

MINUTES OF THE FIVE HUNDRED EIGHTY-SECOND
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., February 4, 2019

Present: William T. Bruck, Florence Buchanan, Lynette M. Dowler, Steven Hill, Krista Lambrix, Aaron Mason, and Mary Kay Thayer

Also Present: Jack Burns Jr., Kevin Cooper, Lori Jo Couch, Valerie Culler, Randy Daniels, Mark Hall, Paul Hedeon, Barry Kinsey, Paul Knollman, Brian Lay, Laura Manley, Molly McCutchan, Josh Myers, Kojo Quartey, Jim Ross, Joe Verkennes, Suzanne Wetzels, Grace Yackee, and Penny Dorsey (recording secretary)

1. Chair Dowler opened the meeting at 6:00 p.m.
2. The Honorable Judge Michael Weipert administered the oath of office to Florence Marie Buchanan and Krista Kay Lambrix who were elected in the November 2018 General Election.
3. The following New Business items were moved to the beginning of the agenda by unanimous consent:
 - B. 4. a. (1) 4. *It was moved by Mrs. Thayer and supported by Mr. Hill that the Board approve a one month extension of board officer terms for Chair Lynette M. Dowler, Vice Chair Mary Kay Thayer, and Secretary Aaron Mason, with elections of new Board Officers to take place at the February 25, 2019 regular meeting of the Board of Trustees. Board Officer elections will resume their regular cycle at the regular meeting of the Board of Trustees in January 2021*
 - B. 4. a. (2) 5. *It was moved by Mr. Hill and supported by Ms. Buchanan that Suzanne M. Wetzels be named Treasurer of the Board of Trustees of the Community College District of Monroe County, Michigan for a two-year term.*
 - B. 1. a. (1) 6. There were no delegations present.
 - B. 2. a. (1) 7. *It was moved by Mrs. Thayer and supported by Mr. Mason, that the following items on the consent agenda be approved:*
 - B. 2. a. (1) Approval of the minutes for the November 26, 2018, regular meeting and the December 4, 2018 special meeting of the Board of Trustees
 - B. 2. a. (2) Proposed Policy Revision – Policy 4.02.1, Course Numbering System
 - B. 2. b. (1) Appointment of Group Three Director (Director at Large) to The Foundation at Monroe County Community College Board of Directors

Section 5.4 Election, Classification and Terms

(C) Group Three Directors (Director 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.

Recommended motion: *“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, 2021
William J. Bacarella.”

 - B. 2. b. (2) Authorization for a Special Liquor License

Recommended motion: *“that Monroe County Community College, in accordance with MCCC Policy 6.21 and Procedure 6.21 (a), apply for a Special License from the Michigan Liquor Control Commission (MLCC)*

to serve alcohol in conjunction with the following special events which will be held as indicated:

The Bacchus Society's film screening of 'The Secret of Santa Vittoria' February 21, 2019 – the Board of Trustees Room."

- B. 4. a. (1) 8. Extension of Board Officer Terms
This item was moved, and approved at the beginning of the meeting.
- B. 4. a. (2) 9. Appointment of Board Treasurer
This item was moved, and approved at the beginning of the meeting.
- B. 4. a. (3) 10. *It was moved by Mary Kay and supported by Mr. Mason that the Board authorize the President to sign a MJNTP training agreement with TTG Automation of Temperance, not to exceed \$105,203.41.*

Mrs. Thayer gave a brief explanation of the Michigan New Jobs Training Program (MNJTP). The training is delivered by Michigan Community Colleges in exchange for tax dollars. Dr. Quartey noted that TTG Automation is located in Temperance and that this is a tie to the South County as the college attempts to make more inroads to that area. Also workforce training is one of the areas that is growing at MCCC in terms of enrollment.

