

MINUTES OF THE FIVE HUNDRED EIGHTY-SIXTH
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., June 24, 2019

Present: William T. Bruck, Florence Buchanan, Steven Hill, Aaron N. Mason and Mary Kay Thayer

Not Present: Lynette M. Dowler and Krista Lambrix

Also Present: Jack Burns, Dr. Ronald Campbell, Peter Coomar, Kevin Cooper, Valerie Culler, Randy Daniels, Paul Hedeem, Kelly Heinzerling, Berry Kinsey, Paul Knollman, Kim Lindquist, Laura Manley, Linda Marsh, Tina Pillarelli, Kojo Quartey, Jim Ross, Joe Verkennes, Tracy Vogt, Suzanne Wetzel, Quri Wygonik, Grace Yackee, and Janel Boss (recording secretary)

1. Vice Chair Thayer called the meeting to order at 6:00 p.m.

Vic Chair Thayer suspended the regular order of business to conduct the public hearing on the 2019-20 budget and reaffirm the millage rates to be levied for operating purposes for the 2019-20 fiscal year as 2.1794 mills of ad valorem property taxes and that the millage rate to be levied for facilities/infrastructure improvements for the 2019-20 fiscal year as .85 mills of ad valorem property tax.

The Vice Chair declared the public hearing adjourned at 6:01 p.m. and the Board began its regular meeting.

- B.2.a.(1) 2. *It was moved by Mr. Mason and supported by Mr. Hill that the following agenda items on the consent agenda be approved:*

B. 2. a. (1) Approval of the minutes for the May 20, 2019, regular meeting of the Board of Trustees.

B. 2. a. (2) Authorization for the President to Execute an Administrative Contract – Anthony Quinn, Director of Upward Bound

The motion carried.

- B.4.a.(1) 3. *It was moved by Mr. Mason and supported by Mr. Hill that the following resolution of commendation for Dr. Paul Hedeem be adopted:*

WHEREAS, Dr. Paul Hedeem has decided to retire from Monroe County Community College on July 27, 2019, following seven years of dedicated service in the position of dean of humanities/social sciences, and

WHEREAS, Dr. Hedeem has been a conscientious and essential member of the Instructional Area and larger administrative leadership teams, and

WHEREAS, Dr. Hedeem spent countless hours recruiting, hiring and mentoring outstanding adjunct and full-time faculty, and

WHEREAS, Dr. Hedeem has been a steadfast advocate for adjunct faculty and the vital impetus for renovating not only adjunct faculty offices in the “C” Building but others located across campus,

WHEREAS, Monroe County Community College faculty and staff as well as Monroe County and surrounding area residents have benefited immensely from Dr. Hedeem's 28 years of experience as an educator and subsequent leadership of and advocacy for college programs including among others Direct College dual enrollment; College/Community Agora Chorale; College/Community Symphony Band; The agora student newspaper; Writing-Across-the Curriculum; Study Abroad; One Book, One Community; the recently launched Honors Program; the newly revitalized Images (a literary and fine arts magazine), and the inaugural MCCC Art Collection book, and

WHEREAS, Dr. Hedeem played a vital role in implementing the college's Council Model of Shared Governance, having willingly, skillfully and methodically served as the in house expert on Robert's Rules of Order, and

WHEREAS, Dr. Hedeem spent countless hours reviewing and editing the 2015 Monroe County Community College Assurance Argument for the Higher Learning Commission accreditation evaluation, and

WHEREAS, Dr. Hedeem has positively impacted the lives of thousands of students while serving as a dean and teacher, and

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Dr. Paul Hedeem for his dedicated service to the college, and

BE IT DECIDED, that by the president's recommendation, Dr. Paul Hedeem shall hereby be granted faculty emeritus status, and

BE IT RECORDED, that the Board of Trustees expresses its very best wishes for his continued success, good health and happiness on this Monday, June 24, 2019.

The motion carried.

It was moved by Mr. Mason and supported by Ms. Buchanan that the Board authorized the President to sign a Michigan New Jobs Training Program training agreement with Shunli Steel USA of Temperance, in the amount of \$169,932.

The motion carried.

- B.4.a.(2) 4. Suzanne Wetzel, Vice President of Administration/Treasurer, presented the Board with a balanced budget for their consideration for the 2019-20 FY. Budget books were previously distributed and she also included a budget spreadsheet that outlines the budget in detail. Mrs. Wetzel noted that the budget process begins with the enrollment trends paying close attention to the billable contact hours. Between 2017-18 and 2018-19, the credit enrollment dropped about 4 percent, but billable contact hours declined 1.86 percent.

