

MINUTES OF THE FIVE HUNDRED EIGHTY-FOURTH  
MEETING OF THE BOARD OF TRUSTEES  
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room Z-203  
The Whitman Center  
6:00 p.m., April 22, 2019

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

Also Present: Ijaz Ahmed, Jack Burns Jr., Parmeshwar Coomar, Kevin Cooper, Valerie Culler, Randy Daniels, AJ Fischer, Tom Flowers, Kelly Heinzerling, Amy Jozefowicz, Barry Kinsey, Paul Knollman, Robert Krueger (Monroe County Middle College), Brian Lay, Renee Larzelere (Monroe County ISD Board of Education), Kimberly Lindquist, Laura Manley, Stephen McNew (Monroe County ISD), Josh Myers, Tina Pillarelli, Kojo Quartey, Lisa Reaume (Monroe County Middle College), Sarah Richardville (Monroe County Middle College), Jim Ross, Kojo Quartey, Tracy Vogt, Suzanne Wetzel, Daniel Wood, Quri Wygonik, Grace Yackee, and Penny Dorcey (recording secretary)

1. Chair Dowler called the meeting to order at 6:00 p.m.
2. Mrs. Dowler recognized Tom Flowers, MCCC business adjunct. Mr. Flowers was “curious about the institution’s plan to add more classes” at the Whitman Center open.” Chair Dowler noted that the Whitman Center is “thriving;” however, the Board is not ready to comment on the addition of classes at this time. President Quartey offered to have further conversations with Mr. Flowers. He stated that the reason Trustee Dowler used the word “thriving” was because of MCCC’s partnership with Spring Arbor. Evening classes are going well. President Quartey and his team are working on some ideas for MCCC classes.
- B. 2. a. (1) 3. *It was moved by Mrs. Thayer and supported by Ms. Buchanan, that the following items on the consent agenda be approved:*
  - B. 2. a. (1) Approval of the minutes for the March 25, 2019, regular meeting and the April 1, 2019 special meeting of the Board of Trustees
  - B. 2. a. (2) Resolution to Set College Board Authorization for President to Execute a First-year Probationary Faculty Contract for Daniel WoodThe motion carried.
4. The Board agreed by unanimous consent to move item C.4. b. (1) Closed Session for Discussion of the Board’s Role in the Negotiation Process Pursuant to Section 8(c) and 8(h) of the Open Meetings Act up in the agenda.
- C. 4. b. (1) 5. *It was moved by Mr. Hill and supported by Mrs. Thayer that the Board meet in closed session in accordance with section 8(c) and 8(h) of the Michigan Open Meetings Act to discuss issues related to the negotiation of a collective bargaining agreement and a written opinion letter of counsel subject to attorney/client privilege.*

A roll call vote was taken as follows:

Yes [7] Steve Hill, Aaron N. Mason, Florence M. Buchanan, Mary Kay Thayer, William T. Bruck, Krista K. Lambrix, Lynette M. Dowler  
No [0] None

The motion carried and the Board went into closed session at 6:03 p.m.
6. The regular session resumed at 6:41 p.m.
- B. 4. a. (1) 7. *It was moved by Mrs. Thayer and supported by Mr. Hill that the following resolution of commendation for Mr. Daniel Shaw be adopted:*

*WHEREAS Mr. Daniel Shaw has decided to retire from his position as Assistant Professor of Journalism with Monroe County Community College,*

*effective May 8, 2019, and*

*WHEREAS Mr. Shaw has been an outstanding faculty member at Monroe County Community College for eleven years, serving as a valued professor in the Humanities and Social Sciences Division, teaching uncounted classes, motivated and guided hundreds of students in their writing, reading, and analyses of journalistic articles and publications, mentoring and facilitating uncounted editions of the Agora, and*

*WHEREAS Mr. Shaw created Digital Media and Photojournalism and revamped Intro to Journalism and Intro to Mass Media, and*

