

MINUTES OF THE FIVE HUNDRED SIXTY-SEVENTH  
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., March 27, 2017

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

Not Present: William T. Bruck

Also Present: Jack Burns Jr., Parmeshwar Coomar, Lori Jo Couch, Valerie Culler, Randy Daniels, Jamie DeLeeuw, AJ Fischer, Jean Ford, Mark Hall, Paul Hedeem, Barry Kinsey, Paul Knollman, Brian Lay, Kimberly Lindquist, Laura Manley, Molly McCutchan, Josh Myers, Michele Paled, Nicolas Prush, Tina Pillarelli, Kojo Quartey, Jim Ross, Leah Thomas (Agora Staff), Joe Verkennes, Tracy Vogt, Suzanne Wetzell, 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. Chair Dowler polled the audience for delegations. 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. (1) Approval of February 27, 2017 minutes
  - B. 2. a. (3) Resolution of Support – Bicentennial of Monroe County
  - B. 2. a. (5) Proposed Revision, Policy 3.05 – Tuition and Fees
  - B. 2. a. (6) Proposed New Policy – Policy 6.48, Human Subjects Institutional Review Board
  - B. 2. a. (7) Michigan’s Coordinator to ACCT
  - B. 2. a. (8) College Supporter of the Year Selection
  - B. 2. a. (9) Funds Transfer
- 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. (2) Resolution of Commendation – Denice Lewis
  - B. 2. a. (4) Resolution to Set College Millage Levy for 2017-18The motion carried.
- B. 3. a. (1) 5. There was no old business.
- B. 4. a. (1) 6. *It was moved by Mr. Hill and supported by Mrs. Thayer that the March 27, 2017 minutes of the regular meeting of the Board of Trustees be approved.*  
The motion carried.
- B. 4. a. (2) 7. *It was moved by Mr. Mason and supported by Dr. DeVries that the following resolution of support for the Bicentennial of Monroe County be adopted:*

*WHEREAS the County of Monroe, Michigan’s second oldest county created on July 14, 1817 and named in honor of President James Monroe, the 5th President of the United States; and*

*WHEREAS the County of Monroe is endowed with rich historical and natural resources, built on a strong agricultural base, home to innovative industries, and populated with a dedicated citizenry; and*

*WHEREAS Monroe County is active in the preservation and presentation of its history by recognizing such significant sites such as the River Raisin National Battlefield Park, Dundee Old Mill Museum, Navarre Anderson Trading Post, and the General George Armstrong Custer Equestrian statue; and*

*WHEREAS today, Monroe County is acknowledged as a transportation hub including the largest highway gateway into Michigan, home to Michigan's First Road and having the state's only international port on Lake Erie; and*

*WHEREAS Monroe County is made up of fourteen townships; the first Michigan County to divide into townships; and*

*WHEREAS Ash Township is a rich agricultural community; and*

*WHEREAS Bedford Township is the site of Banner Oak School, built in 1871, and is on the Michigan State Register of Historic Sites; and*

*WHEREAS Berlin Township contains Pointe Mouillee State Game Area; and*

*WHEREAS Dundee Township is the site of the Dundee Old Mill which over the years has served as a grist mill, hydro-electric power plant, Ford factory, fabricating factory, and museum; and*

*WHEREAS Erie Township pioneers were of French Canadian ancestry, with many current residents being descendants of these families; and*

*WHEREAS the proud legacy of Exeter Township is farming and modest residential growth in the rural community continues to be steady due to its central location between the major employment centers of Toledo, Ann Arbor and Detroit; and*

*WHEREAS Frenchtown Township is home to Sterling State Park and Detroit Edison's Fermi II Nuclear Plant; and*

*WHEREAS Ida Township is the home of Christmas in Ida Festival and Parade of Lights; and*

*WHEREAS LaSalle Township area contained a settlement along Otter Creek which was established by French pioneers in 1794 and this makes LaSalle Township one of the earliest settled areas in Monroe County; and*

*WHEREAS London Township is home to London Methodist Church, one of the oldest churches in the county; and*

*WHEREAS the City of Monroe, also named in honor of President James Monroe, is home to the River Raisin National Battlefield Park, the only National Park dedicated to telling the story of the War of 1812; and*

*WHEREAS Monroe Charter Township was formed by an executive act of Governor Lewis Cass on May 4, 1818 and was one of the five original townships organized in Monroe County; and*

*WHEREAS Raisinville Township pioneer settlers were the first citizens to fully organize a school district and construct the first public school in Michigan Territory; and*

*WHEREAS Summerfield Township is traversed by the River Raisin; and*

*WHEREAS Whiteford Township is an agricultural community; and*

*WHEREAS the year 2017 will mark the 200<sup>th</sup> anniversary of the creation of Monroe County; and*

*WHEREAS the State of Michigan acknowledges the importance of Monroe County's history; and*

*WHEREAS in preparation for this anniversary, Monroe County has initiated a bicentennial coordination committee and that committee has evolved into the Monroe County Bicentennial Alliance, comprised of citizens and organizations from across the county giving freely and generously of their time to commemorate this milestone in the history of Monroe County; and*

WHEREAS the Monroe County Bicentennial Alliance adopted the mission of celebrating and facilitating a year-long tribute to the Bicentennial of Monroe County, Michigan.