Mrs. Wetzel reminded the board of the fund definitions that are in the budget book on page 11. She gave a brief overview of those descriptions. On pages 12 and 13 of the budget book is the 2019-20 Budget Summary. The summary is what the Board is being asked to approve.

Vice President Wetzel gave the Board an overview of the general fund budget. In the Unexpended Plant Fund, the (\$13,917,267.49) is the HVAC debt and in the Retirement Designated Fund, the (\$41,219,477) is the College's proportional share of the net pension liability that has to be carried on the books.

Budget revenues are up overall 2.12 percent, tuition and fees are down slightly 1.51 percent, property taxes are up 5.33 percent and state appropriations are down 8.63 percent explaining that the operational piece has increased 1.1 percent. Budgeted expenses are up 2.14 percent basically even with budgeted revenue increase. New initiatives include marketing and communications, which is completing the website redesign and working with the instructional area on program specific marketing plans. The work in the maker space continues the addition of staff and making purchases to get it up and running. Over the next year, a new phone system, security cameras and an access control system will all go on-line. Proposed salary adjustments include a 2 percent raise for maintenance per their third year contract, longevity bonus for the President per his contract, 1 percent increase on the salary schedule for administrators, professional staff, support staff, part-time support staff and adjunct faculty, and step advances for all eligible full-time administrators, professional staff and support staff. Faculty are in negotiations right now so that is not included in the budget. Position updates include a full-time general maintenance worker, full-time professional staff position in the IS Department, two position upgrades – Director of Data Processing (from a Grade IV to a Grade III) and Director of Workforce Development (from a Grade IV to a Grade III), which are both administrative positions, and one position reduction inactivating a business division faculty position. There are no renovation projects proposed. Capital Outlay in the amount of \$175,788.78, outlined on pages 38 and 39 in the budget book includes the majority going to the ASET Division for equipment and the Physical Plant for equipment. There is a recommendation to transfer \$200,000 from the General Fund to the M&R Fund as part of the DTE set aside. It is projected that FY19 revenues over expenses will be \$1,000,000. It is

recommended that funds be transferred to the M&R Fund (\$300,000), and to the Unexpended Plant Fund (\$700,000) to make the payment on HVAC system. Pending the audit results, it is recommended that additional funds be allocated to Unexpended Plant Fund (HVAC).

Vice President Wetzel reviewed the general fund revenues, which include audited 2017-18, 2018-19 budget, 2018-19 projected budget, projected vs. budget, 2019-20 recommended budget, and the 2019-20 budget vs. projected.

Mrs. Wetzel reviewed the property taxes, noting that there is no news to report on the DTE Tax Tribunal filing. The charts illustrated the potential impact on the College's tax revenues should a ruling be granted in favor of the DTE Electric Company's request.

The percentage breakdown for general fund revenues is tuition and fees 9.5 percent, property taxes 50.6 percent, state appropriations 18.8 percent, and other 1.1 percent. The property taxes percentage is without any DTE adjustments.

General Fund Expenses as a percentage of total expenses indicates that the college spends the bulk of its funds on instruction and instructional support.

Expenses by category as a percentage of total indicates that total wages and benefits are at 83.68 percent with the ACS state average of 78.15 percent.

Transfers going from the general fund for the 2019-20 year into the M&R fund is \$500,000, as a set aside in case the College has to pay back taxes, and \$700,000 in the unexpended plant fund for the HVAC payment.

The working capital and contingencies in reserves at the end of 6/30/2019 projection is \$8,608,398 which includes the \$1,000,000 revenues over expenses transfer plus the \$1,000,000 set aside for potential tax refunds. The 5-year maintenance millage has two years remaining, which is about \$10,000,000 yet to come in for that fund. Pages 36 and 37 were added to the budget book which includes information on the composite financial index. It's a series of ratios that the Higher Learning Commission uses to check the College's financial standing.

The Retirement Designated Fund is where the MPSERS UAAL money is recorded. It also shows the College's proportional share of the MPSERS net pension liability and net OPEB liability.

The proposed software and hardware purchases in the technology fund are on pages 46 through 48 in the budget book. The FY20 budget includes \$1.55 million in technology expenditures.

