2) 15. The Board received a Statement of General Fund Revenues and Expenses for the period ending April 30, 2017.

Suzanne Wetzel, Vice President of Administration, reported that the College is at that point in the year when the budget is ready to close out. Tuition and fees were over 100 percent of actual to the budget. This is mostly due to an increase in spring enrollment. Actual revenues for spring over budgeted revenues are up by about \$72,000. As of today, those funds are at 102 percent of budget. Looking year over year at expenses, this year the College is at 76.26 percent of budget. This is due to the increased amount of classified advertising for all of the open positions. All funds budgeted for advertising have been expended and administration is now using contingency funds to pay for the additional costs. Mrs. Wetzel and AJ Fischer, Director of Financial Services, estimate the 2016-2017 budget will come in at about \$1 million to \$1.4 million revenues over. This is largely due to retirements that were not expected, the hiring for full-time temporary faculty, and several vacant positions.

- C. 3. a. (3) 16. The Board received a note of appreciation from Nick and Angela Prush and Family for the flowers sent at the death of Nick's father-in-law
- C. 3. b. (1) 17. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey thanked the Board for participating in the April 29, Board retreat and noted that the evaluations were all positive. He mentioned that the College is switching health insurance carriers for all employee groups except faculty, as their insurance is part of a negotiated contract. Dr. Quartey and Joe Verkennes, Director of Marketing, are working on additional recruitment material for adults. The President is starting an adult recruitment tour based on the millage strategy from last year. He will be visiting businesses in every township to talk about the college and to leave materials in as many places as possible. Dr. Quartey's article 'Local College Debt Solution', that was published in the May 19 edition of the Monroe News, has received many favorable comments. The beekeeping program at the College this year is postponed until next year. The March of Dimes March for Babies took place on campus on May 7. Paul W. Smith broadcasted from the Meyer Theater on May 18. His visit was featured on the front page of the May 19 edition of the Monroe News.

- C. 3. b. (2) 17. As part of the shared governance process, the three Councils and Student Government update the Board once a year. These updates give the Board a

chance to hear from student and employee groups and they promote improved communication.

Joe Verkennes, Director of Marketing and Chair of the Administrator Council, gave a brief overview of the council's activities over the past year. All administrators and professional staff are members of the Administrator Council. Dr. Laura Manley, Director of the Library, was elected as secretary mid-year, replacing Kimberly Lindquist, Dean of Health Sciences. Mr. Verkennes' term as chair ends in June.

The charge of Administrator Council is to meet regularly and discuss topics that are of concern to the persons represented by the council or to the campus as a whole, and to deliberate, develop and modify proposals concerning issues surrounding management and organizational issues. Additionally, the council will discuss other college matters as appropriate.

During the 2016-17 fiscal year, the Administrator Council held seven meetings, with one additional meeting to be held in June. Mr. Verkennes gave a complete list of the items presented at this year's council meetings, as well as the actions taken on them. Complete details can be found in the 2016-2017 Annual Committee Report for the Administrator Council.

- C. 3. b. (3) 18. Dr. Melissa Grey, Professor of Psychology and Chair of the Governance Evaluation Committee (GEC), presented updates on both the Faculty Council and the GEC. The Faculty Council reviewed several proposals during the year. They met five times, reviewed eight information items, and nine input and action items. The council approved the MCCC Directory, Institutional Review Board Creation, Instructional Technology Committee's Learning Management System Recommendations, Campus Facilities Planning Task Force, General Education Task Force and STEM Summer Camp Study Group. Complete details can be found in the 2016-2017 Annual Committee Report for the Administrator Council.

Dr. Grey reported that the GEC met once for 2016-2017 academic year. In addition to routine duties, the GEC chair facilitated an informational session on the Council Model of Shared Governance for all MCCC employees. The GEC implemented feedback from the informational session. The GEC also brought constitution revisions through each of the councils and incorporated feedback from all three councils. The committee also made revisions to Procedure 4.06, College Constitution, to make it align with the new governance system. The President approved the changes on December 16, 2016.