BE IT RESOLVED, that Monroe County Community College supports the mission and recognizes the efforts of the Monroe County Bicentennial Alliance and its constituent members for their cooperative coordination of programs and special events to raise awareness and to create a greater appreciation of Monroe County during its bicentennial celebration throughout 2017.

Dr. Quartey mentioned that there would be a series of events for the Bicentennial celebration, one of which will take place on MCCC’s main campus. The intention is to possibly have Governor Rick Snyder here for that event.

The motion carried.

- B. 4. a. (3) 8. It was moved by Mr. Hill and supported by Mr. Mason that Policy 3.05, Tuition and Fees, be revised as follows, effective Fall 2017:

<u>Tuition</u>	<u>Beginning Fall 2016</u>	<u>Beginning Fall 2017</u>
Resident (per billable contact hour)	\$107.00	\$107.00
Non-Resident (per billable contact hour)	\$186.00	\$190.00
Out of State/International (per billable contact hour)	\$207.00	\$211.50
Non-Resident Student Apprentices (per billable contact hour)	Resident Rate	Resident Rate
Non-Resident Student Veteran (per billable contact hour)	Resident Rate	Resident Rate
Non-Resident Veteran Dependent Student using GI Bill Programs (per billable contact hour)	Resident Rate	Resident Rate
Non-Resident Student Active Duty Service Person & Spouse (per billable contact hour)	Resident Rate	Resident Rate
Non-Credit Instruction, including Continuing Education Units (CEU)	Resident Rate	Resident Rate

Miscellaneous Fees

Technology Fee (per billable contact hour).....	\$20.00
Registration (per student for each semester registering).....	\$40.00
Laboratory Fees .....	Fees vary according to the class
Special Fees (Required costs for specific materials, rentals, testing, etc.).....	Fees vary according to the class/program
Transcript, per copy .....	\$ 5.00
Credit by Exam Fee (Non-refundable) – 1 contact hour.....	\$35.00
2 or more contact hours.....	\$70.00

Suzanne Wetzel reported that the administration’s recommendation for tuition in Fall 2017, is that the resident rate not be increased, the non-resident rate be increased approximately 2.1%, the out-of-state rate be increased 2.1%, and that the registration fee be increased to \$40.

Mrs. Thayer commented that this is a great sign to our community that financially, this decision will be difficult for us, but we appreciate the support of the community for our millage. Dr. Quartey noted that in terms of what the community contributes to the College on an annual basis, even though the millage funds are not meant for operational costs, the college would like to send the community a message that its support is appreciated.

Dr. DeVries voiced concerns about billable contact hour fees. He believes that MCCC students are charged more for classes, than are students attending nearby colleges. He asked if it was reasonable to put a cap on billable contact hour fees for the nursing and respiratory therapy programs. President Quartey responded that this topic is currently under discussion in Cabinet. Any decisions made can come back as part of the proposed budget in June. The average rate for community colleges classes who charge by the contact hour is \$109.67.

Nicholas Prush, Director of Respiratory Therapy, noted that comparing MCCC tuition rates to Henry Ford Community College (HFCC) tuition rates can be difficult, because MCCC charges by contact hour and HFCC charges by credit hour. Recently,

however, a student who is out-of-county for both MCCC and HFCC approached Mr. Prush and opted to attend HFCC because the cost was lower. Mrs. Wetzel described the process by which she and the business office compare tuition at various community colleges in the state when a student registers for the same classes at each one. She noted that looking at tuition and fees only does not always give an accurate picture because other colleges often have hidden fees.

Dr. DeVries asked if the fees stopped people from coming to MCCC. Mr. Prush noted he has seen a decline in respiratory therapy enrollment, and in the last two to three months, he has lost students to HFCC due to tuition costs. Dr. Grace Yackee, Vice President of Instruction, commented that nursing students have direct one to one contact with instructors. Early Childhood Education students do not. The College applies definition equally across all programs. The Return on Investment (ROI) for certain programs is lower than on others. Mrs. Wetzel also added that there are colleges that charge preferential tuition as well.

President Quartey stated that, as a community college MCCC's tuition is so low because the community and the state subsidize the College. Tuition alone does not pay for MCCC's programs. The ROI on the nursing and respiratory therapy programs is much lower than that of other classes. Dr. DeVries stated that we are a service to our population and not everything is going to pay for itself.

Mrs. Wetzel went on to explain the rationale for the administration's tuition recommendations. The administration team is projecting 2017-18 enrollment to be down two percent next year. The majority of College revenues come from in-district students. Budget to budget revenues will be down about \$300,000. This is largely because of a change in fees for the Math redesign course. Lab fees will be about \$250,000 less because of the fee reductions and a reduction in expense to buy the netbooks for the course. The difference is roughly \$49,000. This year's budget is projected to be down about \$315,485. State revenues are up this year. The numbers will change between now and when the new budget is approved in late June. The College uses the Governor's budget to calculate State appropriations. The State Senate said they have additional money, and will give all colleges one percent and then disburse the excess to other colleges who do not get personal property taxes. More details will come in May.

A roll call vote was taken as follows:

Yes (6) J. DeVries, L. Dowler, S. Hill, A. Mason, M. Kreps, M. Thayer  
No (0) None

The motion carried.

- B. 4. a. (3) 9. *It was moved by Mrs. Thayer and supported by Mrs. Kreps that Policy 6.48, Human Subjects Institutional Review Board, be revised as presented.*

Some faculty members are interested in conducting research on human subjects. The government likes colleges to have institutional review boards (IRB) to make sure the research is ethical. Review guidelines to try to prevent ethical abuses. Having an IRB allows faculty or students to conduct studies and research that are ethical.

The motion carried.

- B. 4. a. (3) 10. *It was moved by Mrs. Kreps and supported by Dr. DeVries that the Monroe County Community College Board of Trustees hereby authorizes Mary Kay Thayer to serve in a voluntary role as Michigan's Coordinator to the Association of Community College Trustees.*

The motion carried.

- B. 4. a. (3) 11. *It was moved by Mrs. Thayer and supported by Mrs. Kreps that the Michigan Regional Council of Carpenters Commercial Local 687 be selected as the recipient of the 2017 College Supporter of the Year Award.*

Dr. Quartey commented that the Carpenters Union worked hard for the passage of the millage by passing out literature and posting signs around the county. In particular, Michael Jackson Jr. and Michael Davis Jr. were instrumental in acquiring a \$5,000 donation to the millage PAC.

The motion carried.

- B. 4. a. (3) 12. *It was moved by Mrs. Thayer and supported by Mr. Hill that \$24,000 be transferred from the Endowment Fund (from Net Sale of Hurd Road Property) to the General Fund (Instruction - Capital Outlay) to help fund the purchase of a Dynamometer in support of the Automotive Engineering, Automotive Service, and other allied programs in the ASET Division.*

Dr. Grace Yackee, Vice President of Instruction, explained that currently, the cost to purchase a turnkey Dynamometer system is about \$97,000, a savings of \$45,000 over buying new equipment. MCCC's Perkins grant covers \$28,000 of the cost. The remaining amount requested is \$24,000. This money comes from the sale of the Hurd Road property, which is in an endowment fund. The projected life span of the equipment, an analog system with digital interface, is about 50 years.

The motion carried.

- C. 1. a. (1) 13. There were no delegations present.
- C. 3. a. (1) 14. President Quartey reported the following staff appointment:

Staff Appointment:

Christina Campbell, Administrative Assistant to the Director of the Library, effective March 20, 2017 (replacing Denice Lewis)

Dr. Randy Daniels, Vice President of Student and Information Services, mentioned that Ms. Campbell has almost 20 years of service in Monroe Public Schools at Monroe Middle School. She is a graduate Monroe County Community College and of Eastern Michigan University.

- C. 3. a. (2) 15. The Board received a Statement of General Fund Revenues and Expenses for the period ending February 28, 2017.

Suzanne Wetzel, Vice President of Administration, reported that the Tax Anticipation Note (TAN) was paid in full on March 10. The cost of the interest on that note was \$3,937.50. The HVAC payment (\$718,000) that was due on March 30 was made this week. This was the first payment on principal and interest. The project is about 84 percent complete and is anticipated to be 100 percent complete at the end of August 2017.

Administration is working on the budget right now. The first order of business is to review wages and personnel cost. A draft and explanation of the budget will be presented at the May study meeting.

Millage revenues were started immediately after the November vote. To date the college has received just over \$4.5 million. There are two big projects beginning this summer in the Life Science building. The RFPs were sent out to architects for the renovations to the East and West Technology buildings earlier this month. The College has received 21 RFQs back. Mrs. Wetzel and her team will review the RFQs and get them down to a manageable number before bringing the Architect Selection Committee together for the initial interviews. Jack Burns Jr., Director of Planning and Facilities, remarked that the pool of applicants is very exciting; there are some big hitters, both locally and regionally.

AJ Fischer, Director of Financial Services, has been working on estimates of where the College budget will end this year and is anticipating expenses will come in under budget by about \$1.1 million. This is partially due to staffing expenses being down by about \$1 million. Those positions will be filled eventually.

Jack and Joe will be updating the College website with pictures of each renovation project as they progress to keep the community informed. Tours will also be offered. They are also looking for a national publication that might write about the HVAC project.

Dr. Quartey announced that a Town Hall meeting to inform the campus about millage renovations and HVAC updates is scheduled for March 30. On April 10, he will update the community at a State of the College Address to be held at Monroe Bank and Trust Headquarters. Dr. DeVries added that he and Dr. Quartey attended a meeting where the Canadian Consul presented on the Gordie Howe International Bridge. Completion of the project is expected in two years. Canada is paying for most of the bridge; the US will have to repay Canada for a portion of the money.

- 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.

The President's Millage Thank you Tour is ongoing. Last week he visited Summerfield Township and the City of Petersburg. The filling of vacant positions is ongoing. The College is having conversations with Bedford about a Cybersecurity center in South County. This will also give MCCC access to the Toledo area.

MCCC signed an MOU with Michigan State University (MSU) last week to offer a program in Agriculture at MCCC. The President is currently working on two agriculture grants, one for a solar greenhouse on campus and one for four community gardens.

Paul Knollman, Dean of Business, handed out an initial draft of the proposed MSU courses and contact information for MSU. The College and MSU will be hiring program coordinator who will be an MSU employee. Both MSU and MCCC will share the cost of the coordinator's wages. The coordinator will work closely with Mr. Knollman and the Science Department. The Curriculum Committee has approved the program. MCCC will award students an associate of applied science in Agriculture. Students will receive a certificate from MSU after adding 21 MCCC credits to it their transcript. By completing just five more credits, they can have an associate degree. One of most interesting features of this degree is the transferability of all 60 credits through the Agriculture program directly to MSU and preferential admission to MSU even in years when they are not accepting transfer applications. The goal is to have the coordinator hired by May 1. Mr. Knollman is the MCCC contact and Dr. Randy Showerman is the contact at MSU. Dr. Yackee is working on getting approval for the program from the Higher Learning Commission (HLC), but does not expect any issues as eight other community colleges already have the same partnership with MSU.

Dr. Quartey noted that he and Cabinet are reviewing a memo understanding with the ISD for a Career and Technical early college program. This will be a dual enrolled program.

President Quartey read a letter from citizen, Kevin Dahm regarding his interest in purchasing a four-acre section of land adjacent to his property and owned by the College. He would like to Board to contact him if they determine they are interested in selling the property.

Suzanne Wetzel observed that the disposition of land is a Board responsibility. The property in question is property not utilized by the College, but is currently leased to a farmer. In the past, the chair has appointed a committee to consider such requests. After consideration, the committee will bring a recommendation back to the Board. The land will need to be surveyed and assessed if the Board decides to proceed. Mrs. Wetzel suggested the buyer pay for any associated costs.

Chair Dowler appointed the following individuals to the Disposition of Land Committee:

Disposition of Land Committee

Aaron Mason (chair)  
Steven Hill  
James DeVries  
Suzanne Wetzel

The committee will consider the request and conduct relevant research before reporting to the Board.

C. 4. B. (1) 17. Mrs. Thayer handed out a written report on the Michigan Community College Association (MCCA) Spring 2017 Board of Directors meeting in Jackson on March 23 and 24. The complete report is part of the official Board packet and can be obtained in the President’s office.

C. 4. b. (2) 18. Chair Dowler noted the upcoming events.

Joshua Myers, Executive Director of the Foundation, announced that The Foundation is bringing in a concert pianist and composer on April 13 as a thank you to the community. The event is free of charge. There is a dinner at 5:30 p.m. followed by a performance by pianist, Bradley Sowash. The Foundation is actively publicizing the dinner and concert to select groups, but the concert is free and open to the public.

Nicholas Prush announced that the Respiratory Therapy Pinning Ceremony takes place that same evening in the Meyer Theater at 5:00 pm. He welcomed the Board to attend the event. Dinner will be provided in the quad rooms.

Dr. Quartey thanked the Board for being so supportive of the students. He noted that the upcoming Board retreat is a bonding retreat. Trustees should dress casually.

19. *It was moved by Mrs. Kreps and supported by Mrs. Thayer that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:34 p.m.

Respectfully submitted,

Lynette M. Dowler  
Chair

Aaron N. Mason  
Secretary

/prd

These minutes were approved at the April 24, 2017 regular meeting of the Board of Trustees.