The Auxiliary Activities fund includes the bookstore, food service, and campus and community events. Included is the 2019-20 Campus/ Community Events schedule for the coming year. The \$30,000 in food service revenue represents the Pepsi and vending contracts and there will be a large capital outlay expense item for \$20,000 needed in the kitchen.

The unexpended plant fund, records revenues, expenses and transfers for the HVAC project. The monies borrowed on December 30, 2015 was \$16,151,962 with the total HVAC project costing \$16,279,814. The balance owed as of June 30, 2019, is \$13,917,267.49. There is a guaranteed savings per our contract of \$198,275 for 2018-29. Ameresco is currently conducting the base line savings study. The savings from the HVAC installation should increase each year.

The Department of Technology, Management and Budget (DTMB) Project Fund is used to account for the revenues and expenses associated with the renovation and addition to the East and West Technology Buildings. The project is progressing and will be completed in April 2020 with occupancy by June 2020. As of May 31st, the College has spent \$573,888 on this project.

In the maintenance and replacement fund revenue account, \$124,485 is planned for other projects which include main campus sidewalk repairs, cleaning of the drainage ditch on the east side of main campus, cleaning of the CTC welding lab, restoration of the gym and dance floors in the Welch Health Education Building and the restroom grout in the Life Sciences Building, as well as contingency funding for emergencies that may arise.

To date, the following projects have been completed with funding generated by the Maintenance and Improvement Millage: Life Sciences Building – façade improvements - \$1,005,546, Life Sciences Building – student collaborative space - \$1,252,841, Student Services/Administration Building – roof restoration - \$398,762 for a total of \$2,657,149 and are within budget. Numerous projects are currently underway and/or scheduled for the 2019-20 fiscal year.

The endowment fund is used to account for gifts of which the principal may not be expended. Revenues from the sale of the College's Hurd Road property are held in this fund without restriction.

Vice Chair Thayer commented on a great job from Financial Services staff. President Quartey commended Mrs. Wetzel and Mr. Fischer and their team for doing a great job. Mrs. Wetzel thanked the VP's and their teams. Mr. Bruck commented that he appreciates all the work that Mrs. Wetzel and Mr. Fischer do thinking ahead and saving money.

It was moved by Mr. Bruck and supported by Mr. Hill that the 2019-20 MCCC budget be approved as presented and that the millage to be levied for operating purposes for the 2019-20 fiscal year be reaffirmed as 2.1794 mills of ad valorem property tax and that the millage rate to be levied for facilities/infrastructure improvements for the 2019-20 fiscal year be reaffirmed as .85 mills of ad valorem property tax.

A roll call vote was taken as follows:

Yes [5] Florence Buchanan, William T. Bruck, Steven Hill, Aaron N. Mason, Mary Kay Thayer

No [0] None

- B.4.a.(3) 5. *It was moved by Mr. Mason and supported by Ms. Buchanan that the schedule of meetings of the Board of Trustees for the fiscal year 2019-20 be adopted as follows:*

Time: 6:00 p.m.

Place: Board of Trustees Room, Z-203
La-Z-Boy Center*

**The April 27, 2020, meeting will be held at the MCCC Whitman Center, 7777 Lewis Avenue, Temperance, Michigan.*

Monday, September 23, 2019

Monday, October 28, 2019

Monday, November 25, 2019

Monday, January 27, 2020

Monday, February 24, 2020

Monday, March 23, 2020

Monday, April 27, 2020 (Whitman)

Monday, May 18, 2020

Monday, June 22, 2020.

The motion carried.

- B.4.a.(4) 6. *It was moved by Mr. Hill and supported by Mr. Bruck that the adoption of the 2018-2021 Monroe County Community College Strategic Plan be extended until June 30, 2020.*

The motion carried.

- B.4.a.(5) 7. *It was moved by Mr. Mason and supported by Mr. Bruck that William Hilliker be granted a sabbatical from August 24, 2019, to December 18, 2019, to complete a Ph.D. in technology.*

The motion carried.

- B.4.a.(6) 8. *It was moved by Mr. Hill and supported by Mr. Bruck that the following individuals be designated to represent the Board before the Michigan Community College Association Board of Directors for the 2019-20*

*Trustee Director
Alternate Trustee Director
President Director*

*Mary Kay Thayer
Aaron N. Mason
Dr. Kojo A. Quartey*

The motion carried.

