

MINUTES OF THE FIVE HUNDRED SIXTY-FIFTH
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., January 23, 2017

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

Also Present: Lori Jo Couch, Valerie Culler, Randy Daniels, Jamie DeLeeuw, AJ Fischer, Jean Ford, Mark Hall, Dan Hamman, Barry Kinsey, Paul Knollman, Brian Lay, Denice Lewis, Kimberly Lindquist, Laura Manley, Molly McCutchan, Josh Myers, Tina Pillarelli, Kojo Quartey, Jim Ross, Leah Thomas (Agora Staff), Eva Vassar, Ted Vassar, Joe Verkennes, Tracy Vogt, Suzanne Wetzal, Grace Yackee, and Penny Dorsey (recording secretary)

1. Chair Dowler called the meeting to order at 6:01 p.m.
- B. 2. a. (1) 2. The Board approved by unanimous consent to postpone Item B. 2. a. (2) Proposed Retirement Resolution – Penny Bodell, until the February 27, 2017 meeting.
- B. 2. a. (2) 3. The following items were pulled from the Consent Agenda for further discussion (pulled items will be discussed under “New Business”) :
 - B. 2. a. (7) 2016-2017 Budget Revision
 - B. 2. a. (4) Proposed Retirement Resolution – Ted Vassar
- B. 2. a. (3) 4. *It was moved by Mrs. Thayer and supported by Mr. Mason that the following items on the consent agenda items be approved:*
 - B. 2. a. (1) Approval of the November 28, 2016 regular meeting minutes, the two December 7, 2016 special meeting minutes, and the January 9, 2017 special meeting minutes.
 - B. 2. a. (3) Proposed Retirement Resolution – Joan Mead

WHEREAS, Ms. Joan Mead has decided to retire from her position as Information Systems Technician with Monroe County Community College, effective January 17, 2017, and

WHEREAS, Ms. Mead has been an outstanding support staff member at Monroe County Community College for thirty-one years, and

WHEREAS, during those thirty-one years, Ms. Mead’s dedication, caring attitude, helpful demeanor, and proven competency has qualified her for various advancements from her initial position in 1985 as the Business Learning Lab Technician, to Tutorial Learning Center Technician, to Information Services Technician, and

WHEREAS, Ms. Mead has volunteered for a countless number of events and programs including car shows, theater events, a variety of institutional celebrations, and 4-H events, and

WHEREAS, Ms. Mead has always performed all duties and responsibilities in an exemplary fashion demonstrating empathy, fairness, and steadfast dedication to all she served,

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Ms. Joan Mead for her outstanding service and contributions to the College, its students, and the community, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees express their very best wishes for her continued success, well-being, and happiness on this Monday, January 23, 2017.

- B. 2. a. (5) Board Authorization for President to Execute a Probationary Administrative Contract to Administrator

The Board authorized the President to execute the following probationary administrative contract:

Dr. Laura Manley, Director of the Library, effective December 5, 2016.

- B. 2. a. (6) *The Board approved Policy 6.04, Designated Depositories, as presented.*

- B. 3. a. (1) 5. There was no old business.

- B. 4. a. (1) 6. *It was moved by Dr. DeVries and supported by Mrs. Thayer that the Board approve the revised 2016-2017 Budget as presented.*

Suzanne Wetzel presented the revised 2016-2017 Budget. A new fund, the Millage Maintenance and Replacement Fund (81 Fund), has been created to record revenues and expenses for the revenues generated by the 5-year .85 mill property tax levy approved by Monroe County voters on November 8, 2016. Transfers may be made to other funds such as the Unexpended Plant Fund and the Designated Fund through Board approval.

There are currently three proposed projects for the fiscal year 2016-2017 for total expenditures of \$2,276,850. The budgeted projects include masonry repairs and sun shade replacement to the Life Sciences Building, a student lounge space addition to the Life Sciences Building, and architectural fees for the East and West Technology Building renovations.

Mr. Mason added that he would like to see more detail on the proposed timing of the projects as it seems there would be room for the work on some of the smaller projects to begin sooner rather than later if the East and West Technology building projects are not scheduled until 2018.

A Budget Revision chapter has been prepared outlining the new fund and the associated revenues and expenses. The chapter also includes a full list of the projects included in the millage request for which the funds will be used. These documents will be posted on the College's Finance & Operations page on the website.

The motion carried.