*WHEREAS Mr. Shaw is currently Faculty Council secretary, has been a Member of the Instructional Technology Committee for five years, the Learning Assessment Committee for five years, the General Education Task Force, the Millage Strategy Committee, the Millage Communication Committee, eight employee search committees, and*

*WHEREAS Mr. Shaw was a Member of the One Book, One Community committee for eleven years, often on the sub-committee that selected the book, organized a panel discussion each of the eleven years on a subject connected to the book, and*

*WHEREAS Mr. Shaw led Study Abroad trips to Spain in May 2013, Italy in 2014, Europe in 2015, Italy/Greece in 2017, helped prepare for British Isles in 2019, and*

*WHEREAS Mr. Shaw wholly developed and coordinated the 2013 Spain trip, worked with Kevin Thomas to create the 2014 Italy culinary trip, and WHEREAS Mr. Shaw for eleven years took the Agora staff to the National College Media Conference in New York City, annually took staff to the Michigan Community College Press Association conference at Central Michigan University as well, and*

*WHEREAS Mr. Shaw mentored the Agora to its first in MCCA general excellence awards (five of the last eleven years), ensuring four MCCC students would win Student Journalist of the Year, facilitated past year the Agora's earning of twenty-four awards, including eight first place awards (among them were first for general excellence and first for student journalist of the year), and*

*WHEREAS Mr. Shaw co-hosted election coverage on MPACT Television every election year since 2013, including students in production of the coverage and encouraging students to appear on-air for candidate interviews, and*

*WHEREAS Mr. Shaw helped dozens of students obtain internships at Channel 13 in Toledo, the Monroe News, MPACT, and a variety of other businesses,*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Mr. Daniel Shaw for his dedicated service and contributions to his students and his community, and*

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

*BE IT RECORDED that the Board of Trustees wishes for Mr. Shaw continued success, good health, and happiness on this day, April 22, 2019."*

Mr. Shaw thanked the Board members who "don't get enough thanks for the thankless job that they do...MCCC couldn't be what it is without the Board." Mrs. Thayer responded that she saw a huge transformation in the student newspaper under Mr. Shaw's watch. She expressed her appreciation for his ability to get the students interested in the college and the community, and said that he will be missed at MCCC. Mr. Shaw stated that "the students do the work, not me; they are the ones who are being recognized for their work and I am very proud of them." He also mentioned that in the current edition of *The Agora*, the students dedicated two pages to him without him finding out. They created two full "dummy" pages for him to look at before replacing them with stories from past editors of the paper.

The motion carried.

- B. 4. a. (2) 8. *It was moved by Mr. Mason and supported by Ms. Lambrix that the following resolution of commendation for Monroe County Middle College be adopted:*

*WHEREAS, Monroe County Middle College was founded in 2009 as a public, early/middle school and the first option of its kind in the county, and*

*WHEREAS, MCMC is a model of organizational collaboration among the Monroe County Intermediate School District, Monroe County Community College, ProMedica Monroe Regional Hospital, the business community and all nine local public school districts, and*

*WHEREAS, MCMC, which is located on the MCCC campus, provides a high school option for Monroe County students who have identified an interest in health science or STEM career pathway and delivers a rigorous and relevant curriculum that enables students to reach their academic potential, and*

*WHEREAS, MCMC provides students an opportunity to earn up to 60 transferable college credits and/or an associate degree by the end of their 13<sup>th</sup> year of school, and*

*WHEREAS, instruction at MCMC is provided by highly qualified, Michigan certified teachers and Monroe County Community College professors and adjunct faculty, and*

*WHEREAS, MCMC has grown from 38 students and 2.5 full-time equivalent instructors in 2009-10 to 346 students and 40 full-time equivalent instructors in 2018-19, and*

*WHEREAS, since 2011, when MCMC students began taking courses through dual enrollment at MCCC, they have earned a total of 15,786 college credits, and*

*WHEREAS, MCMC students are very engaged in the MCCC campus community, serving as members of Student Government, writing fellows, supplemental instructors, lab assistants and student assistants and have won an abundance of academic awards, and*