- B.4.a.(7) 9. *It was moved by Mr. Hill and supported by Mr. Bruck that Policy 2.19, Management Salary Schedule, be revised as presented.*
- The motion carried.
- B.4.a.(8) 10. *It was moved by Mr. Bruck and supported by Mr. Mason that Policy 8.08, Support Staff Salary Schedule, be revised as presented.*
- The motion carried.
- B.4.a.(9) 11. *It was moved by Mr. Mason and supported by Mr. Bruck that Policy 11.00, Adjunct Faculty Salary Schedule, be revised as presented.*
- The motion carried.
- B.4.a.(10) 12. *It was moved by Mr. Hill and supported by Mr. Bruck that Policy 11.01, Part-Time Support Staff Salary Schedule, be revised as presented.*
- The motion carried.
- B.4.a.(11) 13. *It was moved by Mr. Mason and supported by Mr. Hill that Policy 12.05, Professional Staff Salary Schedule, be revised as presented.*
- The motion carried.
- B.4.a.(12) 14. President Quarthey reported the following contract renewal:
- Contract Renewal
Anthony Quinn, Director of Upward Bound, non-continuing contract, effective September 4, 2019, to September 3, 2020
- C.3.a.(1) 15. President Quarthey announced that there was an extraordinary man in the room, Dr. Ronald Campbell.
- C.3.a.(2) 16. Suzanne Wetzel, Vice President of Administration/Treasurer, presented the Statement of General Fund Revenues and Expenses for the Period Ending May 31, 2019. As stated earlier in the budget presentation, the college budget is on schedule. The auditors are at the college this week working on the preliminary audit and working on inventory.
- C.3.a.(3) 17. Quri Wygonik, Coordinator of Institutional Research, Evaluation and Assessment, reported the Institutional Update for the 2017-2018 Integrated Postsecondary Education Data System (IPED) and Voluntary Framework of Accountability (VFA). The IPEDS is submitted three times each academic year which is the comprehensive list of characteristics that is reported and published for public access. Her office is primarily responsible for all the enrollment, completions, retention and graduation, outcome measures, etc. but there are other key functional offices on campus such as the Business Office, Human Resources, the Library and Financial Aid who also submit information.
- The 2018-2019 IPEDS: Institution Characteristics include Title IV Institution: Participates in Title IV Federal Financial Aid Programs, offer associate's degrees and certificates, a semester system, and a Carnegie Classification: high transfer/nontraditional institution.
- The 2018-2019 IPEDS: Student Charges are estimated expenses for the academic year for full-time, first-time students which include the average in-district and in-state tuition and fees for all undergraduate institutions and are equal with those numbers on what the college is charging students for tuition and fees. The report also looked at is what costs students' per academic year for off-campus room and board and other expenses if they live with their family.
- The 2018-2019 IPEDS: Student Financial Aid includes the total grant aid received by all undergraduate student (\$4,115,339) and the percentage of first-time, full-time students receiving any financial aid (81 percent). Seventy-one percent of first-time, full-time students are receiving federal aid with 38 percent of students receiving Pell grants, 46 percent receiving institutional funds, 19 percent receiving federal loan aid, and no students receiving non-federal load aid.

The 2018-2019 IPEDS: Net Price and Military/Veteran's Benefits include the average net price for first-time, full-time students who receive grant aid (average - \$4,468) and Title IV federal student aid, by student income range. Also included is the number of students who are military service members who receive veteran's benefits which include post-9/11 GI Bill benefits (40 students-\$100,740) and Department of Defense Tuition Assistance Program (9 students-\$13,230).

The 2017-2018 IPEDS: 12-Month enrollment includes the 12-month unduplicated headcount and full-time equivalent students (enrolled for credit). Total unduplicated headcount is 4,156 down, 99 students from last year, predominately female and Caucasian. The total full-time equivalent (FTE) student enrollment is 1,791, down 53 students from last year.

2017-2018 IPEDS: Fall 2018 enrollment includes 2,920 total enrollment which includes 82 for transfer-in students from other institutions. The race/ ethnicity mirrors almost exactly what we saw in the academic year. The average age of students attending is 24 and under 77 percent of students.

The 2017-2018 IPEDS: Completion data includes 19 students completed an award, certificate or diploma in less than one academic year and 28 students completed in at least one but less than two academic years. There were 434 students received their associate's degree. Out of the 455 total completers, 60 percent were females.