Barry Kinsey, Director of Workforce Development, explained that a TTG consultant approached the College last fall regarding a MNJTP agreement. Belcur was purchased by TTG, which is located in Columbus Grove Ohio. The company has purchased several facilities in the State of Michigan, and plans to add 20 employees over the next five years. Salaries will range between \$16 and \$26 an hour. The college will capture the company's state income tax, which will fund the training. The College also receives 14 percent of the administrative fees, and then one percent of the money captured goes to the Michigan Community College Association (MCCA) on the state level. Mr. Kinsey met with representatives from TTG about two weeks ago. TTG has invited several full-time ASET faculty down to observe the company's processes. MCCC has had similar agreements with other companies such as FEDCO, Ventower, and Rousch.

Motion carried.

- C. 2. a. (1) 8. The Board received a note of thanks from Mr. Joseph Connors for their kindness in recognizing Monroe Plumbing and Heating as the 2018 Supporter of the Year (enclosure)
- C. 3. a. (1) 9. President Quartey reported the following staff appointment, retirement and resignation:

Staff Appointments:

Token Conde, General Maintenance Worker, effective January 7, 2019

William Hogan III, General Maintenance Worker, effective January 14, 2019

Dr. Quartey thanked the maintenance staff for all their hard work, especially lately with the snow, sub-zero weather, and most recently, broken water pipes in the La-Z-Boy Center.

Suzanne Wetzel, Vice President of Administration /Treasurer, relayed that the pipes broke Friday night due to the previous day's polar vortex. She commended the tremendous efforts of Jack Burns, Jr., Director of Campus Planning and Facilities, and his maintenance team, who cleaned up the 350 gallons of water in the hallway in front of Corporate and Community Services office. The Saturday performance of "The Eagles Tribute Band" in the Meyer Theater took place with no interference. Losses will be minimal and the College has already filed an insurance claim. Adjusters are expected on campus this Wednesday.

Retirement:

Mark Hall, Director of Admissions, effective April 1, 2019

Resignation:

Kari Jenkins, Foundation & Communication Coordinator, effective January 7, 2019

- C. 3. a. (2) 10. The Board received a note of gratitude from Mrs. Ann Gerweck for the memorial sent at the passing of her brother-in-law, Tom Gerweck (enclosure)
- C. 3. a. (3) 11. The Board received a Statement of General Fund Revenues and Expenses for the periods ending November 30, 2018 and December 31, 2018.

Suzanne Wetzel, Vice President of Administration/Treasurer, reported that enrollment headcount is down, but billable contact hours are down by 0.8 percent and budgeted down by 2 percent; therefore, the College is still positive by \$26,409 for the winter semester. Property taxes were at \$169,000 at the end of December, but as of the end of January, that number was \$4.2 million.

There are no new reports associated with the DTE Tax Appeal since the December 4, 2018 meeting. All of the 2018 tax forms have been mailed and filed with the appropriate agencies.

The bids for the construction of the East and West Technology buildings are out and due by February 28, 2019. There is a Notice of Bids posted on the College website. MCCC has received the 500 Drawing approval from the State in December and those contracts are out for bids. Barton Mallow will manage that process.

Currently, all departments and divisions are working on their 2019/2020 budgets, which are due to the Business Office by March 11. Sue and her team will go over the budget in more detail as it comes together. The Personal Property Tax (PPT) money is due in February. The College should receive \$285,000.

- C. 3. a. (4) 11. Mark Hall, Director of Admissions and Guidance, presented the Winter 2019 Enrollment Report. He reported that enrollment is down 2.9 percent in headcount, and 1.7 percent in credit hours, and 0.8 of a percent in billable contact hours. He explained that Community Colleges tend to lose enrollment when the economy is good.

The College had growth this semester in the career applied science degrees with a gain of 31 students. Transfer students have experienced a decline of a little over 100 students. The average age continues to go down. Full-time students have increased slightly. There are more female students than males enrolled.

In-county and out-of-county enrollment is stable, but the College still struggles with out-of-state enrollment, possibly due to increased out-of-state tuition. This past year MCCC lost 109 direct college students from Whiteford Agricultural Schools due to cross-border dual enrollment. Because of the new cross border legislation, Lourdes University was able to bring direct college classes from Ohio to Whiteford in Michigan. Lourdes charges about \$54 dollars less per credit hour than MCCC. Lourdes is charging the Whiteford students less money than they charge their own. There are other problems for students who earn credits at Lourdes University, such as transfer issues with Michigan community colleges.