When asked if Faculty Council had good representation at their meetings, Dr. Grey responded that Faculty Council has always made quorum (30 percent of full-time faculty) and they usually have about 60 percent attendance. Complete details can be found in the 2016-2017 Annual Committee Report for the Governance Evaluation Committee.

- C. 3. b. (4) 19. The Board received an update on the Integrated Postsecondary Education Data System (IPEDS) and the Voluntary Framework of Accountability Data (VFA).

Dr. Jamie DeLeeuw, Coordinator of Institutional Research, Evaluation & Assessment, Instruction, reported that the College is required to submit IPEDS data to the Department of Education in order to receive financial aid for its students. The IPEDS report largely focuses on the outcomes of full-time, first-time degree seeking students. Dr. DeLeeuw contrasted IPEDS data with VFA data to give another perspective of MCCC's student outcomes, as 70 percent of MCCC students attend school part-time. The VFA was developed by community colleges to better showcase the successes and talents of community college students. It highlights part-time students and a host of other things.

Dr. DeLeeuw noted that the report includes data from the prior year. Recently, IPEDS came up with different categorization classifications. MCCC used to be compared to medium public, two-year, rural community colleges. Now the VFA looks at disciplines, and whether students are mostly transfer students moving on to four-year universities versus career technical students, or whether they are a mix, and then cross reference that with whether students are traditional or non-traditional in terms of age. MCCC's new cohort category is high transfer and high non-traditional.

One thing that differentiates MCCC from the other 20 colleges in its cohort is that it is more Caucasian than most (84 percent). MCCC also gives out less awards than the cohort does, but it is also a slightly smaller than the other colleges; 4600 unduplicated headcount between fall and winter for 2016 compared to 6,800. For 2014-2015, MCCC has 443 awards compared to a cohort of 461.

MCCC's tuition is lower than the cohort is, and 49 percent of MCCC students receive financial aid, compared to the cohort's 73 percent. This could explain why MCCC's grant aid is slightly lower than the cohort rate, as the cohort is more expensive and has more students getting aid. MCCC's retention rate for full-time, first-time degree seeking students is 59 percent, which is comparable to the cohort rate of 58 percent. The part-time retention rate for the College is 10 percent higher than the cohort rate (49 percent over 37 percent). MCCC is in the process of correcting some codes that reported Dual enrolled students incorrectly. As of Fall 2016, MCCC's cohort is clean. MCCC's retention is looking great and on par.

The official government IPEDS graduation (transfer out) rate is 150 percent at times, which covers three years of progress. MCCC's graduation rate is 14 percent compared to the cohort of rate of 25 percent; however, the transfer out rate is higher, as the College has a high transfer population. Comparatively, the VFA looks at six years of data rather than three years. The VFA also looks at full- and part-time students instead of just first time, first-year degree seeking. The VFA calculations of the number of credential seeking students are somewhat more accurate than IPEDS. Figure 13 on the IPEDS report indicates that in 2013, only 13 percent of MCCC's students earned some sort of degree or certificate; however, the VFA rate shows a rate of 33 percent.

Figure 14, shows that the various areas from which MCCC receives funding. The College receives larger local appropriations, while its cohort receives larger state and government grant appropriations. MCCC spends about \$2,000 more per Full-time Equivalent enrollment (FTE) on instruction per student than the cohort does.

MCCC has fewer staff than its cohort, but it also has fewer students. The percentage of management is high for a College the size of MCCC. Full-time instructional faculty make about \$20,000 more than do faculty in the same cohort; however, this number may be skewed by the amount of extra contractual MCCC faculty teach.

Dr. Deleeuw highlighted a few key performance indicators, which show MCCC's progress against the benchmarks. For instance, MCCC's developmental math progress is not as high as its cohort. Credential seeking students have better scores with 46 percent of students having completed developmental math and 29 percent having completed college math, compared to the cohort rates of 49 percent and 32 percent.

The full IPEDS and VFA reports can be viewed at <https://www.monroecc.edu/institutionalresearch/surveys.htm>.

- C. 4. b. (1) 18. Chair Dowler noted the upcoming events.
19. *It was moved by Mrs. Thayer and supported by Mrs. Kreps that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:10 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

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These minutes were approved at the June 26, 2017 regular meeting of the Board of Trustees.