2017-2018 IPEDS: Retention and graduation includes a first-time, full-time retention rate of 68 percent and first-time, part-time retention rate of 40 percent. The overall graduation rate is 20 percent which includes completers within 150 percent of normal time (3 years). The graduation rate for 100 percent normal time (2 years) is 4 percent. The overall transfer-out-rate is 22 percent.

The 2017-2018 IPEDS: Outcome measures includes award rate by Pell Grant recipient status (2010-2011 Academic Year Cohort). The College's Non-Pell Grant recipients are doing better; a greater percentage are awarded a degree after four years, six years and eight years where there are no students enrolled after eight years.

The 2017-2018 IPEDS: Finance includes total core revenues (\$38,440,544) and core expenses (\$31,104,718).

The 2017-2018 IPEDS: Human Resources includes the number of staff by occupational category (159 full-time, 137 part-time).

The 2017-2018 IPEDS: Academic libraries include total physical collections of 46,489 and 60 digital/electronic with a total physical circulation of 2,207 and 1,224 digital/electronic.

The Voluntary Framework of Accountability (VFA) is a system of data collection factored by the American Association of Community College (AACC) which is submitted each August. The areas reported include retention and progression (2-year cohort) persistence and attainment outcomes (2-year cohort), developmental mathematics need (6-year cohort), developmental mathematics outcome (6-year cohort), developmental English need (6-year cohort), developmental English outcome (6-year cohort), developmental reading need (6-year cohort), developmental reading outcome (6-year cohort) and end of 6-year cohort outcomes and comparison.

Retention and Progression: VFA 2-year cohort includes the following types of students: main cohort – fall entering, first time at college, all students, credential seeking students earning 12 credits by the end of year two and first time in college students entering in the fall. The credential seeking students are out performing the first-time in college students and main cohort students.

Developmental Mathematics Need: VFA 6-Year Cohort are students entering Fall 2011. The credential seeking students are the best off of the group. Twenty-one percent of the first time in college students tested below college ready math. Of the 21 percent that tested not ready for mathematics at the college level, 85 percent attempted a developmental course, only 38 percent of them became college ready and 13 percent successfully completed college mathematics. The college is applying for funding and support for services for developmental math. The

college has been in communication with the high schools reporting on the low math skills.

Developmental English Need: VFA 6-Year Cohort – there are no issues with developmental English. Credential seekers are doing better than the others in the cohort group. Something to be mindful of is the number of students that left after accumulating greater than or equal to 30 credits. There are 13 percent of degree credential seekers leaving when they are over halfway done.

Mrs. Wygonik finished by comparing the VFA 6-Year Cohort from MCCC to other VFA colleges. MCCC's Main Cohort is seeing a greater percentage of students transferring out than in its total cohort comparison group seeing fewer students earning awards. The Credential Seeking cohort transfer students is 27 percent comparing to the 22 percent of all other VFA colleges. The First Time in College cohort transfer students is 27.8 percent comparing to 21.8 percent of all other VFA colleges.

President Quartey thanked Mrs. Boss for filling in for Penny Dorsey at the very last minute. He also thanked the Board of Trustees for allowing him to take some time off for surgery and the vice president's for filling in during his absence. President Quartey remarked that he was presented with the 2019 Distinguished Citizen Award from the Boy Scouts of America's Running Waters District Council, thanking DTE and La-Z-Boy for their sponsorship. President Quartey and Kim Lindquist went to Lansing and met with State Representatives Dale Zorn and Jason Sheppard about the Capital Outlay request submitted for \$3.6 million for the Health/Education Building.

- C.3.b.(1) 18. The college held a One-Stop Registration on Saturday, June 22nd. Dr. Daniels stated that 45 students were advised and 28 student registered the same day. There are students that came back today to either retest or talk to counselors. President Quartey mentioned the boot camps going on this summer. The boot camps are advertised at the high schools, the College's website, the Learning Bank, Monroe Evening News and other social media areas.
- C.4.b.(1) 19. Vice Chair Thayer mentioned the upcoming events.
20. *It was moved by Mr. Hill and supported by Mr. Mason that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:56 p.m.

Respectfully submitted,

Mary Kay Thayer
Vice Chair

Aaron N. Mason
Secretary

/jb

These minutes were approved at the September 23, 2019 regular meeting of the Board of Trustees.