- B. 4. a. (2) 7. *It was moved by Dr. DeVries and supported by Mrs. Kreps that the following resolution of commendation for Mr. Theodore Vassar be adopted:*

WHEREAS Mr. Theodore Vassar has decided to retire from his position assistant professor of art with Monroe County Community College, effective December 16, 2016, and

WHEREAS he has been an outstanding educator at the college for 47 years and an excellent colleague and valued member of the Humanities and Social Sciences Division since 1969, and in this role motivated, inspired and guided thousands of students, as well as encouraged them to become educators and working artists themselves, and

WHEREAS he served on every major college committee, in particular giving outstanding service on search, facilities and anniversary committees, as well as filling co-curricular and extra-curricular positions in women's athletics and campus and community events, and

WHEREAS he has demonstrated during each of his 47 years a high level of professional expertise and dedication through workshops on this campus, supervision and acquisition of the college's art collection, and countless exhibits and contests, both as an artist and contest jurist, and

WHEREAS he has worked and won awards in multiple media, including many styles and types of painting and sculpture, becoming an outstanding example of a highly talented "master" educator and artist, as demonstrated in his understanding of the

interrelatedness of advanced artistic craft, diligent studio work and thoughtful education, and

WHEREAS he has always been a striking and noteworthy example of how a real working artist approaches his craft and of the level of dedication required for excellence and professionalism, winning scores of honorable mentions, prizes and best-in-show awards in both regional and national competitions and fairs, and

WHEREAS, he served on the board of trustees of the Ohio Watercolor Society for eight years, including two years as president, and also won a gold, silver and a bronze medal from the organization;

WHEREAS he has served in many other off-campus professional organizations like Northwest Ohio Watercolor Association, Michigan Ducks Unlimited, Erie Shores Birding, MCCCFA, MEA and NEA,

THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Mr. Theodore Vassar for his dedicated service and contributions to his students, our college, his community and his craft, and

BE IT DECIDED that by the President's recommendation, Mr. Theodore Vassar shall hereby be granted faculty emeritus status, and

BE IT RECORDED that the Monroe County Community College Board of Trustees wishes for Mr. Theodore Vassar continued success, health, creative vitality, and happiness on this 23rd of January 2017.

Mr. Vassar stated that his career at MCCC has been “quite a journey and the College is like a home away from home.” He thanked the Board for 47 great years. Dr. Quartey commented that he has been in Mr. Vassar’s classes and the time he spends with his students is phenomenal.

The motion carried.

- C. 1. a. (1) 8. There were no delegations present.
- C. 2. a. (1) 9. There were no non-staff communications or reports.
- C. 3. a. (1) 12. President Quartey reported the following staff appointment and retirements:

Staff Appointment:

Ethan Dixon, Maintenance Trainee, Power Systems Operator, effective December 12, 2016 (replacing Tom Kleman)

Probationary Faculty Contract, Full-time Temporary:

Libby Sheldon, Early Childhood Education Instructor, Full-time Temporary, effective January 3, 2017 (new position)

Dr. Grace Yackee, Vice President of Instruction, explained that this is a new temporary position. For the last year and a half, Felice Moorman, full-time Assistant Professor of Early Childhood Education, has been writing the self-study for program accreditation for the National Association for the Education of Young children (NAEYC). Ms. Sheldon will take on Mrs. Moorman’s work while she finishes the final parts of the self-study, which will be submitted in a couple of months. An onsite visit will take place in the fall.

Probationary Administrative Contract:

Dr. Laura Manley, Director of the Library, effective December 5, 2016 (replacing Barbara McNamee)

Dr. Randy Daniels, Vice President of Student and Information Services, Noted that Dr. Manley holds a PhD from Dominican University, a master’s degree from Wayne State University, and a bachelor’s degree from Marygrove College. She also has an associate degree from Oakland Community College. Dr. Manley’s most recent position was the Interim Director of the Library at Marygrove College in Detroit. She comes to MCCC with a breadth of experience, and is already integrating herself into the campus and the community.

Retirement:

Theodore Vassar, Assistant Professor of Art, effective December 16, 2016

- C. 3. a. (2) 13. The Board received a note of thanks from Dr. Ronald Campbell and family for the memorial sent at the passing of his wife, Blondelle Campbell.
- C. 3. a. (3) 14. The Board received the Statement of General Fund Revenues and Expenses for the periods ending November 30, 2016 and December 31, 2016.

Suzanne Wetzel, Vice President of Administration, presented some highlights from the December statement. Tuition and fee revenues are \$7,630,793, or slightly over 89 percent. Billable contact hours were budgeted down 5 percent, but the actual is only down 3.5 percent. State appropriations are at \$1,343,324.77. Property taxes are at \$265,238, or 2.14 percent; however, the bulk of property taxes come in during January, February, and March. As of today, property tax revenues are at \$2.85 million.