*WHEREAS, Monroe County Community College is indeed fortunate to have an educational partner so committed to expanding opportunities to area high school students.*

*THEREFORE, be it resolved, that the Board of Trustees recognizes Monroe County Middle College as the 2019 College Supporter of the Year in appreciation of its continued support of Monroe County Community College and its programs, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its sincere gratitude to MCMC on this Monday, April 22, 2019.*

Robert Krueger, Principal of Monroe County Middle College, introduced his colleagues who were in attendance, Lisa Reaume, MCMC Counselor; Stephen McNew, MCISD Superintendent; and Renee Larzelere, Vice President of the MCISD Board of Education. Mr. Krueger stated that the Monroe County Middle College highlights that “when partnerships work, the outcome can be really outstanding. He noted that the two students featured on the middle page spread of The Agora today are both middle college graduates. Mr. Krueger said that the Middle College students are really collectively our students. They are not Middle College or MCCC students, we work together and they are both. Trustee Mason, commended Mr. Krueger and his colleagues for the amazing things that they have done and for the high level of achievement and student success.

The motion carried.

- C. 3. a. (1) 9. President Quartey reported the following probationary faculty contract and resignation:

Staff Appointment:

Michelle Gaynier, Communication Specialist, effective April 17, 2019  
(Replacing Kari Jenkins)

1st Year Probationary Faculty Contract: (effective 8/2019-5/6/2020)

Daniel Wood, Instructor of Criminal Justice

Dr. Grace Yackee, Vice President of Instruction, introduced Mr. Wood who holds both a bachelor's and master's degree in Criminology from the University of Michigan. He also has a Juris Doctorate from Cooley Law School and is a licensed and practicing attorney. He has an excellent background and is a certified paramedic. Mr. Wood has experience teaching and skills that are crucial to the Criminal Justice Program.

Resignation:

Molly McCutchan, Director of Human Resources, effective April 18, 2019

Dr. Quartey stated that the Director of Human Resources position has been posted for a couple of weeks and the application process closed today.

- C. 3. a. (2) 10. The Board received a Statement of General Fund Revenues and Expenses for the period ending March 31, 2019.

Suzanne Wetzel, Vice President of Administration and Treasurer, reported that the HVAC payment was made on March 28<sup>th</sup>. That completes the institutions \$1.4 payments for this year. Work on the budget continues. Cabinet is currently reviewing the budgets submitted from various departments and divisions. Mrs. Wetzel predicts she and her team will be close to a balanced budget by the May study meeting.

Mrs. Wetzel noted that in terms of project updates, people should be prepared for a lot of construction on campus this summer. Currently, the Administration building is undergoing roof repairs. The State approved the bids for the East and West Technology buildings and construction is mobilizing today, with fencing going up on Tuesday. A groundbreaking for the East and West Technology buildings is scheduled for May 6, at 9:00 a.m. The college is also preparing for renovations to the IT closets across campus. The bids are out for contractors right now, with a start date planned for June. The Little Theater in the Campbell building is scheduled for renovations, as well as the addition of three gender neutral restrooms on campus this summer. Generators are also being added across campus to protect the facilities from blackouts. Construction bids will go out either this month or early next month. The Board will receive a number of additional project updates in May.

This report was included in the Board packet for review and is part of the permanent Board file in the President's Office.

- C. 3. a. (3) 11. The Board received a note of thanks from Jeff VanSlambrouck and family for the kind words, prayers, and memorial sent at the passing of his father, John F. VanSlambrouck.