The College has 832 dual enrolled students, which is down about 30 students from last semester. This number includes direct college as well as traditional dual enrolled students. MCCC delivers direct college classes to the following high schools Britton-Deerfield, Dundee, Erie Mason, Gibraltar/Carlson, Jefferson, and Monroe. Mrs. Thayer gave a brief explanation of across border dual enrollment.

Enrollment numbers show that FITIAC (First Time in Any College) students are up by 12; Transfer students are up by 28 students; continuing students are down by 110, and returning students are down by 15. The College has a net loss of 85 students. Part-time enrollment is down by 86 students, full-time enrollment is up by 1 student. Female enrollment remains even, while male enrollment is down by 85 students. The group that suffered the greatest loss in enrollment is the 21-30 years of age group. In-district enrollment is down by 76 students; out-of-district by seven students, and out-of-state by two students.

High school enrollment continues to decline in Monroe County.

- C. 3. a. (5) 12. President Quartey and the Board reviewed the President's 2019 Goals and Measurable Objectives.

Trustees are asked to review the document and then discuss their thoughts with Dr. Quarthey during their one-to-one meetings with him. He will present a revised document for Board approval at the February 25, 2019 meeting.

- C. 3. b. (1) 13. President Quarthey summarized his reports to the Trustees, which he sends every other week.

Public Act 11 of 2018 allows Michigan Students to use Michigan tax dollars to go across borders and take classes in other states. Dr. Quarthey is meeting with our lobbyist and Senator Zorn's assistant Shane Preston to discuss an amendment to the act. The intention now is to amend the legislation

The MCCA Legislative Summit has been rescheduled for April in conjunction with Community College Day.

The Michigan Higher Education Attainment Roundtable (MIHEART) has declared that higher education needs to be a priority. The goal is for Michigan to ensure the state no longer falls behind in the realm of higher education. Officials stated residents may continue to lose new job opportunities if the college or career preparations throughout the state are not improved.

MCCC was the beneficiary of several grants in 2018. Many of these grants are being implemented in 2019. The grants include three for the Upward Bound Program, a National Science Foundation (NSF) grant, a Welding grant from DTE/Nexus Gas Transmission, the Advance Michigan Catalyst grant from the U.S. Department of Labor for robotics and automation, a Regional Prosperity Initiative grant for Advance Manufacturing Training for adults, continuation of the MDARD Agriculture grant, a Sexual Assault Prevention grant from the Michigan State Police, and the Program to Accelerate Student Success (PASS) grant from DTE Energy to support at-risk students. With the hiring of a part-time grant writer, Cajie D'Cunha, we intend to write, win and implement more grants in 2019.

MCCC plans to implement a Drone program through Lifelong Learning in March. Other innovative programs on the horizon include the addition of a Maker Space in the Career Technology Center and a new Middle College partnership with Monroe High School.

Several individuals, including Chair Dowler have attended fund raising training as part of the new MCCA Fundraising Academy. So far, Lynette Dowler, Board Chair; Suzanne Wetzel, Vice President of Administration/Treasurer; Joshua Myers, Executive Director of the Foundation at MCCC; Victor Bellestri, Chair of The Foundation at MCCC; Parnella Baul, Associate Professor of Accounting; and Troy Elliot, Assistant Professor of Product and Process Technology, and Dr. Quarthey have attended at least one of the two sessions in Lansing.

- C. 3. b. (2) 14. Dr. Joshua Myers, Executive Director of the Foundation at MCCC, summarized The Foundation Board Annual Report to the Board of Trustees.

Dr. Myers noted that this year marked the 20th anniversary of The Foundation, which was established on April 28th, 1998. The Foundation used this opportunity to reflect back upon its many successes it has had over the last decade. The most important activity this year was the review of the The Foundation's Mission, Vision, and Values.

The Foundation revenues are up 22 percent. This is only the second time in its history contributions have exceeded \$1 million. Scholarship distributions are up 14 percent, and they have provided \$175,000 in program support.

In December, The Foundation forecasted a down year; however they saw an 11 percent increase in their net position, and a 32 percent in growth over last five years. They have awarded \$625,000 in program and capital support and \$160,000 in scholarships.

The Foundation funded many little projects over the past year. For example, with the Foundation's support, the Construction Summer Camp was able to build a bus stop for Paula's house to give shelter to people waiting for Lake Erie Transit. In all, The Foundation has funded over 20 programs over the past year and raised \$169,000.

The total amount of scholarships offered by MCCC has increased by 60 percent over the past six years. The Foundation established three new endowed scholarships this year: the Brian Rothman memorial endowed scholarship; the President Emeritus Dr. Ronald Campbell and Blondelle Campbell Scholarship; and the Edward and Henrietta Knabusch Trust Memorial Scholarship.

Cultural Enrichment Endowments supported modernizations of the Meyer Theater, and underwriting shows. The Foundation subsidizes programs to make them more affordable to the community. They have also funded about \$140,000 worth of equipment, and last year funded \$44,000 to update the lighting system. Phase two of the Meyer Theater renovations begin in 2019.

Dr. Myers announced the Aunt Ethel K. (Rousseau) Fountain Scholarship, a \$7,000,000 endowment benefitting applied technology students. This gift is the single largest scholarship gift in MCCC's history. Ms. Fountain was a non-traditional alumna who earned a certificate in 1976 from MCCC. Her actions are a model for future donors. The College is currently in the midst of the largest transfer of generational wealth in its history.

Dr. Myers stated that the recent changes to tax laws may have a negative effect on donors as they cannot itemize their donations. The vast majority will take the standard deduction, and donors who have not contributed prior to January 1, 2019 may be lost. However, donors who are 70.5 or older who have an IRA can have their wealth managers write a check from their IRA directly to their chosen entities. Dr. Myers also expects to see market deterioration continue to affect that.

Dr. Myers complete report and presentation are part of the permanent Board file and can be accessed through the President's Office.

- C. 4. b. (1) 15. Chair Dowler led a discussion on the ACCT 2018 Citizen Survey. Board members were encouraged by the survey and happy about the quality of MCCC's Board.
- C. 4. b. (2) 16. Chair Dowler explained the purpose and the process for Board Self-evaluations. Completed evaluations are due to the President's office by February 18, 2019. Penny Dorsey, executive Assistant to the President/ Secretary to the Board of Trustees, will compile the documents and have them ready for review at the February 25, 2019 Board meeting. Chair Dowler noted that comments can be more valuable than the boxes.
- C. 4. b. (3) Chair Dowler appointed the following Trustees as Group One Directors to the Foundation at MCCC for a 3-year term expiring December 31, 2021.

Recommendation of Group One Directors

Group One shall consist of not less than two (2) and not more than three directors who are incumbent members of the Monroe County Community College's Board of Trustees, appointed by the Governing Board chair following consultation with the Board of Trustees.

Three-Year Term Expiring December 31, 2021

William T. Bruck
Aaron N. Mason
Krista K. Lambrix.

- C. 4. b. (4) Chair Dowler appointed the following Trustees to the Board Officer Nomination Committee.

Board Officer Nomination Committee

Mary Kay*
Steve Hill
Florence Buchanan

- C. 4. b. (4) 18. Chair Dowler appointed the following Trustees to the Alumnus of the Year Selection Committee:

Alumnus of the Year Selection Committee

Krista K. Lambrix

Steven Hill*
Mary Kay Thayer

Alumnus of the Year nominations closed on February 1, 2019. Board selections are due to be presented at the February 25, 2019 Board meeting.

Supporter of the Year Selection Committee

Aaron N. Mason*
Florence M. Buchanan
William T. Bruck

College Supporter of the Year nominations close on March 15, 2019 and recommendations are due to be presented at the March 25, 2019 Board meeting.

Board Audit Committee

Aaron N Mason
Mary Kay Thayer
Lynette M. Dowler

- C. 4. b. (5) 19. Chair Dowler noted the upcoming events.
20. *It was moved by Mr. Mason and supported by Mr. Bruck that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

/prd

These minutes were approved at the February 25, 2109 regular meeting of the Board of Trustees.