The HVAC project is about 68.5 percent complete. The anticipated completion date is July 31, 2017, and the project is on schedule. The first principle and interest payment (\$718,000) is due March 30, 2017.

In order to meet cash flow needs at the end of the year because of how property taxes come in, the College borrowed \$1.5 million on October 24, 2016, at .75 percent interest. Once property tax revenues start coming in the College has to set aside money to pay the tax anticipation note back. The first January set-aside of \$170,000 has gone into that account. As in previous years, the note will be paid off by the end of March.

The UAAL a little over \$500,000 has come in and then gone back out. The Tech Fund revenues are a little over \$1.1 million, or 92.5 percent year to date. The Millage (81 fund) has just \$1 million dollars that has come in to date.

Cabinet and the Department and Division have begun work on the 2017-2018 budget. Headed out Calendar for preparation of the budget to the board. Mrs. Wetzel handed out a calendar for the preparation of the budget. The Board will receive the proposed budget at the June 26, 2017 regular meeting of the Board of Trustees.

- C. 3. b. (1) 19. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey has begun a Millage Thank-you Tour. He is going to every township to thank them for their support of the millage, and ensuring them MCCC will remain accountable for the millage funds. Paul Knollman, Dean of Business, is taken the Agriculture program to the Curriculum Committee. The two biggest endorsements the College received for the millage was the one from the Commissioners and the one from the Farmers. The Instructional area is busy filling vacant positions. Enrollment is up slightly. Mark Hall will give more detail on enrollment later in the meeting. President Quartey thanked Molly McCutchan for her efforts for “Diversity Week” last week. He spoke at La-Z-Boy Headquarters on January 16, 2017 for their MLK program. President Quartey is also serving on three additional boards in the community: Frenchtown Senior Center, Monroe County Historical Society, and the Bed Race to Aid Children. This coming Wednesday, all seven Board of Trustees, four students (Gunner Badillo, Aidan Higgins, Javed Peracha, and Katie Vandenbrink), Suzanne Wetzel, and Dr. Quartey are attending the MCCA Legislative Summit in Lansing. Mrs. Dowler has reserved a DTE van to transport everybody to the Summit. Participants should meet at the College at 6:30 a.m. in the President’s parking lot. Mrs. Thayer and Dr. Quartey will attend the Association for Community College Trustees (ACCT) National Legislative Summit in Washington D.C. on February 13, 2017. On Saturday, January 28, 2017, Dr. Quartey announced that Dr. Tim Elmore, a nationally renowned speaker, will be presenting *Tomorrow’s Leaders Today*. There will also be a meet and greet at Dolce Vita.

- C. 3. b. (2) 20. Joshua Myers, Executive Director of The Foundation, reported on the December 12, 2016 meeting of The Foundation Board of Directors. For the first time in the 18-year history of the Foundation, a new chair was elected. Chair Mike Meyers stepped down and long-term Finance Chair, Victor Bellestri assumed the leadership. Margie McIntyre has replaced Rose Walker on the Board of Directors, and Chad Nyitray has replaced Victor Bellestri as Finance Chair. The Foundation had its annual audit review and received a clean audit. The Mr. Myers announced two new

scholarships: Ruth Trustee Merit Scholarship and the Joann Naida Nursing Scholarship. The Board of Directors passed three resolution of commendation for Patrick Nedry, William McCloskey. The Foundation did host a holiday celebration for its Board of Directors, which was funded by the Board of Directors. The 2nd Annual Culinary Clash coming up in April. Details will be announced soon. Mr. Myers also announce the preliminary results of its annual fund. The next Board of Directors meeting is in February. The annual fund is up this year and the Enhancement Grant funds are gradually rising to past levels.