- C. 3. b. (1) 12. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey reported that he was in Flat Rock today to listen to Governor Whitmer present to Flat Rock High School. Representative Joe Bellino was also in attendance and gave a shout out to Monroe County Community College. Last Friday, Dr. Quartey, Trustee Mason and Trustee Buchanan were in Lansing for Legislative Day. They met with Senator Dale Zorn, Representative Jason Sheppard, and Representative Joe Bellino. The day before, President Quartey and Jack Burns, Director of Campus Planning and Facilities, were also in Lansing to testify to the Joint Capital Outlay subcommittee. MCCC's project is currently ranked fourth. There are 18 individuals on the Joint Capital Outlay subcommittee. Dr. Quartey sent thank you notes to each of them, and his office is currently making arrangements to go back to Lansing to hold one-on-one meetings with each of the committee members and try to ensure MCCC receives those funds. Having some students, administrators, faculty, and Board members with him for those visits is key, as it makes a difference when individuals other than the President show up and advocate on behalf of the College. The President's State of the College Address/Open House is scheduled for Thursday, April 30<sup>th</sup>. Dr. Quartey thanked Trustee Buchanan for suggesting holding the event in the new Student Collaboration Room in the Life Sciences Building. The title of the event is "Innovations and Renovations; Your Millage Money at Work." Dr. Quartey reminded the Board that a Ground Breaking for the East and West Technology

buildings is scheduled for May 6, at 9:00 a.m., and Commencement takes place on May 3.

- C. 3. b. (2) 13. Dr. Randy Daniels, Vice President of Student and Information Systems and Administrator Council Chair, updated the Board on the activities of the Administrator Council. As part of the College Shared Governance Model, the Administrator Council is one of three groups. At the last meeting, the Board heard a similar report from Professor Edmund La Clair from Faculty Council. The Administrator Council consists of professional staff and administrators at the College. Dr. Daniels has been the chair of this council for two years. His term will end this this year. The council's secretary is Quri Wygonik, Coordinator of Institutional Research, Evaluation, and Assessment. Dr. Daniels thanked her for her work.

Dr. Daniels stated that the Council's charge is to meet regularly and discuss the topics that are of concern to persons represented by the Councils, and to deliberate, develop, and modify proposal concerning management and organizational issues. To date, the council has had seven meetings. Two more meetings are scheduled, one in May and one in June. That will make a total of nine meetings for the 2018-2019 fiscal year. A complete record of all meetings, agendas, and minutes are kept on Brightspace, and all proposals are tracked on a master proposal spreadsheet. This past year they had presentations on several items including the standard elements of syllabi; they heard recommendations from the Annual Schedule Task Force; they heard reports from the campus-wide millage projects; the 2020 budget process; and the Michigan Paid Medical Leave Act.

The council heard requests for input and action on the MCCC mission, vision and value documents; the Honors Program; The Honors Policies and Procedures; a recommendation for spring summer semester; recommendations on The Foundation revised mission, vision, and values; and the creation of an enrollment study group. There are no requirements other than all administrators and professional staff are encouraged to participate in all council activities.

When asked about the enrollment study group, Dan Shaw, Professor of Journalism and Humanities, explained that the Faculty Council had created a study group to research enrollment processes at MCCC, as well as the processes at other institutions, and collect data to see if there is anything we can do to improve MCCC's enrollment.

- C. 3. b. (3) 14. Joshua Myers, Executive Director of The Foundation at MCCC, reported that The Foundation board met on April 8. They welcomed six new Board members including three Trustee representatives: Krista Lambrix, William Bruck, and Aaron Mason. The board also welcomed a new Group Three Director from the community, Bill Bacarella, who will now be serving as the Treasurer of The Foundation, as well as a regular Board member. The board also welcomed two new staff representatives, which were appointed by Kojo: Dr. Melissa Grey, Professor of Psychology, and Lisa Schendel, Administrative Assistant to the Dean of Business. The board took action on a couple of items, including officer elections. Victor Bellestri was elected as Chair; Ron Campbell, First Vice Chair; Bill Bacarella, Treasurer, and Marjorie McIntyre Evans, Secretary. The Foundation Board authorized \$20,000 for this year's Enhancement Grants program. The awards ceremony is scheduled for May 1, at 12:30pm, in the La-Z-Boy Center Atrium.

Dr. Myers announced two new endowed scholarships, the Noel H. and Elizabeth Dentner Scholarship and the Roger Olsen and Lela Wadlin Endowed scholarship. Both scholarships are also accompanied by legacy gifts, and the donor parties are committed to funding their scholarships each year. The Foundation is working on scholarships now and awarding them. Dr. Myers thanked Dr. Valerie Culler and her staff who are the experts in determining where those dollars go according to the donor agreements. This year the Foundation is just shy of providing \$250,000 of private donor scholarships. There is a notable shift from annual scholarships moving to endowed scholarships.

The Foundation has been working with Joe Verkennes, to fill the Communication Specialist position formerly filled by Kari Jenkins. Dr. Myers welcomed Michelle Gaynier, who is replacing Ms. Jenkins. Ms. Gaynier took an early buyout from Schoolcraft College. She brings with her a wealth of knowledge. Some small adjustments were made in the Foundation and Marketing/Communications offices. They moved the Alumni Association from under The Foundation to Marketing and

Communications to better align staff duties in those areas.

Dr. Myers gave a brief update on The Foundation Annual Fund. Last year the Foundation set a goal of \$75,000 and raised \$77,202. This year efforts are ongoing. They kept the same goal, but are already at \$91,397. The Foundation continues to exceed its annual funds goals. The Foundation also announced a new logo change. Currently, they are running a temporary logo for the twentieth anniversary of The Foundation at MCCC. They will move to the new logo after this weekend.

Dr. Myers directed the Trustees to the Art Collection booklet in their Board packets. He commended Dr. Paul Hedeem as the driving force behind the project, which was funded by a cultural enrichment endowment. The booklet includes all of the art work on the campus. It began as an inventory prompted by the pending retirements of Professors Gary Wilson and Ted Vassar. There was a large collaborative team that worked on the project. In the early 2000s, state auditors audited all of the art collections of educational institutions in the state. MCCC was the last institution audited. After viewing the collection, they informed the College that it had by far the largest collection of any college in Michigan, outside of Universities with museums.

- C. 3. b. (4) 15. *It was moved by Mrs. Thayer and supported by Ms. Buchanan that the Board meet in closed session in accordance with section 8(a) of the Michigan Open Meetings Act to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.*

A roll call vote was taken as follows:

Yes [7] Steve Hill, Aaron N. Mason, Florence M. Buchanan, Krista K. Lambrix,  
William T. Bruck, Mary kay Thayer, Lynette M. Dowler  
No [0] None

The motion carried and the Board went into closed session at 7:21 p.m.

16. The Board resumed open session at 8:18 p.m.

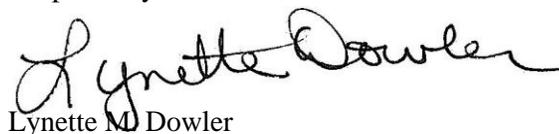
- C. 4. b. (1) 17. The Board reviewed their recalculated self-evaluations. They would like to discuss the self-evaluation in greater detail at a Board retreat. Although there is always room for improvement; overall, the Board feels it is doing a great job as a new Board. Chair Dowler applauded Mrs. Thayer's long standing service as the Board representative to the ACCT and MCCA, but noted that the Board cannot take that for granted. She suggested that Mrs. Thayer take a Trustee under her wings and help them to make connections within those two organizations. It is important that Trustees think about whether they might be interested in learning these roles. Mary Kay will make the introductions.

- C. 4. b. (2) 18. Chair Dowler noted the upcoming events and added the Enhancement Grants Ceremony on May 1, at 12:30 p.m. in the La-Z-Boy Center Atrium. Additionally, the Monroe Middle College Graduation is on May 10<sup>th</sup>, not on May 1<sup>st</sup>. Mr. Mason and Mr. Hill will not be able to make the May 20<sup>th</sup> study meeting. Mrs. Wetzel will go over the materials separately with them. Mrs. Buchanan will be out of town for commencement.

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

The motion carried and the meeting adjourned at 8:28 p.m.

Respectfully submitted,



Lynette M. Dowler  
Chair



Aaron N. Mason  
Secretary

/prd

These minutes were approved at the May 20, 2019 regular meeting of the Board of Trustees.