- C. 3. b. (3) 21. Mark Hall, Director of Admissions, gave an overview of winter enrollment. Headcount is up 1.4 percent, while credit hours and billable credit hours are slightly down. The mean age continues to drop, due to the growth of dual enrolled students. Out-of-county enrollment is up one percent. This may be due to the fact that MCCC has Direct College course in Gibraltar-Carlton and Britton-Deerfield. Two more schools have been added, one in Lenawee and one in Monroe County. MCCC now offers Direct College in six high schools, Erie Mason, Whiteford, Britton-Deerfield, Monroe, Jefferson, and Gibraltar-Carlton. FITIAC enrollment is up, transfers and continuing students are slightly up, and returning students are slightly down. Full-time student enrollment is down and part-time enrollment up. This could be attributed to larger dual enrollment student numbers who are part-time, and the fact that many older students are working and not able to attend full-time. Female student numbers are growing and males are slightly down (although full-time males are up). The biggest loss in enrollment is in the 21-30-year-old age group. Many student are back working. Out-of-district students are up by 441 student, and out-of-state is slightly down. The Recruitment team will continue to explore possibilities with more Direct College and forging partnerships with other schools in the area. Ida is a huge partner for MCCC. Students from Airport high School were down, but this year the numbers have rebounded a bit. We try to maintain a personal relationship with our high schools and respond quickly to their needs.

- C. 4. b. (1) 20. President Quartey presented a draft list of goals and measurable objectives to the Board of Trustees. He will bring a final draft of his goals to the February 27, 2017 meeting.

- C. 4. B. (2) 21. Dr. James DeVries read the following letter to the Board in its entirety.

“Since I have retired (2010) there has been a serious erosion of full-time faculty in the Humanities/Social Science Division. When Dr. John Holladay, Humanities Professor, retired in 2014, after 46 years, I asked if he was going to be replaced and the answer was YES. To date, this has not been the case. Over this past year, four Humanities Professors have retired, with a fifth submitting a letter of intent to retire in May 2017. To date, only one continuing contract Humanities instructor has been hired, and to my knowledge no other positions have been posted.

It is certain that our MCCC brand-identity as a stellar community college, is closely connected with our transfer program. Essential to that program are our full-time faculty. Without a solid staff of full-timers, we will soon become just another two-year institution with more adjuncts and more administrators, and just a degree or credit mill. The college may ‘save’ a lot of money but we will have lost who we have been.

We are at a crossroad: the Humanities/Social Science Division has faded to a shadow of its former strength. (Also of note in this regard is that we have no full-time sociologist. There were three of us when I was hired in 1970.) As an elected trustee, I see ensuring our core identity as a premier transfer institution in these two academic areas as a fundamental necessity. That being so, I want to see a plan, post-haste, regarding this issue. For me “kicking the can down the road” is not an option. The timing is NOW to begin to advertise positions for the Fall 2017 semester.

James E. DeVries, Professor Emeritus and Trustee”

Dr. DeVries added that there are people looking for work now. If the College waits to begin the hiring process until summer, faculty will be gone and the process will be set back another semester. We should be advertising in February and March. He wants this to be a priority for the institution.

Dr. Quartey responded that the Vice President of Instruction is working with the Deans. The entire organizational structured needs to be considered when filling

positions. When Dr. DeVries retired, the College had 4,500 students enrolled. Enrollment is just over 3,000 at this time.

Dr. Grace Yackee responded that she was not aware that this topic was being brought before the Board this evening, and so, she was not prepared to address it with specific details; however, the position justification for a Sociology professor is on her desk today. She is also in the process of hiring two temporary full-time English faculty for fall because the English faculty are looking at the entire English program, including Writing Across the Curriculum, to help them determine exactly what credentials they are looking for. The College is also in the process of revising faculty qualifications as the Higher Learning Commission will be implementing new guidelines in 2017. Dr. Yackee will prepare a response to present to the Board at the February meeting.

Mrs. Thayer questioned whether the College had the funds available to fill all of the vacant positions. She made it clear that there is no extra money at this time and the millage money is earmarked for maintenance and improvement projects only. The Board should leave the decision to the President and Vice Presidents as the Board does not hire or fire College staff.

Chair Dowler thanked Dr. DeVries for his letter and told Dr. Quartey that he and his administration could respond to the letter next month if they choose.

Dr. Yackee will wait for President Quartey's directive.

- C. 4. b. (3) 22. Chair Dowler appointed the following Trustees to the Alumnus of the Year Selection Committee:

Alumnus of the Year Selection Committee

*Marjorie Kreps
William Bruck
Aaron Mason

Nominations for Alumnus of the year are due by January 30, and will be forwarded to the committee at that time.

- C. 4. b. (3) 22. Chair Dowler appointed the following Trustees to the College Supporter of the Year Selection Committee:

College Supporter of the Year Selection Committee

*Mary Kay Thayer
James DeVries
Steven Hill

Nominations for College Support of the Year are due by March 15, and will be forwarded to the committee at that time.

- C. 4. b. (3) 24. Chair Dowler noted the upcoming events.

25. *It was moved by Mrs. Thayer and supported by Dr. DeVries that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:01 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary